

ACKNOWLEDGEMENT

The completion of this book would not have been possible without the support, guidance, and encouragement of many individuals.

First and foremost, I express my sincere gratitude to my father, all the mentors, educators, and administrative professionals whose practical knowledge and experience in government rules, financial regulations, and service matters have directly or indirectly contributed to the development of this work. Their real-world insights have helped shape this book into a useful and practical guide.

I am especially thankful to all aspirants and candidates preparing for competitive and departmental examinations such as AIIMS CRE, KVS, UPSC (LDC/SSO), NFSU SO, Assistant Registrar, AAO/AO, Section Officer, State PCS, and various university and institutional promotional exams. Their continuous demand for a simplified, structured, and exam-oriented resource inspired the creation of this book.

I would also like to acknowledge the immense contribution of reference materials including government manuals, financial handbooks, service rule compilations, and constitutional provisions, which served as the foundation for this compilation.

Special thanks to **Mr. Sidharth Singh** and **Dr. A.S.S** whose vision, design, and conceptual clarity played a crucial role in shaping this book into a comprehensive and student-friendly format.

Lastly, I extend my heartfelt appreciation to my family and well-wishers for their constant support, patience, and encouragement throughout the process of writing and compiling this book.

This book is a humble effort to simplify complex rules and make them accessible to all aspirants and professionals.

— **Author (VOLUME - II)**

- **Mr. Sidharth Singh (MoHFW)**
- **Dr. A.S.S**

Youtube Channel : YOUBOX STUDY

COPYRIGHT & DISCLAIMER

© All Rights Reserved.

First Edition: 2026 (Volume II)

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means—electronic, mechanical, photocopying, recording, or otherwise—without the prior written permission of the publisher or the author, except for brief quotations used for review or academic purposes.

This book has been carefully prepared with the objective of providing accurate and up-to-date information on government rules, financial regulations, service matters, and constitutional provisions relevant to various competitive and departmental examinations such as AIIMS CRE, KVS, UPSC (LDC/SSO), NFSU SO, Assistant Registrar, AAO/AO, Section Officer, State PCS, and similar examinations conducted by universities and government institutions.

This publication is part of a multi-volume series. The present edition, **Volume II**, covers foundational and core concepts. Subsequent volumes will include advanced topics, applied aspects, and additional rules required for higher-level examinations and professional use.

However, the author and publisher do not take any responsibility for any errors, omissions, or discrepancies that may exist in the content. Readers are advised to refer to original government notifications, official manuals, circulars, and statutory provisions for final confirmation and authoritative interpretation.

This book is intended strictly for educational and informational purposes. It should not be considered as a legal document or a substitute for official rules and regulations issued by the Government of India or any State Government.

The author, contributors, and publisher shall not be liable for any direct or indirect loss or damage arising from the use of the information contained in this book.

All trademarks, names, and references mentioned in this book belong to their respective owners and are used only for identification and educational purposes.

Unauthorized distribution, piracy, or commercial use of this material without permission may lead to legal action under applicable laws.

— Author

- **Mr. SIDHARTH SINGH(JAIPUR)**
- **Dr. A.S.S (NEW DELHI)**

PREFACE

In the present era of competitive examinations and professional excellence, a thorough understanding of government rules, financial regulations, service matters, and constitutional provisions has become essential not only for aspirants but also for serving officials. These subjects form the backbone of administrative functioning and play a crucial role in decision-making within government offices and institutions.

This book has been specifically designed to cater to the needs of candidates preparing for various competitive and departmental examinations such as AIIMS CRE, KVS, UPSC (LDC/SSO), NFSU SO, Assistant Registrar, AAO/AO, Section Officer, State PCS, and promotional examinations in universities, NITs, IITs, Sanskrit Universities, BHU, and other institutions. It is equally useful for in-service officials who seek clarity and practical understanding of rules in their day-to-day office work.

One of the major challenges faced by aspirants is the scattered and complex nature of these rules across multiple sources such as FR & SR, GFR, CCS Rules, and constitutional provisions. This book aims to bridge that gap by presenting all relevant topics in a structured, simplified, and exam-oriented manner without compromising on accuracy and depth.

Special emphasis has been given to clarity of concepts, easy language, and practical applicability. Wherever required, important points have been highlighted to assist in quick revision and better retention. The content has been carefully organized to ensure that readers can not only understand the rules but also apply them effectively in examinations as well as in professional settings.

This work is the result of continuous effort, analysis of previous examination patterns, and interaction with aspirants and professionals across different domains. The objective is to provide a single, reliable, and comprehensive resource that reduces dependency on multiple books.

I sincerely hope that this book will serve as a valuable guide and contribute to the success of all readers.

This book has been conceptualized and designed under the guidance of Mr. Sidharth Singh and Dr. A.S.S., whose expertise and vision have been instrumental in shaping its structure and approach

For Full information and course Recorded Video:



“YOUBOX STUDY” Channel on youtube.

VOLUME - II

HOW TO USE THIS BOOK

This book has been carefully designed to serve both aspirants preparing for competitive and departmental examinations and professionals working in administrative roles. To maximize its benefits, readers are advised to follow a structured approach while using this book.

1. **Understand the Structure First**

The book is organized topic-wise covering government rules, financial regulations, service matters, and constitutional provisions. Before starting, go through the table of contents to understand the flow and scope of topics included in this volume.

2. **Focus on Conceptual Clarity**

Each topic has been explained in a simple and concise manner. Readers should focus on understanding the logic and intent behind the rules rather than rote memorization. This approach will help in both objective and descriptive examinations.

3. **Use for Multiple Examinations**

This book is suitable for exams such as AIIMS CRE, KVS, UPSC (LDC/SSO), NFSU SO, Assistant Registrar, AAO/AO, Section Officer, State PCS, and various university and departmental promotional examinations. Readers should align their preparation according to the syllabus of their specific examination.

4. **Highlight and Revise Regularly**

It is recommended to underline important points, provisions, and keywords while studying. Regular revision of these highlighted sections will improve retention and recall during examinations.

5. **Practice Application-Based Questions**

Many examinations now focus on practical application of rules. Readers should try to relate the concepts with real-life administrative scenarios to strengthen their understanding.

6. **Use as a Ready Reference for Office Work**

This book is not only useful for examinations but also serves as a quick reference guide for day-to-day office work. Professionals can refer to relevant sections whenever clarification is required.

7. **Follow a Consistent Study Plan**

Consistency is key to mastering these subjects. Readers are advised to create a study schedule and cover topics systematically rather than randomly.

This book is designed to reduce the burden of referring to multiple sources and to provide a single, reliable, and exam-oriented resource. With proper utilization, it can significantly enhance both conceptual understanding and exam performance.

— **Author**

- **Mr. Sidharth Singh**
- **Dr. A.S.S**

Volume II: Service Rules, Pension & Allowances

Sl. N.	Chapter Name	Page
1.	Central Civil Services (Joining Time) Rules, 1979	5–8
2.	Central Civil Services (Implementation of National Pension System) Rules, 2022	9–25
3.	Unified Pension Scheme, 2025	26–35
4	Retirement on Reaching Age of Superannuation	36–69
5	Cessation of Service Other than Superannuation	70–96
6	General and Miscellaneous Provisions of Government Service	97–123
7	Comprehensive Framework of Allowances, Fees and Honorarium in Government Service	124–146
8	Service Outside Cadre: Deputation and Foreign Service	147–159
9	Travel Allowance (TA) Rules	160–179
10.	The Central Civil Services (Classification, Control and Appeal) Rules, 1965	180–204
11	Allotment of Government Quarters (GPRA), 2017	205–220
12	Central Civil Services (Conduct) Rules, 1964	221–232
13	Central Civil Services (Leave) Rules, 1972	233–254
14	Service Advancement: Seniority, DPC and Promotion Rules	255–270
15	Central Civil Services (Leave Travel Concession) Rules, 1988	271–281
16	Welfare Measures for Central Government Employees	282–287

1. CENTRAL CIVIL SERVICES (JOINING TIME) RULES, 1979

(Joining Time)

Preliminary

The President, using powers under **Article 309** and **Article 148(5)** of the Constitution, and after consulting the **Comptroller and Auditor-General (CAG)** for Audit & Accounts staff, has made these rules.

These rules are called the **Central Civil Services (Joining Time) Rules, 1979**.

➤ **Example:** These rules apply when a government employee is transferred and needs time to join a new post.

📌 **Exam Tip:** Name + Year important → CCS (Joining Time) Rules, 1979.

1. Meaning of Joining Time

Joining Time is the time allowed to a Government servant to join a new post when transferred or appointed, along with the time required for travel.

➤ **Example:** If an officer is transferred from Delhi to Jaipur, the time taken to travel and settle at the new place is called Joining Time.

📌 **Exam Tip:** Joining Time = Time to travel + time to join new duty.

2. When Joining Time is Admissible

Joining Time is allowed in the following cases:

1. On transfer in public interest to a new post (same or different station).
2. On appointment through competitive exams/interviews, if past service is counted.
3. On transfer of surplus staff under redeployment schemes.
4. When an employee is discharged due to reduction and appointed elsewhere (with conditions).
5. Once in a year while going on leave to/from a remote locality.
6. Once in a year while returning from such leave.
7. For officials of Andaman & Nicobar / Lakshadweep (special cases).

➤ **Example:** An employee transferred due to office closure will get Joining Time to join the new office.

📌 **Exam Tip:** Public interest transfer = Joining Time allowed.

3. When Joining Time is NOT Admissible

- In case of **temporary transfer**, only actual travel time is allowed (like tour).

➤ **Example:** If an officer is sent temporarily for 10 days to another city, only travel time is given, not full Joining Time.

📌 **Exam Tip:** Temporary duty ≠ Joining Time.

4. Amount of Joining Time

(A) Same Station

Condition	Joining Time
Same station (no change of residence)	1 day

➤ **Example:** Transfer within the same city like Delhi to another office in Delhi → 1 day.

📌 **Exam Tip:** Same city = 1 day.

(B) Different Station

Distance	Joining Time
Up to 1000 km	10 days
1000–2000 km	12 days
Above 2000 km	15 days

➤ **Example:** Delhi to Mumbai (>1000 km) → 12 days Joining Time.

📌 **Exam Tip:** 10 – 12 – 15 rule (very important).

(C) Special Case – Road Travel (>200 km)

Distance	Joining Time
Up to 1000 km	12 days
1000–2000 km	15 days
Above 2000 km	15 days

➤ **Example:** Remote area transfer with long road journey → extra time allowed.

📌 **Exam Tip:** Road travel = more time.

(D) Travel by Air

- Maximum Joining Time = **12 days**

➤ **Example:** Even if distance is very long, if travel is by air → max 12 days.

📌 **Exam Tip:** Air travel cap = 12 days.

5. Additional Joining Time

- Extra days allowed for **remote areas**
- +2 days extra for transfer to/from:
 - North-East Region
 - Sikkim
 - Andaman & Nicobar
 - Lakshadweep
 - Ladakh

➤ **Example:** Transfer to Assam → normal JT + 2 extra days.

📌 **Exam Tip:** NE + Islands = +2 days.

6. Important Rules

(i) Distance Calculation

- Based on **actual distance**, not railway weighted distance.

➤ **Example:** Use real distance between cities, not fare-based distance.

📌 **Exam Tip:** Actual distance only.

(ii) Holidays

- Holidays after Joining Time are allowed
- Holidays cannot be prefixed

➤ **Example:** If Sunday comes after Joining Time → counted; before → not counted.

📌 **Exam Tip:** Suffix allowed, prefix not allowed.

7. Break in Service Case

- If break ≤ 30 days and service ≥ 3 years → treated as Joining Time (without pay)

➤ **Example:** Employee joins new post after 20 days → treated as Joining Time (no salary).

📌 **Exam Tip:** 30 days limit important.

8. Simple Summary

- Same station → 1 day
- Different station → 10 / 12 / 15 days
- Air travel → max 12 days
- Remote areas → extra days
- Temporary transfer → no Joining Time

➤ **Example:** Long-distance permanent transfer → full Joining Time allowed.

📌 **Exam Tip:** 10–12–15 is most asked in exams

3. Calculation of Joining Time (JT)

Joining Time is always calculated from the **old headquarters**, irrespective of where the employee actually receives the order or hands over charge.

Situation	Rule	Simple Meaning
Order received at another place	Calculate from old HQ	Ignore current location
Charge handed over at another place	Calculate from old HQ	HQ remains base
HQ changed during tour	Calculate from old HQ	Tour place ignored
Temporary transfer becomes permanent	Calculate from old HQ	Same rule applies

➤ **Example:** If an officer is on tour in Jaipur but his HQ is Delhi and he gets transfer order, JT will be calculated from Delhi only.

📌 **Exam Tip:** Always remember → “JT starts from old HQ only”.

4. Extension of Joining Time

Joining Time can be extended in special cases.

Authority	Maximum Extension
Head of Department	Up to 30 days
Govt of India Department	Beyond 30 days

Extension is based on:

- Preparation time (~8 days)
- Travel time
- Holidays (if any)

➤ **Example:** If an employee needs more time due to long distance shifting, HOD can extend JT up to 30 days.

📌 **Exam Tip:** HOD = 30 days, beyond that = Govt approval.

5. Unutilized Joining Time

- If Joining Time is not fully used, the remaining period is **credited to Earned Leave (EL)**.

➤ **Example:** If 12 days JT allowed but only 8 used → remaining 4 days added to EL.

📌 **Exam Tip:** Unused JT = added to EL.

6. Combination with Leave

- Joining Time can be combined with:
 - Any kind of leave

- Vacation
- But **NOT** with Casual Leave

➤ **Example:** Employee can take earned leave after JT, but cannot combine with casual leave.
 ♣ **Exam Tip:** CL not allowed with JT.

7. Second Transfer During Transit

- If a second transfer order is received while in transit:
 - Employee gets **fresh Joining Time**
 - Calculated from place where new order is received

➤ **Example:** While going from Delhi to Mumbai, if new order says go to Chennai → fresh JT from current location.
 ♣ **Exam Tip:** Second order = fresh JT.

8. Joining Time Pay & Benefits

(A) Pay during Joining Time

Component	Rule	Simple Meaning
Basic Pay	Same as old post	No loss of pay
Dearness Allowance (DA)	Admissible	Based on pay
HRA	As per old HQ	Old city rules apply

➤ **Example:** During JT, employee continues to get same salary as before transfer.
 ♣ **Exam Tip:** JT = treated as duty (full pay).

(B) Not Admissible

Allowance	Rule
Permanent Travelling Allowance	Not allowed
Conveyance Allowance	Not allowed

➤ **Example:** No daily conveyance allowance during Joining Time.
 ♣ **Exam Tip:** PTA & Conveyance = not allowed.

9. Sanction of Joining Time

- Joining Time is approved by the **Competent Authority** controlling the employee.

➤ **Example:** Department head approves JT when employee is transferred.
 ♣ **Exam Tip:** Admin authority gives approval.

10. Payment of Joining Time Pay

- Joining Time Pay is paid by the **new Administrative Authority** where the employee joins after transfer.

➤ **Example:** If an employee moves from Delhi to Mumbai, salary during Joining Time will be paid by the Mumbai office.

♣ **Exam Tip:** New office pays JT salary.

11. Joining Time and Increment

(A) General Rule

- Joining Time counts for **increment** in:
 - Substantive post
 - Post for which pay is drawn

➤ **Example:** If increment is due during JT, it will be counted.

♣ **Exam Tip:** JT = counts for increment.

(B) JT after Leave

- If Joining Time comes after leave, it counts for increment based on the post held before leave.

➤ **Example:** Leave → JT → Increment counted as per previous post.

♣ **Exam Tip:** Leave + JT = still counts.

(C) Own Request Transfer (Important Exception)

Situation	Rule
Transfer on own request	Journey period = dies non
Effect	No increment, no leave, no pension

➤ **Example:** If employee requests transfer, travel period is not counted for service benefits.

♣ **Exam Tip:** Own request = dies non (very important).

(D) Increment During JT

- If increment falls during JT:
 - Increased pay is given **after joining duty**
 - But period of JT **counts for next increment**

➤ **Example:** Increment date falls during travel → higher salary starts after joining.

♣ **Exam Tip:** Counted, but paid later.

12. Miscellaneous Provisions

(A) Transfer Cancelled

- If transfer is cancelled after leaving old post but before joining new post:
 - Entire period is treated as **Joining Time**

➤ **Example:** Employee relieved but order cancelled → period becomes JT.

📌 **Exam Tip:** Cancelled transfer = JT.

(B) Transfer on Own Request

Rule	Explanation
No Joining Time	Not admissible
Leave required	Must take leave
Holidays allowed	Can use holidays in between

Pay	Paid by new office
-----	--------------------

➤ **Example:** Employee chooses transfer → must use leave, not JT.

📌 **Exam Tip:** Own request = No JT.

(C) Exception (Important)

- If transfer is to **station of choice after completing tenure:**
 - Joining Time **is allowed**

➤ **Example:** After completing tenure in NE region, posting to home station → JT allowed.

📌 **Exam Tip:** Tenure completion = JT allowed.

2. CENTRAL CIVIL SERVICES (IMPLEMENTATION OF NATIONAL PENSION SYSTEM) RULES, 2021 (NPS-2021)

1. Implementation of the National Pension System

The **National Pension System (NPS)**, earlier called the **New Pension Scheme**, was introduced by the Government of India to reform the pension system for Central Government employees. The objective of this system is to create a **contributory pension system**, where both the employee and the Government contribute to a pension fund during the service period of the employee.

Under this scheme, the pension amount received after retirement depends upon the **total contributions made and the returns earned on the invested pension corpus**. Therefore, unlike the old pension system, the pension under NPS is **market-linked and fund-based**.

The Government of India introduced this system through a notification dated **22 December 2003**, and it became applicable from **1 January 2004**.

According to this notification, the **National Pension System is applicable to all Central Government employees who joined Government service on or after 1 January 2004**, except employees belonging to the **Armed Forces**.

This means that any person who joined Central Government service on or after **01-01-2004** automatically became covered under the **National Pension System**, and the provisions of the **Central Civil Services (Pension) Rules, 1972** are generally not applicable to them.

However, later the Government issued certain clarifications and provided an option to some categories of employees to choose the **old pension scheme (CCS Pension Rules, 1972)** instead of NPS under specific conditions

➤ **Example:** If a person joined Central Government service on **15 March 2005**, then that employee will automatically be covered under the **National Pension System (NPS)**.

📌 **Exam Tip:** National Pension System is applicable to **Central Government employees appointed on or after 1 January 2004**, except the **Armed Forces**.

Exception to NPS Coverage (Option for Old Pension Scheme)

The Government later issued an important Office Memorandum dated **17 February 2020**, which allowed certain employees to opt for the **old pension scheme under CCS (Pension) Rules, 1972**, instead of the National Pension System.

This option was given to employees **whose recruitment process was completed before 1 January 2004**, but who actually joined service after that date due to administrative reasons.

Such employees were allowed to choose between:

1. National Pension System (NPS), or
2. CCS (Pension) Rules, 1972 (Old Pension Scheme).

However, to avail this benefit, the employee had to **exercise the option before 31 May 2020**.

➤ **Example:** Suppose a recruitment exam result was declared on **20 December 2003**, and the vacancy existed before **31 December 2003**, but the candidate received the appointment letter in **March 2004**.

In such a case, the employee may choose to be covered under the **old pension scheme (CCS Pension Rules, 1972)** if the option was exercised within the prescribed time.

📌 **Exam Tip:**

Employees whose selection was finalized before 1 January 2004 but appointment occurred later could opt for the old pension scheme under OM dated 17-02-2020.

Clarifications regarding Coverage under CCS (Pension) Rules, 1972 instead of NPS

To remove confusion regarding the implementation of the Office Memorandum dated 17 February 2020, the Government issued further clarifications.

These clarifications explain how the option can be exercised and which authority will take the decision.

Clarifications Table

Sl. No.	Issue Raised	Clarification	Example
1	A Government servant joined a Central Government Department on or after 1-1-2004 based on results declared before 1-1-2004. Later the employee joined another Central Government Department after submitting a technical resignation. Can the option under OM dated 17-2-2020 still be exercised?	Yes. Such a Government servant can exercise the option under OM dated 17-2-2020. The appointing authority of the department where the option is exercised will decide the matter. If the employee submitted the option in the last department/office, that department will forward the request to the concerned department for decision. The final decision will be communicated to the employee's latest department. Instructions related to mobility of Government servants and counting of past service for pension or gratuity will apply according to CCS (Pension) Rules, 1972.	➤ An employee selected through a recruitment exam declared in December 2003 joined Department A in March 2004 and later moved to Department B after technical resignation. That employee can still exercise the option under OM dated 17-2-2020 through Department B.
2	Whether the instructions of OM dated 17-2-2020 apply to Government servants appointed after 1-1-2004 on compassionate grounds?	Yes. A Government servant appointed on compassionate grounds after 1-1-2004 can exercise the option under OM dated 17-2-2020 if the competent authority had decided before 1-1-2004 to appoint the employee on compassionate grounds based on the recommendation of the Screening or Selection Committee.	➤ If the competent authority approved compassionate appointment in December 2003 but the actual appointment order was issued in February 2004, the employee may exercise the option to come under CCS (Pension) Rules, 1972 instead of NPS.

2. Registration, Emoluments and Contributions

The **National Pension System (NPS)** is a contributory pension scheme for Central Government employees. Under this system, every employee contributes a part of his salary every month to a pension fund, and the Government also contributes an additional amount to the employee's pension account.

This section explains the process of **registration in NPS, the meaning of emoluments for contribution purposes, and the rules relating to contributions by the employee and the Government.**

1. Registration into NPS

When a person joins Central Government service and becomes covered under the **National Pension System**, the first step is the **registration of the employee in the NPS database.**

Immediately after joining service, the Government employee must submit an **application for registration along with the option form** for NPS.

After receiving the application, the **Central Recordkeeping Agency (CRA)** processes the registration.

Once the registration process is completed, the CRA issues a **Permanent Retirement Account Number (PRAN)** to the employee.

PRAN is a **unique identification number for the subscriber in the NPS system**, and it remains the same throughout the service life of the employee.

After the PRAN is generated, the **Head of Office** will:

1. Inform the employee about the PRAN number.
2. Record the PRAN in the **Service Book of the employee**.

This ensures that the employee's pension account is properly linked with the official service records.

➤ **Example:** A person joins Central Government service on **10 April 2024**. After joining, he submits the NPS registration form. The Central Recordkeeping Agency processes the application and issues a **PRAN number**, such as **123456789012**. This PRAN will be recorded in the employee's service book.

📌 **Exam Tip:** PRAN stands for **Permanent Retirement Account Number**, and it is issued by the **Central Recordkeeping Agency (CRA)**.

2. Meaning of Emoluments under NPS

For calculating contributions under the National Pension System, the term "**Emoluments**" is very important.

Under NPS rules, **emoluments include the following components:**

- Basic Pay (as defined under FR 9(21)(a)(i))
- Non-Practicing Allowance (NPA), if applicable
- Dearness Allowance (DA)

These components together form the **basis for calculating monthly contributions** to the pension fund.

Emoluments in Different Situations

The amount of emoluments considered for NPS contribution may change depending upon the employee's service status.

The following table explains this clearly

Emoluments in Different Situations

Situation of Employee	Emoluments Considered for NPS Contribution	Example
Normal service	Basic Pay + DA + NPA	➤ Basic Pay ₹40,000 + DA ₹20,000 = Emoluments ₹60,000
Re-employed retired subscriber	Pay on re-employment + amount of pension by which pay is reduced	➤ If pay is reduced by ₹10,000 pension, that ₹10,000 is added to emoluments
During leave	Leave salary actually drawn	➤ If leave salary is ₹35,000, contribution will be based on ₹35,000
Medical leave or special leave where full pay is not drawn	Notional emoluments will be considered	➤ If salary is reduced due to illness leave, the full pay may be taken as notional emoluments
Deputation	Pay actually drawn during deputation	➤ Deputation pay ₹70,000 becomes emoluments
Suspension	Subsistence allowance drawn	➤ If subsistence allowance is ₹25,000, contribution is based on ₹25,000
Foreign service	Pay which the employee would have drawn in Government service	➤ If Government pay would be ₹80,000, contribution is calculated on ₹80,000

➤ **Example:** If a Government employee is on **suspension and receives subsistence allowance of ₹20,000**, then the NPS contribution will be calculated on **₹20,000**.

📌 **Exam Tip:** Under NPS, **Emoluments = Basic Pay + Dearness Allowance + Non-Practicing Allowance (NPA)**.

3. Contribution under National Pension System

Under NPS, both the **employee and the Government contribute every month** to the employee's pension account.

(A) Contribution by the Subscriber (Employee)

From **1 April 2019**, the employee must contribute **10% of Basic Pay plus Dearness Allowance** every month.

The contribution amount is **rounded off to the next higher rupee**.

The deduction of contribution **starts from the month following the month in which the employee joins Government service**.

Contribution in Special Situations

1. During Suspension

If the employee is under suspension and chooses to contribute during this period, then the contribution will be based on the **subsistence allowance or emoluments allowed during suspension**.

If later the suspension period is treated as duty and the salary is revised, the **difference in contribution will be deposited in the pension account along with interest**.

2. During Half Pay Leave (HPL)

When an employee is on **Half Pay Leave**, the NPS contribution will be calculated on the **leave salary actually drawn**.

3. During Extraordinary Leave (EOL)

If the employee is on **Extraordinary Leave (EOL)**, including leave on medical grounds where **no salary is paid**, then:

- No contribution will be made by the employee.
- No contribution will be made by the Government.

4. During Probation

Employees who are on **probation period** must also contribute to NPS. NPS contribution begins during the probation period itself.

➤ **Example:** If an employee has **Basic Pay ₹50,000 and DA ₹25,000**, the emoluments become ₹75,000.

Employee contribution = 10% of ₹75,000
Employee contribution = **₹7,500 per month**

📌 **Exam Tip:** Employee contribution under NPS = **10% of Basic Pay + DA**.

(B) Contribution by the Government

The Central Government also contributes to the NPS account of the employee.

The Government contribution is **14% of the employee's emoluments every month**.

The amount of Government contribution is also **rounded off to the next higher rupee**.

This benefit is also extended to employees of **Central Autonomous Bodies covered under NPS**.

➤ Example:

If emoluments = ₹75,000
Government contribution = 14% of ₹75,000
Government contribution = **₹10,500 per month**

📌 **Exam Tip:** Government contribution under NPS = **14% of Basic Pay + DA**.

4. Interest on Delayed Deposit of Contributions

Sometimes contributions may be deposited late due to administrative delays.

In such cases, interest must be credited to the employee's pension account.

The important rules regarding interest are:

- Interest must be credited **within 30 days from the date of deposit of contribution**.
- The rate of interest will be the **same as the Public Provident Fund (PPF) interest rate**, as decided by the Government from time to time.

➤ **Example:** If the NPS contribution is deposited late, interest will be added to the employee's pension account based on the **PPF interest rate applicable for that period**.

📌 **Exam Tip:** Interest on delayed NPS contribution = **PPF interest rate**.

5. Investment of the Accumulated Pension Corpus

The money accumulated in the employee's NPS account forms the **pension corpus**.

This accumulated pension corpus is invested by **authorized pension fund managers**.

The investment is done according to the rules and guidelines issued by the **Pension Fund Regulatory and Development Authority (PFRDA)**.

The purpose of investment is to **generate returns on the pension corpus**, which will ultimately increase the retirement benefits of the employee.

➤ **Example:** If an employee's NPS corpus becomes **₹30,00,000**, the pension fund manager invests this amount in different financial instruments such as **government securities, corporate bonds, and equity**, as per the regulations.

📌 **Exam Tip:** The NPS pension corpus is invested by **Pension Fund Managers under the supervision of PFRDA**.

6. Option to Avail Benefits and Retirement Benefits

Under the **National Pension System (NPS)**, a Government employee (called a **Subscriber**) must choose the type of benefits that will be given to him or his family in certain situations such as **death during service, disability, invalidation, or retirement**.

The Government has provided clear rules so that the employee's benefits and the family's benefits are properly protected.

This section explains these provisions in the **simplest and easiest manner**.

7. Option to Avail Benefits on Death, Invalidation or Disability during Service

When a Government servant joins service under the **National Pension System**, he must submit an **option form** regarding the benefits that should be given if any unfortunate event happens during his service.

These events include:

- Death during service
- Retirement due to invalidation
- Disability leading to discharge from service

The rules related to this option are explained below.

(a) Option at the Time of Joining Service

At the time of joining Government service, every employee must submit an **option form along with the details of his family members**.

In this option, the employee must choose whether the benefits in case of death or disability should be given under:

1. **National Pension System (NPS)**, or
2. **CCS (Pension) Rules**, or
3. **Extraordinary Pension (EOP) Rules**

This option ensures that the family of the employee will receive the benefits according to the choice made by the employee.

➤ **Example:** When a person joins Government service in **2024**, he fills the NPS registration form and also submits an option stating that in case of death during service, his family should receive **benefits under CCS Pension Rules instead of NPS**.

📌 **Exam Tip:** Every Government employee under NPS must **submit an option regarding benefits at the time of joining service**.

(b) Revision of Option

The option given by the employee is **not permanent**.

The subscriber can **change or revise this option any number of times** before retirement.

For revising the option, the employee must submit a **fresh option form**.

This allows the employee to modify the choice according to his changing family circumstances.

➤ **Example:** An employee initially selected **NPS benefits for family** but later changes the option to **CCS Pension Rules** after marriage. This is allowed by submitting a fresh option form.

📌 **Exam Tip:** The option for benefits can be **revised multiple times before retirement**.

(c) Option after Death of Subscriber

If a Government employee **dies during service**, the **last option exercised by him before death will be considered final**.

The family members **cannot change or revise the option after the employee's death**.

➤ **Example:** If an employee selected **benefits under CCS Pension Rules**, and later dies during service, his family will receive benefits according to that option. The family cannot change it to NPS.

📌 **Exam Tip:** After the death of the subscriber, **the last option exercised becomes final**.

(d) Default Option when No Option is Exercised

If the employee **does not submit any option** and dies during service before:

- completion of **15 years of service**, or
- within **3 years of notification of these rules**,

then the Government will automatically grant benefits to the family.

In such cases, the family will receive **family pension under CCS Pension Rules or Extraordinary Pension Rules** as a **default option**.

➤ **Example:** If a Government employee dies after **10 years of service** and had never submitted any option form, his family will receive **family pension under CCS Pension Rules**.

📌 **Exam Tip:** If no option is exercised and death occurs early in service, **family pension under CCS Pension Rules becomes the default benefit.**

(e) Default Option in Case of Disability or Invalidation

If a Government employee is **discharged from service due to disability or invalidation** before:

- completing **15 years of service**, or
- within **three years of notification of rules**,

and the employee is **not able to exercise an option at that time**, then the employee will receive:

- **Invalid Pension**, or
- **Disability Pension**

according to the **Pension Rules or Extraordinary Pension Rules.**

➤ **Example:** If an employee becomes permanently disabled after **8 years of service**, and he had not exercised any option earlier, he will receive **invalid pension as per Pension Rules.**

📌 **Exam Tip:** In case of **invalidity or disability without exercising option**, invalid pension or disability pension will be granted.

(f) Default Option in Other Cases

In cases where the employee did not exercise any option and the situation does not fall under the above categories, then the benefits will be regulated according to:

Pension Fund Regulatory and Development Authority (Exits and Withdrawals under NPS) Regulations, 2015.

This means that the employee or family will receive benefits according to the **standard NPS withdrawal rules.**

➤ **Example:** If a Government employee retires without exercising any option, his retirement benefits will be given according to **NPS exit and withdrawal rules.**

📌 **Exam Tip:** If no option exists in normal situations, benefits are regulated by **PFRDA Exit and Withdrawal Regulations, 2015.**

(g) When Option Becomes Invalid

Sometimes the employee chooses benefits under **Pension Rules or Extraordinary Pension Rules**, but after his death there may be **no eligible family member for family pension.**

In such cases, the option becomes **invalid**, and the benefits will be given according to the **National Pension System** to the **legal heirs of the employee.**

➤ **Example:** If an employee opted for family pension but had **no eligible family member**, the pension rules cannot be applied. In this case, the **NPS benefits will be paid to the legal heirs.**

📌 **Exam Tip:** If no eligible family member exists, **NPS benefits are paid to legal heirs even if pension rules were chosen.**

8. Benefits on Retirement (Rule 10)

When a Government employee retires, he becomes entitled to receive the benefits accumulated in his **NPS account.**

These benefits are provided according to the rules of:

Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015.

Retirement on Superannuation (Rule 11)

Superannuation means retirement after reaching the **normal retirement age** prescribed for Government employees.

When a subscriber retires on superannuation, he will receive retirement benefits according to the **PFRDA Exit and Withdrawal Regulations, 2015.**

➤ **Example:** If an employee retires at the age of **60 years**, he will receive pension benefits from his **NPS corpus according to PFRDA regulations.**

📌 **Exam Tip:** Retirement benefits under NPS are governed by **PFRDA Exit and Withdrawal Regulations, 2015.**

9. Voluntary Retirement after 20 Years of Service

A subscriber may retire voluntarily after completing **20 years of regular service.**

For voluntary retirement, the employee must submit a **written notice of at least three months** to the **Appointing Authority.**

Meaning of Regular Service

Regular service means the service that begins from the **date of joining a Government post on a regular basis.**

It includes:

- Direct recruitment service
- Service after absorption
- Service after re-employment
- Past regular service in another Government department, State Government, or autonomous body (if allowed to count for gratuity)

Regular service also includes:

- All types of leave
- Study leave
- Extraordinary leave
- Deputation
- Foreign service

However, it **does not include** service rendered on:

- Casual basis
- Ad-hoc basis
- Contract basis

before regular appointment.

➤ **Example:** If a person worked on **contract for 3 years and then joined Government service regularly**, the contract service will **not be counted as regular service**.

📌 **Exam Tip:** Casual, ad-hoc and contract service **are not counted as regular service for voluntary retirement**.

Acceptance of Voluntary Retirement

The notice of voluntary retirement must be **accepted by the Appointing Authority**.

Without acceptance, voluntary retirement cannot take effect.

Withdrawal of Retirement Notice

If the employee changes his mind, he may withdraw the voluntary retirement notice.

However, this is allowed only if:

- The request is made **at least 15 days before the proposed retirement date**, and
- The **Appointing Authority approves the request**.

➤ **Example:** If an employee gave retirement notice for **1 July**, he can withdraw the notice before **15 June**, with approval.

📌 **Exam Tip:** Voluntary retirement notice can be withdrawn **only with approval and at least 15 days before retirement**.

Benefits on Voluntary Retirement

A subscriber who retires voluntarily after completing **20 years of service** will receive the **same benefits as a person retiring on superannuation** under the NPS rules.

Option to Continue Pension Account after Retirement

If the employee wishes, he may choose to:

- Continue the **NPS Individual Pension Account**, or
- Defer withdrawal of pension benefits after retirement.

This option must be exercised according to the **PFRDA Exit and Withdrawal Regulations, 2015**.

➤ **Example:** An employee retiring at age **58 years** may choose to **delay withdrawal of NPS benefits until age 60**.

📌 **Exam Tip:** After retirement, the subscriber may **continue the NPS account or defer withdrawal of pension benefits**.

6. Effect of Resignation, Absorption, Dismissal and Related Situations

Under the **National Pension System (NPS)**, certain special situations may arise during the service of a Government employee, such as **resignation, absorption in another organization, dismissal, compulsory retirement, disciplinary proceedings, death, or missing cases**.

In such situations, specific rules determine **how the pension corpus will be handled and what benefits will be paid to the employee or his family**.

These rules are explained below in the **simplest and easiest manner for understanding and exam preparation**.

10. Resignation from Government Service

When a Government employee resigns from service, the treatment of the **pension corpus accumulated under NPS** depends on certain conditions.

If a Government servant resigns from service and the resignation is accepted by the **appointing authority**, the employee becomes eligible to receive benefits from the accumulated pension corpus.

The payment of benefits will be made **after a period of 90 days from the date the resignation becomes effective** and the employee is relieved from duty.

The benefits will be paid according to the **Pension Fund Regulatory and Development Authority (Exits and Withdrawals under NPS) Regulations**, which apply when a subscriber exits the NPS **before superannuation**.

The employee will receive:

- Lump sum amount from the accumulated pension corpus
- Annuity (pension) from the remaining corpus

➤ **Example:** If a Government employee resigns from service on **1 June 2024**, the NPS withdrawal process will begin after **90 days**, and the employee will receive the benefits according to NPS exit rules.

📌 **Exam Tip:** On resignation from Government service under NPS, benefits are paid **after 90 days according to NPS exit rules**.

Death after Resignation but before Payment

If the employee resigns but **dies before the completion of 90 days**, the pension corpus will not be paid to the employee.

Instead, the amount will be paid to the **person eligible under the NPS exit rules**, such as the nominee or legal heir.

➤ **Example:** If an employee resigns and dies **within 60 days**, the pension corpus will be paid to the **nominee or legal heir**.

📌 **Exam Tip:** If death occurs within **90 days after resignation**, payment is made to **nominee or legal heir**.

Resignation to Join Another Government Department

Sometimes an employee resigns with **proper permission** in order to join another job in:

- the same Central Government Department
- another Central Government Department
- a State Government Department

If the new organization is also covered under the **National Pension System**, then the employee will **continue under NPS without withdrawal of pension corpus**.

The subscriber will continue contributing to the same NPS account.

➤ **Example:** An employee resigns from **Ministry of Finance** to join **Ministry of Railways** with proper permission. Since both are under NPS, the employee will continue with the **same PRAN and NPS account**.

📌 **Exam Tip:** When resignation is given to join another Government job under NPS, the **NPS account continues without withdrawal**.

11. Benefit on Absorption in Corporation, Company or Body

Sometimes a Government employee is permanently absorbed in an organization such as:

- Public Sector Undertaking (PSU)
- Government company
- Statutory body
- Autonomous body

If the employee is **permitted to be absorbed** in such an organization, the employee becomes eligible to receive benefits **similar to those given on superannuation**.

This means the pension corpus will be treated as if the employee retired normally.

➤ **Example:** If a Government employee joins a **Public Sector Undertaking** permanently through absorption, he will receive NPS benefits **as if he retired on superannuation**.

📌 **Exam Tip:** On absorption in a PSU or autonomous body, benefits are **treated like superannuation benefits**.

12. Effect of Compulsory Retirement, Dismissal or Removal

If a Government employee is:

- compulsorily retired as a penalty, or
- dismissed from service, or
- removed from service

then the employee will still receive the **benefits from the accumulated pension corpus under NPS**.

However, the benefits will be given **as applicable for exit before superannuation**.

This means the employee will receive the pension corpus according to **NPS early exit rules**.

➤ **Example:** If an employee is **dismissed from Government service**, he will still receive benefits from his NPS pension corpus according to **early exit rules**.

📌 **Exam Tip:** Even in cases of **dismissal or removal**, the employee receives NPS corpus according to **pre-superannuation exit rules**.

7. Effect of Disciplinary or Judicial Proceedings

Sometimes disciplinary or court proceedings may continue even after retirement.

If disciplinary proceedings were **started during service but not completed before retirement**, they will continue even after retirement.

However, such proceedings **do not affect the NPS pension corpus benefits**.

The employee will still receive:

- Lump sum amount
- Annuity (pension)

according to **NPS superannuation exit rules**.

Effect on Gratuity

Although the NPS pension benefits are not affected, the **retirement gratuity may be affected**.

According to **CCS (Payment of Gratuity under NPS) Rules, 2021**:

If the employee is found guilty of **grave misconduct or negligence**, the Government may:

- withhold gratuity fully or partially, or
- recover financial loss caused to the Government from the gratuity.

Until the disciplinary or judicial proceedings are completed, **gratuity will not be paid**.

➤ **Example:** If a retired employee is found guilty of causing **financial loss to Government**, the Government may recover the loss amount from the gratuity.

📌 **Exam Tip:** Disciplinary proceedings **do not affect NPS pension corpus**, but **gratuity can be withheld**.

8. Entitlement for Family on Death of a Subscriber

If a Government employee covered under NPS dies during service, the benefits will be processed by the **Head of Office**.

The family will receive benefits according to the **Central Civil Services (Pension) Rules, 1972**.

If the death occurred **due to Government service**, then benefits will be given according to the **Extraordinary Pension Rules (EOP Rules)**.

Treatment of Pension Corpus

In case of death:

- Government contribution and its returns will be transferred to the **Government account**.
- The remaining pension corpus (employee contribution + returns) will be paid to the **nominee**.

If no nomination exists, the amount will be paid to the **legal heirs**.

➤ **Example:** If an employee dies during service and had nominated his spouse, the **employee contribution and returns** will be paid to the spouse.

📌 **Exam Tip:** On death of subscriber: Government contribution returns to Government account, and **employee contribution is paid to nominee or legal heirs**.

9. Benefits to Families of Missing Government Servants

Sometimes a Government employee may go **missing during service**.

In such cases, the Government provides financial protection to the family.

If the employee had exercised the option to receive benefits under **CCS Pension Rules**, the family may receive **family pension**.

In all cases, the following benefits will be paid to the family:

- arrears of salary
- retirement gratuity
- leave encashment

These benefits will be paid according to the procedure prescribed in **Government OM dated 25 June 2013**.

Treatment of NPS Account

If the employee goes missing:

- the **PRAN account will remain suspended** until the employee reappears or is declared dead by law.

If the employee reappears later:

- the NPS account will be **reactivated**, and the employee will continue with the same account.

If the employee is declared dead after **seven years**, then:

- Government contribution and returns will be transferred to the **Government account**.
- The remaining corpus (employee contribution and returns) will be paid to the **nominee or legal heirs**.

➤ **Example:** If a Government employee goes missing in **2022**, the family may receive family pension and other benefits. If the employee is declared dead after **seven years**, the NPS corpus will be distributed according to NPS rules.

📌 **Exam Tip:** When a Government employee goes missing, **family pension and other benefits are given according to OM dated 25-6-2013**.

10. Partial Withdrawal from NPS

Under the **National Pension System (NPS)**, a subscriber is generally expected to keep the pension corpus invested until retirement. However, in certain **specific situations**, the subscriber is allowed to withdraw a portion of the accumulated contribution during service.

This facility is called **Partial Withdrawal**.

Partial withdrawal helps the subscriber meet **important personal or family financial needs** without closing the NPS account.

The rules and conditions related to partial withdrawal are explained below in the **simplest and easiest manner**.

Meaning of Partial Withdrawal

Partial withdrawal means **withdrawal of a limited amount from the subscriber's NPS pension corpus during the service period**, without closing the NPS account.

This withdrawal is allowed only under certain **specified conditions and reasons**.

➤ **Example:** If a Government employee needs money for the **higher education of his child**, he may withdraw a portion of his NPS contribution while continuing to remain in the NPS scheme.

📌 **Exam Tip:** Partial withdrawal means **withdrawal of a limited amount from NPS during service without closing the account.**

Conditions for Partial Withdrawal

To withdraw money from the NPS account before retirement, the following conditions must be satisfied.

1. Minimum Membership Period

The subscriber must have been part of the **NPS system for at least 3 years.**

Only after completing **three years of subscription**, the subscriber becomes eligible to apply for partial withdrawal.

➤ **Example:** If an employee joined NPS in **2022**, he can apply for partial withdrawal only after **2025**.

📌 **Exam Tip:** Minimum period for partial withdrawal under NPS = **3 years.**

2. Limit on Withdrawal Amount

The amount withdrawn should **not exceed 25% of the total contributions made by the subscriber.**

Important point:

Only the **subscriber's own contribution** is considered for calculating the withdrawal limit.

The **Government contribution is not included** in this calculation.

➤ **Example:**

Subscriber's total contribution = ₹4,00,000
Maximum withdrawal allowed =
25% of ₹4,00,000
= ₹1,00,000

📌 **Exam Tip:** Maximum partial withdrawal allowed = **25% of subscriber's contribution only.**

Permissible Reasons for Partial Withdrawal

Partial withdrawal from NPS is allowed **only for specific purposes** approved under the regulations.

These permitted reasons are explained below.

1. Higher Education of Children

The subscriber may withdraw money to pay for the **higher education expenses of his or her children.**

This includes expenses related to college education, professional courses, or higher studies.

➤ **Example:** A Government employee withdraws money from his NPS account to pay the **engineering college fees of his son.**

📌 **Exam Tip:** Partial withdrawal is allowed for **higher education of children.**

2. Marriage of Children

The subscriber may withdraw funds from NPS to meet the **marriage expenses of his children.**

➤ **Example:** An employee withdraws NPS funds to help cover the **marriage expenses of his daughter.**

📌 **Exam Tip:** Withdrawal allowed for **marriage of children.**

3. Purchase or Construction of Residential House or Flat

A subscriber may withdraw money for **purchasing or constructing a residential house or flat.**

The property must be:

- in the **name of the subscriber**, or
- in **joint name with the legally wedded spouse**

However, an important restriction applies.

If the subscriber **already owns a residential house or flat**, either individually or jointly with spouse, then withdrawal is **not allowed for this purpose.**

The only exception is **ancestral property**, which is not considered for this restriction.

➤ **Example:** An employee does not own any house and wishes to purchase a **new residential flat in joint name with his spouse.** He may withdraw funds from NPS for this purpose.

📌 **Exam Tip:** Withdrawal for house purchase is allowed **only if the subscriber does not already own a house**, except ancestral property.

4. Treatment of Specified Illnesses

Partial withdrawal is also permitted for **medical treatment of serious illnesses.**

The illness may affect:

- the subscriber
- legally wedded spouse
- children (including legally adopted children)
- dependent parents

This rule ensures that the subscriber can access funds during serious medical emergencies.

➤ **Example:** If the subscriber's **dependent father requires expensive medical treatment**, the subscriber may withdraw funds from the NPS account.

📌 **Exam Tip:** Medical withdrawal is allowed for **subscriber, spouse, children, and dependent parents**.

Maximum Number of Withdrawals Allowed

Partial withdrawal is allowed **only three times during the entire period of NPS subscription**.

Once the subscriber has withdrawn money three times, **no further partial withdrawals are permitted**.

➤ **Example:** If an employee withdraws money for **child education, house purchase, and medical treatment**, he cannot withdraw again later.

📌 **Exam Tip:** Maximum partial withdrawals allowed under NPS = **3 times during entire service**.

Self-Declaration Facility for Partial Withdrawal

To simplify the withdrawal process, the Government introduced an important reform.

Now subscribers can apply for partial withdrawal based on **self-declaration**.

This means the subscriber does **not need to submit supporting documents to prove the reason** for withdrawal.

However, all other procedures and rules must still be followed.

This change was introduced through **Office Memorandum dated 14-1-2021**.

➤ **Example:** If a subscriber withdraws money for **child education**, he can submit a **self-declaration** instead of providing admission documents.

📌 **Exam Tip:** Partial withdrawal under NPS can now be done through **self-declaration (OM dated 14-1-2021)**.

Partial Withdrawal for Treatment of COVID-19

During the **COVID-19 pandemic**, the Government declared COVID-19 as a **critical and life-threatening illness**.

Therefore, NPS subscribers were allowed to withdraw money from their NPS accounts to meet **medical expenses related to COVID-19 treatment**.

This withdrawal could be used for treatment of:

- subscriber
- spouse
- children (including adopted children)
- dependent parents

This provision was allowed under **Regulation 8(1)(d) of PFRDA Exit and Withdrawal Regulations**.

➤ **Example:** If an employee or his spouse required hospitalization due to **COVID-19 infection**, he could withdraw money from the NPS account for medical treatment.

📌 **Exam Tip:** COVID-19 treatment was treated as **specified illness for NPS partial withdrawal**.

Documentation for Partial Withdrawal (Medical Cases)

When partial withdrawal is requested specifically for **medical treatment**, the Nodal Office, Points of Presence (PoPs), or Aggregators must ensure that the subscriber submits certain documents.

The required documents include:

1. **Medical Certificate** confirming the illness.
2. **Formal request for partial withdrawal** submitted by the subscriber.

These procedures were clarified in **PFRDA Circular dated 9-4-2020**.

➤ **Example:** If a subscriber withdraws money for treatment of a serious illness, he must submit a **medical certificate and formal withdrawal request**.

📌 **Exam Tip:**

Documents required for medical withdrawal:

- Medical certificate
- Formal withdrawal request

✳ 11. Exit / Withdrawal from NPS

Under the **National Pension System (NPS)**, a subscriber can exit from the scheme and withdraw the accumulated pension corpus under different situations.

The rules for withdrawal depend on the **type of exit**, such as:

1. **Premature Exit** (before 60 years of age)
2. **Normal Exit** (after 60 years or on superannuation)
3. **Death of Subscriber**

The rules specify how much amount can be taken as **lump sum** and how much must be used to purchase an **annuity (monthly pension)**.

Meaning of Exit / Withdrawal

Exit or withdrawal means the **process of taking out the accumulated pension corpus from the NPS account** when a subscriber leaves the scheme.

This can happen due to:

- retirement
- resignation
- voluntary exit
- death

➤ **Example:** When a Government employee retires at the age of **60 years**, he exits the NPS and receives pension benefits from the accumulated corpus.

📌 **Exam Tip:** Exit from NPS means **withdrawal of accumulated pension corpus when leaving the scheme**.

Types of Exit under NPS

There are three major types of exit:

1. Premature Exit
2. Normal Exit
3. Exit due to Death of Subscriber

Each category has different withdrawal rules.

1. Premature Exit (Before 60 Years)

Premature exit means leaving the NPS **before reaching the age of 60 years**.

This situation may occur when a subscriber resigns or leaves service before retirement.

Limit for Lump Sum Payment

If the accumulated pension corpus is **₹2.5 lakh or less**, the entire amount can be withdrawn as **lump sum**.

If the corpus is **more than ₹2.5 lakh**, then the withdrawal must follow certain rules.

Withdrawal Rules when Corpus Exceeds ₹2.5 Lakh

If the accumulated pension corpus is **more than ₹2.5 lakh**, the following conditions apply:

- At least **80% of the corpus must be used to purchase an annuity** for monthly pension.
- The remaining **20% can be withdrawn as lump sum**.

➤ **Example:**

Accumulated NPS Corpus = ₹10,00,000
Minimum annuity purchase =
80% of ₹10,00,000 = ₹8,00,000
Lump sum withdrawal =
20% of ₹10,00,000 = ₹2,00,000

📌 **Exam Tip:**

Premature exit rule:

- Corpus ≤ ₹2.5 lakh → Full lump sum
- Corpus > ₹2.5 lakh → 80% annuity + 20% lump sum

2. Normal Exit (After 60 Years / Superannuation)

Normal exit occurs when the subscriber leaves NPS **after attaining the age of 60 years or on superannuation**.

Lump Sum Limit

If the accumulated pension corpus is **₹5 lakh or less**, the subscriber can withdraw the **entire amount as lump sum**.

Withdrawal Rules when Corpus Exceeds ₹5 Lakh

If the corpus is **more than ₹5 lakh**, the following rules apply:

- At least **40% of the accumulated pension corpus must be used to purchase an annuity** for monthly pension.
- The remaining **60% can be withdrawn as lump sum**.

➤ **Example:** Total NPS Corpus = ₹20,00,000

Minimum annuity purchase =
40% of ₹20,00,000 = ₹8,00,000
Lump sum withdrawal =
60% of ₹20,00,000 = ₹12,00,000

📌 **Exam Tip:** Normal exit rule:

- Corpus ≤ ₹5 lakh → Full lump sum
- Corpus > ₹5 lakh → 40% annuity + 60% lump sum

3. Exit in Case of Death of Subscriber

If a subscriber dies, the accumulated pension corpus will be paid to the **nominee or legal heirs**.

Lump Sum Limit

If the accumulated pension corpus is **₹5 lakh or less**, the entire amount will be paid as **lump sum** to the nominee or legal heir.

Withdrawal Rules when Corpus Exceeds ₹5 Lakh

If the corpus is **more than ₹5 lakh**, the following rules apply:

- At least **80% of the corpus must be used to purchase Default Annuity for dependants**.
- The remaining **20% will be paid as lump sum** to the nominee or legal heir.

➤ **Example:**

Corpus of deceased subscriber = ₹15,00,000
Annuity purchase =
80% of ₹15,00,000 = ₹12,00,000

Lump sum payment =
20% of ₹15,00,000 = ₹3,00,000

📌 **Exam Tip:**

Death case rule:

- Corpus ≤ ₹5 lakh → Full lump sum
- Corpus > ₹5 lakh → 80% annuity + 20% lump sum

Special Situation: When No Dependent Family Members Exist

If the subscriber dies and there are **no dependent family members**, the withdrawal rules change.

In such a case:

- **20% of the corpus will be paid as lump sum to the nominee or legal heirs.**
- The remaining **80% will be paid to the surviving children of the subscriber** or legal heirs.

➤ **Example:** If a subscriber dies without spouse or dependent parents, the corpus will be distributed between **children or legal heirs according to NPS rules.**

📌 **Exam Tip:** If no dependent family members exist, the corpus is distributed to **children or legal heirs.**

Default Annuity Scheme

When annuity is purchased under NPS, the **Default Annuity Scheme** applies.

This scheme provides:

- Pension for the **lifetime of the subscriber**
- Pension for the **lifetime of the spouse after subscriber's death**

Additionally, the scheme provides **return of purchase price of the annuity** after the death of both the subscriber and spouse.

After Death of Subscriber and Spouse

After the death of both annuitants:

- The annuity will be issued to **family members**.
- After all eligible family members are covered:
- The **purchase price of the annuity will be returned to the surviving children.**

If no children exist:

- The amount will be paid to the **legal heirs.**

This provision was clarified in **PFRDA Circular dated 21-9-2021.**

➤ **Example:** A subscriber purchases annuity for himself and his spouse. After both pass away, the purchase amount will be returned to their **children or legal heirs.**

📌 **Exam Tip:**

Default annuity provides:

- Pension to subscriber
- Pension to spouse
- Return of purchase price to children or legal heirs.

Simplified Table of Exit / Withdrawal Rules

Category	Limit for Lump Sum Payment	Withdrawal Rule	Example
Premature Exit (Before 60 years)	₹2.5 lakh	If corpus ≤ 2.5 lakh → full lump sum; if corpus > 2.5 lakh → 80% annuity + 20% lump sum	Corpus ₹10 lakh → ₹8 lakh annuity + ₹2 lakh lump sum
Normal Exit (After 60 years)	₹5 lakh	If corpus ≤ 5 lakh → full lump sum; if corpus > 5 lakh → 40% annuity + 60% lump sum	Corpus ₹20 lakh → ₹8 lakh annuity + ₹12 lakh lump sum
Death of Subscriber	₹5 lakh	If corpus ≤ 5 lakh → full lump sum; if corpus > 5 lakh → 80% annuity + 20% lump sum	Corpus ₹15 lakh → ₹12 lakh annuity + ₹3 lakh lump sum

✳️ **12. Payment of Gratuity under NPS Rules**

Gratuity is a **one-time lump sum payment** given by the Government to a Government servant or to his family as a **reward for long and continuous service.**

Under the **CCS (Payment of Gratuity under NPS) Rules, 2021**, gratuity is payable in different situations such as:

- Retirement
- Death during service
- Invalidity or disability
- Compulsory retirement
- Missing employee

The rules relating to gratuity are explained below in the **simplest and easiest manner for book understanding and exam preparation.**

1. Retirement Gratuity

A Government servant becomes eligible for **retirement gratuity** if he has completed **five years of qualifying service** and leaves Government service in certain specified situations.

Retirement gratuity is granted if the Government servant:

1. Retires on **superannuation (normal retirement age)**

2. Retires due to **invalidation (medical incapacity)**
3. Is retired **before superannuation** according to **FR 56 or Rule 12 of CCS (Implementation of NPS) Rules, 2021**
4. Is declared **surplus and opts for Special Voluntary Retirement Scheme**
5. Is **absorbed in a corporation, company or autonomous body** controlled or financed by Government.

Formula for Retirement Gratuity

Retirement gratuity is calculated as:

$\frac{1}{4}$ (one-fourth) of emoluments for every completed six-month period of qualifying service

However, the following limits apply:

- Maximum gratuity = **16½ times the emoluments**
- Maximum monetary limit = **₹20 lakh**

➤ Example:

Basic Pay + DA + NPA (Emoluments) = ₹80,000
Qualifying service = 20 years

Number of six-month periods = 40

Retirement Gratuity =

$\frac{1}{4} \times 80,000 \times 40$

= ₹8,00,000

Since it is below the maximum limit of ₹20 lakh, the employee will receive **₹8,00,000 as retirement gratuity**.

📌 Exam Tip:

Retirement gratuity formula =

$\frac{1}{4} \times \text{Emoluments} \times \text{Number of six-month periods of service.}$

Maximum = 16½ times emoluments or ₹20 lakh (whichever is lower).

2. Death Gratuity

If a Government servant **dies while in service**, the family becomes entitled to receive **death gratuity**.

The amount depends on the **length of qualifying service** completed by the employee

Table: Rate of Death Gratuity

Length of Qualifying Service	Rate of Death Gratuity	Example
Less than 1 year	2 times of emoluments	If emoluments = ₹50,000 → gratuity = ₹1,00,000
1 year or more but less than 5 years	6 times of emoluments	₹50,000 × 6 = ₹3,00,000
5 years or more but less than 11 years	12 times of emoluments	₹50,000 × 12 = ₹6,00,000
11 years or more but less than 20 years	20 times of emoluments	₹50,000 × 20 = ₹10,00,000
20 years or more	Half of emoluments for each completed six-month period of service subject to maximum 33 times emoluments	If service = 25 years → calculated accordingly

Maximum death gratuity = **₹20 lakh**.

➤ Example:

Employee service = 12 years
Emoluments = ₹60,000
Applicable rule = **11–20 years category**
Death gratuity =
 $20 \times 60,000$
= ₹12,00,000

📌 Exam Tip:

Death gratuity maximum limit = **₹20 lakh**.

Special Rule: Death Gratuity after Invalidation or Disability

If a Government servant covered under NPS:

- is discharged due to **invalidation or disability**, and
- has already taken benefits from his **NPS pension corpus**

then he will **still receive death gratuity in addition to NPS benefits**.

This clarification was issued in **OM dated 28-10-2022**.

➤ **Example:** An employee retired due to disability and withdrew NPS corpus. He will **still receive death gratuity under gratuity rules.**

📌 **Exam Tip:** Death gratuity can be paid **even if NPS corpus benefits were already taken.**

3. Rounding Off of Gratuity

The amount of gratuity calculated should be **rounded off to the next higher rupee.**

➤ **Example:** If gratuity amount calculated = ₹7,85,430.40

Final payable amount = **₹7,85,431**

📌 **Exam Tip:** Gratuity amount is **rounded off to the next higher rupee.**

4. Residuary Gratuity

Sometimes a Government employee dies **within five years after retirement.**

In such cases, the Government ensures that the total benefit received by the employee and family is not too low.

If the total of:

- retirement gratuity +
- annuity received under NPS

is **less than 12 times the emoluments**, then the Government pays the difference as **Residuary Gratuity.**

➤ **Example:**

Emoluments = ₹70,000
 $12 \times 70,000 = ₹8,40,000$
If total benefits already received = ₹6,00,000
Residuary gratuity =
 $₹8,40,000 - ₹6,00,000$
= ₹2,40,000

📌 **Exam Tip:** Residuary gratuity ensures that **minimum benefit equals 12 times emoluments.**

5. Meaning of Family

For gratuity purposes, **family includes the following persons:**

1. Wife or wives (including judicially separated wife)
2. Husband (in case of female employee)
3. Sons (including step and adopted sons)
4. Unmarried daughters (including step and adopted daughters)
5. Widowed or divorced daughters

6. Father (including adoptive father)
7. Mother (including adoptive mother)
8. Brothers below 18 years (including stepbrothers)
9. Unmarried or widowed sisters (including stepsisters)
10. Married daughters
11. Children of a pre-deceased son

➤ **Example:** If a Government employee dies leaving **wife, son and daughter**, all are treated as family members under gratuity rules.

📌 **Exam Tip:** Family definition under gratuity rules includes **spouse, children, parents, siblings and children of pre-deceased son.**

6. Nomination for Gratuity

Every Government employee must make a **nomination in Form 2.**

This nomination authorizes a person or persons to receive **retirement gratuity or death gratuity.**

Rules for Nomination

When the employee has a family

Nomination can be made **only in favour of family members.**

When the employee has no family

Nomination can be made in favour of:

- any person
- or group of persons
- or body of individuals

However, if the employee later acquires a family, the previous nomination **automatically becomes invalid.**

The nomination must:

- specify the **share of each nominee**
- cover the **entire gratuity amount**

The nomination must also be **recorded in the Service Book.**

➤ **Example:** If an unmarried employee nominates his friend but later gets married, the nomination becomes **invalid automatically.**

📌 **Exam Tip:** Nomination for gratuity must be made in **Form 2.**

7. Payment when No Nomination Exists

If a Government servant dies **without making nomination**, gratuity will be distributed among family members.

The payment will be made in **equal shares** according to the following priority.

First Priority Group

1. Wife or husband
2. Sons
3. Unmarried daughters
4. Widowed or divorced daughters

If members exist in this category, gratuity will be distributed among them.

Second Priority Group

If none of the above members exist, gratuity will be distributed among:

- parents
- minor brothers
- unmarried sisters
- married daughters
- children of pre-deceased son

➤ **Example:** If a deceased employee leaves **wife and two children**, gratuity will be divided equally among them.

📌 **Exam Tip:** If there is no nomination, gratuity is paid to **family members in order of priority**.

8. Meaning of Emoluments for Gratuity

For gratuity calculation, **emoluments include:**

- Basic Pay (as defined in FR 9 (21)(a)(i))
- Dearness Allowance (DA)
- Non-Practicing Allowance (NPA)

If the emoluments were reduced during the **last 10 months of service** (not as penalty), the **average emoluments** will be considered.

➤ **Example:** If the employee's salary reduced due to leave in the last months, gratuity will be calculated based on **average salary of last 10 months**.

📌 **Exam Tip:** Emoluments for gratuity include **Basic Pay + DA + NPA**.

9. Invalid Gratuity

Invalid gratuity is granted when a Government servant retires due to **permanent physical or mental incapacity**.

This applies when the employee:

- retires due to medical invalidation
- has opted for benefits under NPS

If the employee opted for **CCS Pension Rules or Extraordinary Pension Rules**, then benefits will be paid according to those rules.

➤ **Example:** If an employee becomes permanently disabled and retires early, he may receive **invalid gratuity**.

📌 **Exam Tip:**

Invalid gratuity is given when retirement occurs due to **permanent incapacity**.

10. Gratuity on Compulsory Retirement

If a Government servant is **compulsorily retired as a penalty**, gratuity will still be paid.

However, the amount must **not be less than two-thirds of the admissible gratuity**.

➤ **Example:**

If admissible gratuity = ₹9,00,000

Minimum payable =

$\frac{2}{3} \times 9,00,000$

= **₹6,00,000**

📌 **Exam Tip:** In compulsory retirement, gratuity cannot be **less than two-thirds of admissible gratuity**.

11. Gratuity in Case of Missing Employee

If a Government employee goes **missing during service**, the family can receive retirement gratuity.

However, certain conditions must be fulfilled:

- FIR must be lodged with police
- Family must apply to the Head of Office
- Payment can be made **after 6 months of missing report**

➤ **Example:** If an employee goes missing in **January**, the family can apply for gratuity after **six months**.

📌 **Exam Tip:** For missing employee cases, gratuity is paid **after FIR and 6 months waiting period**.

12. Recovery of Government Dues

If any Government dues are pending against the employee, such as:

- house rent
- advances
- government loans
- overpayments

these dues can be **recovered from the retirement gratuity**.

The Head of Office determines the amount of dues before releasing the gratuity.

➤ **Example:**

If a Government servant owes **₹50,000 as house building advance**, the amount will be deducted from the gratuity.

📌 **Exam Tip:** Outstanding Government dues can be adjusted against retirement gratuity.

Revision Table

Type of Gratuity	Key Rule	Maximum Limit
Retirement Gratuity	¼ emoluments for each six-month period	16½ times emoluments (₹20 lakh max)

Death Gratuity	Based on length of service	₹20 lakh
Residuary Gratuity	Ensures minimum benefit of 12 times emoluments	As required
Compulsory Retirement Gratuity	Minimum ⅔ of admissible gratuity	₹20 lakh

3. UNIFIED PENSION SCHEME

(UPS) –2025

(Ministry of Finance Notification dated 24 January 2025)

1. INTRODUCTION AND LEGAL BASIS

The Government of India, through the **Ministry of Finance (Department of Financial Services) Notification dated 24 January 2025**, has introduced the **Unified Pension Scheme (UPS)** as an **option under the National Pension System (NPS)** for Central Government employees.

This notification partially modifies earlier notifications dated:

- 22 December 2003
- 31 January 2019

The scheme is **not automatic**. It becomes applicable **only when an eligible Central Government employee covered under NPS chooses this option**.

➤ **Example:** A Central Government employee recruited in 2012 under NPS can opt for UPS and receive assured pension as per UPS rules.

📌 **Exam Tip:** UPS is an optional scheme under NPS, not a replacement.

2. APPLICABILITY OF THE SCHEME

The Unified Pension Scheme applies only to:

- Central Government employees
- Who are already covered under NPS
- Who exercise the option for UPS

If the employee does not choose UPS, he/she will continue under the normal NPS structure.

This means the scheme is **voluntary and choice-based**.

3. ELIGIBILITY FOR ASSURED PAYOUT

The most important feature of UPS is the **Assured Payout (guaranteed pension)**, but it is available only in specific cases.

Assured payout is available in the following three situations:

(i) **On Superannuation after minimum 10 years qualifying service**

If an employee retires on attaining the normal retirement age and has completed **at least 10 years of qualifying service**, the assured pension will start from the **date of superannuation**.

➤ **Example:** An employee with 18 years of qualifying service retiring at age 60 will get assured payout from the date of retirement.

📌 **Exam Tip:** Minimum service for UPS assured payout → **10 years**.

(ii) **Retirement under FR 56(j) (not a penalty)**

If the Government retires an employee under **FR 56(j)** (premature retirement in public interest), and:

- It is not a penalty under CCS (CCA) Rules
- The employee fulfills qualifying service conditions

Then assured payout will start from the **date of such retirement**.

➤ **Example:** An employee compulsorily retired in public interest at age 55 under FR 56(j) will get assured payout from that date.

📌 **Exam Tip:** FR 56(j) retirement → eligible for UPS if **not a penalty**.

(iii) Voluntary Retirement after minimum 25 years qualifying service

If an employee:

- Takes voluntary retirement
- After completing at least **25 years of qualifying service**

Then assured payout will **not start immediately**.

It will start **from the date on which the employee would have superannuated** if he had remained in service.

This is a very important special condition.

➤ **Example:**

Employee joins at 30 years → takes voluntary retirement at 55 after 25 years service → normal retirement age is 60 → assured pension will start at age 60, not at 55.

📌 **Exam Tip:** VRS under UPS → **pension starts from notional superannuation date**, not from VRS date.

4. CASES WHERE ASSURED PAYOUT IS NOT ADMISSIBLE

UPS assured payout is **not available** in the following cases:

- Dismissal from service
- Removal from service
- Resignation

In these cases:

- UPS option becomes inoperative
- Assured pension is not given

➤ **Example:** An employee resigning after 20 years of service will not get UPS assured payout.

📌 **Exam Tip:** Resignation → **no UPS assured pension**.

5. BENEFITS UNDER THE UNIFIED PENSION SCHEME

(i) Full Assured Payout

The full assured pension is:

50% of the average basic pay of the last 12 months immediately before superannuation

This is payable only when:

- Minimum qualifying service = **25 years**

This concept is similar to defined pension stru

Meaning of “twelve monthly average basic pay”

It is the average of the **basic pay drawn during the last 12 months before retirement**.

➤ **Example:** Last 12 months average basic pay = ₹80,000

UPS full assured payout = 50% = ₹40,000 per month

📌 **Exam Tip:** Full UPS pension → **50% of last 12 months average basic pay after 25 years service**.

(ii) Proportionate Assured Payout for Less than 25 Years Service

If qualifying service is:

- More than 10 years
- Less than 25 years

Then pension will be **proportionate**.

This means reduced pension based on service length.

➤ **Example:**

Service = 20 years

Full service required = 25 years

Full pension = ₹40,000

Proportionate pension =

$40,000 \times 20 / 25 = ₹32,000$

📌 **Exam Tip:** Less than 25 years → **proportionate pension**.

(iii) Minimum Guaranteed Assured Payout

A minimum pension of:

₹10,000 per month

is guaranteed if:

- Employee retires on superannuation
- With minimum 10 years qualifying service

Even if calculation gives a lower amount, ₹10,000 will be paid.

➤ **Example:** Calculated pension = ₹7,500 → employee will receive ₹10,000.

📌 **Exam Tip:** UPS minimum pension → **₹10,000 per month after 10 years service**.

(iv) Assured Payout in Voluntary Retirement (after 25 years)

In voluntary retirement cases:

- Pension will start from **notional superannuation date**
- Not from VRS date

This ensures parity with normal retirement.

6. KEY CONCEPT – QUALIFYING SERVICE

Qualifying service is the total service that is counted for pension eligibility.

It determines:

- Whether the employee is eligible
- Whether full pension or proportionate pension will be given

7. NATURE OF UPS – HYBRID CHARACTER

UPS has a hybrid structure:

It combines:

- NPS framework
- Assured pension concept similar to OPS

Thus, it is a **defined benefit within a defined contribution environment (optional)**.

8. MOST IMPORTANT EXAM POINTS

- UPS is an **option under NPS for Central Government employees**.
- Minimum qualifying service for assured payout → **10 years**.
- Full pension → **after 25 years service**.
- Full pension amount → **50% of last 12 months average basic pay**.
- Minimum guaranteed pension → **₹10,000 per month**.
- VRS after 25 years → pension starts from **notional superannuation date**.
- FR 56(j) retirement → eligible if **not a penalty**.
- No assured payout in **dismissal / removal / resignation**.
- Less than 25 years → **proportionate pension**.

9. SERVICE vs BENEFIT

Qualifying Service	Benefit
10 years or more	Assured payout (minimum ₹10,000)
Less than 25 years	Proportionate pension
25 years or more	Full 50% pension

1. FAMILY PENSION (FAMILY PAYOUT) UNDER UPS

In the event of death of the payout holder **after superannuation**, a **family payout** is assured to the legally wedded spouse.

The family payout will be **60% of the payout that was admissible to the employee immediately before death**.

The spouse must be **legally wedded** and the marriage must exist:

- on the date of superannuation, or
- on the date of voluntary retirement, or
- on the date of retirement under FR 56(j), as applicable.

This condition is extremely important because eligibility is linked with the marital status on the relevant retirement date.

> Example:

If an employee was receiving an assured payout of ₹40,000 per month, the spouse will receive:
60% of ₹40,000 = ₹24,000 per month as family payout.

• **Exam Tip:** Family payout under UPS = **60% of assured payout**.

2. DEARNESS RELIEF ON ASSURED PAYOUT AND FAMILY PAYOUT

Dearness Relief (DR) will be available on:

- Assured payout
- Family payout

It will be calculated in the **same manner as Dearness Allowance for serving employees**.

Dearness Relief will be payable **only from the date the payout starts**.

This means:

No DR during accumulation phase.
DR begins only when pension starts.

> Example:

Assured payout = ₹40,000
DR rate = 50%
DR payable = ₹20,000
Total monthly payout = ₹60,000

• **Exam Tip:** DR under UPS starts **only when pension starts**, not earlier.

3. LUMP SUM PAYMENT ON SUPERANNUATION

A lump sum payment is admissible on superannuation.
Rate = **10% of monthly emoluments for every completed six-monthly period of qualifying service**.
Monthly emoluments = **Basic Pay + Dearness Allowance**

This lump sum:

- is paid at the time of retirement
- does not reduce the assured payout

So pension remains unaffected.

➤ **Example:**

Monthly emoluments = ₹80,000

Qualifying service = 25 years = 50 six-monthly periods

Lump sum =
 $10\% \times 80,000 \times 50$
 $= 8,000 \times 50$
 $= ₹4,00,000$

📌 **Exam Tip:** UPS lump sum is **separate and does not reduce pension**.

4. STRUCTURE OF CORPUS UNDER UPS

The UPS corpus has **two parts**:

(i) Individual Corpus

This consists of:

- Employee contribution
- Matching Central Government contribution

(ii) Pool Corpus

This consists of:

- Additional Central Government contribution
- This pool is created to support assured pension liability.

📌 **Exam Tip:** UPS has **two-tier corpus system** → Individual + Pool.

5. RATE OF CONTRIBUTION

Employee Contribution

10% of (Basic Pay + Dearness Allowance)

Matching Government Contribution

10% of (Basic Pay + Dearness Allowance)

Both go to the **individual corpus**.

Additional Government Contribution

An estimated 8.5% of (Basic Pay + DA)

This goes to the **pool corpus**.

This is not employee-wise but on aggregate basis.
Purpose → To support assured payouts.

➤ **Example:**

Basic Pay + DA = ₹70,000

Employee contribution = ₹7,000

Government matching = ₹7,000

Additional Government contribution to pool = ₹5,950

6. INVESTMENT OF CORPUS

Investment of Individual Corpus

Employee can choose investment pattern.

These choices are regulated by **PFRDA**.

If no choice is exercised → Default pattern applies.

Investment of Pool Corpus

Investment decisions are taken **only by Central Government**.

Employee has no role in this.

📌 **Exam Tip:** Investment choice available **only for individual corpus**.

7. OPTION FOR EXISTING AND FUTURE EMPLOYEES

Both can choose:

- UPS option, or
- Continue in NPS

Once UPS option is exercised → **Final and irrevocable**.

📌 **Exam Tip:** UPS option **cannot be changed later**.

8. TRANSFER OF EXISTING NPS CORPUS

For employees already under NPS: Their existing NPS corpus in PRAN will be transferred to the **UPS individual corpus**.

9. BENCHMARK CORPUS – MOST IMPORTANT CONCEPT

For every UPS employee, a **benchmark corpus** will be calculated.

It assumes:

- Regular monthly contributions
- Employer contributions
- Default investment pattern
- Value for missing contributions (as decided by PFRDA)

Employee will be informed periodically:

- Value of actual individual corpus
- Value of benchmark corpus

This helps in tracking the pension adequacy.

📌 **Exam Tip:** Benchmark corpus = **reference value for assured payout eligibility**.

10. POSITION AT THE TIME OF RETIREMENT

At retirement: Qualifying service will be determined by **Head of Office**.

Employee must transfer from individual corpus to pool corpus: An amount equal to the **benchmark corpus value**.

Three situations arise:

Case 1 – Individual corpus = Benchmark corpus

Full assured payout.

Case 2 – Individual corpus < Benchmark corpus

Employee can:

- bring additional contribution

If not → Proportionate payout.

Case 3 – Individual corpus > Benchmark corpus

Only benchmark amount transferred to pool.

Balance paid to employee.

11. FUND-BASED NATURE OF UPS

UPS is a **fund-based system**.

Assured pension depends on:

- regular contribution
- timely contribution
- proper investment

12. NO FUTURE PARITY CLAIM

After opting UPS: Employee cannot claim later:

- policy change benefit
- parity with future retirees
- additional concessions

This is a legally binding condition.

📌 **Exam Tip:** UPS option → **no retrospective benefit claim later.**

13. BENEFIT FOR PAST NPS RETIREES

Past retirees can also opt UPS.

They will receive:

- Arrears
- Interest at PPF rate

Top-up amount will be decided by **PFRDA** after adjusting:

- withdrawals
- annuity already received

14. DISCIPLINARY PROCEEDINGS CASES

Separate notification will specify rules for:

Employees facing disciplinary proceedings at retirement.

15. ROLE OF PFRDA

PFRDA will:

- Frame regulations
- Define benchmark corpus method
- Decide investment pattern

- Determine top-up for past retirees

16. EFFECTIVE DATE

UPS will come into operation from: **1 April 2025**

UNIFIED PENSION SCHEME (UPS) – CALCULATION OF ASSURED PAYOUT Illustrative Example

1. FORMULA FOR ASSURED PAYOUT

The **Assured Monthly Payout** under the Unified Pension Scheme is calculated using the following formula:

$$\text{Assured Payout} = (P/2) \times (Q/300) \times (IC/BC)$$

Where:

- **P** = 12-month average basic pay before retirement
- **Q** = Qualifying service (in months of contribution)
- **IC** = Value of Individual Corpus at retirement
- **BC** = Value of Benchmark Corpus

IMPORTANT CONDITIONS

1. If **Q exceeds 300 months**, it will be taken as **300 months only**.
2. If the calculated value of $[(P/2) \times (Q/300)]$ is **less than ₹10,000**, then the payout will be taken as **₹10,000 per month**.

2. ASSUMPTIONS FOR ILLUSTRATIVE EXAMPLES

For understanding the calculation of pension under UPS, the Government notification provides a set of assumptions.

These assumptions are used to demonstrate different scenarios of assured payout.

The assumptions are as follows:

(i) Average Basic Pay

The average basic pay of the employee for the last 12 months before retirement is:

₹45,000

This value is represented as **P**.

(ii) Qualifying Service

The employee has completed:

25 years of qualifying service

Since contributions are monthly:
25 years = **300 months**
This value is represented as **Q**.

(iii) Regular Contributions

All employee contributions and Government contributions have been credited regularly.

There are **no missing contributions**.

(iv) Investment Pattern

The employee has opted for the **Default Pattern of Investment**.

This is the standard investment pattern defined by the **Pension Fund Regulatory and Development Authority (PFRDA)**.

(v) No Partial Withdrawals

The employee has **not made any partial withdrawals** from the individual corpus.

3. SCENARIO 1 – IDEAL CASE

In Scenario 1, the employee satisfies **all the conditions listed above**.

This means:

- Regular contributions
- No missing credits
- No withdrawals
- Default investment pattern

CORPUS DETAILS

At the time of retirement:

Individual Corpus (IC)

The value of the employee's individual corpus is:
₹50,00,000
This is equivalent to:
10,000 units

Benchmark Corpus (BC)

The benchmark corpus in this case is also:
₹50,00,000
This means the individual corpus perfectly matches the benchmark corpus.

4. CALCULATION OF ASSURED PAYOUT

Using the formula:

$$\text{Assured Payout} = (P / 2) \times (Q / 300) \times (IC / BC)$$

Where:

P = 12-month average basic pay before retirement
Q = Qualifying service (in months)
IC = Individual Corpus
BC = Benchmark Corpus

Substituting the values

P = ₹45,000
Q = 300
IC = ₹50,00,000
BC = ₹50,00,000

Step 1 – Half of Average Basic Pay

$P / 2 = 45,000 / 2$
 $P / 2 = ₹22,500$

Step 2 – Service Ratio

$Q / 300 = 300 / 300$
 $Q / 300 = 1$

Step 3 – Corpus Ratio

$IC / BC = 50,00,000 / 50,00,000$

$IC / BC = 1$

Step 4 – Final Assured Payout

Assured Payout = $22,500 \times 1 \times 1$
Assured Payout = ₹22,500

Therefore

Monthly Assured Payout = ₹22,500

Dearness Relief (DR) will be **paid separately** in addition to this amount.

FINAL RESULT

Monthly Assured Payout = ₹22,500 + Dearness Relief

5. PRACTICAL INTERPRETATION

This scenario represents the **ideal situation** where all conditions of the Unified Pension Scheme are fulfilled.

These conditions include:

Regular contributions made throughout the service period.

Investment of the pension corpus followed the **default investment pattern**.

The **Individual Corpus is equal to the Benchmark Corpus**.

The employee has completed **full qualifying service of 25 years (300 months)**.

Therefore, the employee becomes eligible for the **full assured payout under UPS**.

6. BENCHMARK CORPUS

The **Benchmark Corpus (BC)** represents the expected corpus value calculated on the basis of:

Regular contributions by the employee and the Government.

Investment according to the **default investment pattern prescribed by PFRDA**.

No withdrawals during the service period.

If the **actual Individual Corpus is equal to or greater than the Benchmark Corpus**, the employee becomes eligible for the **full assured payout**.

7. WHAT IF THE CORPUS IS LESS THAN THE BENCHMARK?

If:

IC < BC

Then the assured payout will be **reduced proportionately**.

This means the pension will be calculated according to the **ratio of IC to BC**.

Example

IC = ₹40,00,000

BC = ₹50,00,000

IC / BC = 40,00,000 / 50,00,000

IC / BC = 0.8

Now apply the formula:

Assured Payout = 22,500 × 0.8

Assured Payout = ₹18,000 per month

8. MINIMUM GUARANTEED PENSION RULE

The Government has also provided a **minimum pension guarantee**.

If the calculated value of

$(P / 2) \times (Q / 300)$

is **less than ₹10,000**, then the employee will receive:

Minimum Assured Payout = ₹10,000 per month

Example

Average basic pay = ₹18,000

$P / 2 = 18,000 / 2$

$P / 2 = ₹9,000$

Since ₹9,000 is **less than ₹10,000**, the pension will be taken as:

₹10,000 per month.

Illustrative Examples of Monthly Assured Payout under Unified Pension Scheme (UPS)

NOTE

In **Scenario 1**, the calculated assured payout is equal to the **full assured payout**.

Scenario 2

The employee fulfils the conditions **(i) and (iii) to (v)**.

The employee has a **qualifying service of 15 years**, which means:

15 years = **180 months**

Corpus Details

The value of the **Individual Corpus (IC)** at retirement:

IC = ₹30,00,000 (8,000 units)

The value of the **Benchmark Corpus (BC)**:

BC = ₹30,00,000 (8,000 units)

Formula for Assured Payout

Assured Payout = $(P / 2) \times (Q / 300) \times (IC / BC)$

Where:

P = Average basic pay of last 12 months = ₹45,000

Q = Qualifying service in months = 180

IC = Individual corpus

BC = Benchmark corpus

Step-wise Calculation

Step 1 - $P / 2 = 45,000 / 2 = 22,500$

Step 2 - $Q / 300 = 180 / 300 = 0.6$

Step 3 - $IC / BC = 30,00,000 / 30,00,000 = 1$

Final Assured Payout

Assured Payout = $22,500 \times 0.6 \times 1$

Assured Payout = ₹13,500 per month

Dearness Relief (DR) will be **paid separately**.

> Example:

An employee with **15 years of service and corpus equal to benchmark corpus** will receive **₹13,500 per month + DR**.

📌 **Exam Tip:** When service is **less than 25 years**, pension reduces **proportionately using Q/300**.

Scenario 3

The employee fulfils conditions **(i) and (iii) to (v)**.

The employee has **10 years of qualifying service**.

10 years = **120 months**

Corpus Details

Individual Corpus (IC) = ₹25,00,000 (10,000 units)

Benchmark Corpus (BC) = ₹25,00,000 (10,000 units)

Formula-Assured Payout = $(P / 2) \times (Q / 300) \times (IC / BC)$

Calculation

Step 1 - $P / 2 = 45,000 / 2 = 22,500$
Step 2 - $Q / 300 = 120 / 300 = 0.4$
Step 3 - $IC / BC = 25,00,000 / 25,00,000 = 1$

Final Calculation

Assured Payout = $22,500 \times 0.4 \times 1$
Assured Payout = ₹9,000
However, as per UPS rules, the **minimum guaranteed pension is ₹10,000**.
Therefore: Final Assured Payout = **₹10,000 + Dearness Relief**

➤ **Example:** Even if the calculated pension is ₹9,000, the employee will receive **₹10,000 because of minimum guarantee rule**.

📌 **Exam Tip:** UPS guarantees **minimum pension ₹10,000 after 10 years service**.

Scenario 3(a)

The employee fulfils conditions **(i), (iii) and (iv)**.

However, the employee **made partial withdrawals**.
Qualifying service = **10 years (120 months)**.

Corpus Details

Individual Corpus (IC) = ₹22,00,000 (8,800 units)
Benchmark Corpus (BC) = ₹25,00,000 (10,000 units)

Calculation

$P / 2 = 45,000 / 2 = 22,500$
 $Q / 300 = 120 / 300 = 0.4$
 $IC / BC = 22,00,000 / 25,00,000 = 0.88$

Final Calculation

Assured Payout = $22,500 \times 0.4 \times 0.88$
Assured Payout = ₹8,800
Dearness Relief will be added separately.

➤ **Example:** Because the employee withdrew money earlier, the corpus became smaller and the pension reduced.

📌 **Exam Tip:** Partial withdrawals **reduce IC**, which **reduces pension**.

Scenario 4

The employee fulfils conditions **(i), (ii), (iv) and (v)**.
However, **some contributions were missing**.

Corpus Details

Individual Corpus (IC) = ₹45,00,000 (9,000 units)
Benchmark Corpus (BC) = ₹50,00,000 (10,000 units)
Benchmark corpus is calculated assuming **average contributions for missing credits**.

Calculation

$P / 2 = 45,000 / 2 = 22,500$
 $Q / 300 = 300 / 300 = 1$
 $IC / BC = 45,00,000 / 50,00,000 = 0.9$

Final Calculation

Assured Payout = $22,500 \times 1 \times 0.9$
Assured Payout = ₹20,250
Dearness Relief will be added separately.

➤ **Example:** Because some contributions were missing, the actual corpus became smaller than benchmark corpus.

📌 **Exam Tip:** Missing contributions **reduce IC/BC ratio**, reducing pension.

Scenario 5

The employee fulfils conditions **(i) to (iv)**.
However, the employee **made partial withdrawals and did not recover the amount**.

Corpus Details

Individual Corpus (IC) = ₹40,00,000 (8,000 units)
Benchmark Corpus (BC) = ₹50,00,000 (10,000 units)

Calculation

$P / 2 = 22,500$
 $Q / 300 = 300 / 300 = 1$
 $IC / BC = 40,00,000 / 50,00,000 = 0.8$

Final Calculation

Assured Payout = $22,500 \times 1 \times 0.8$
Assured Payout = ₹18,000 per month
Dearness Relief will be added separately.

➤ **Example:** If withdrawals are not repaid, pension reduces because corpus becomes smaller.

📌 **Exam Tip:** Lower IC compared to BC **always reduces pension**.

Scenario 6

The employee fulfils conditions **(i), (ii), (iii) and (v)**.
The employee chose **investment options that generated higher returns**.

Corpus Details

Individual Corpus (IC) = ₹55,00,000 (11,000 units)
Benchmark Corpus (BC) = ₹50,00,000 (10,000 units)

Calculation

$P / 2 = 22,500$
 $Q / 300 = 300 / 300 = 1$
 $IC / BC = 55,00,000 / 50,00,000 = 1.1$

Final Calculation

Assured Payout = $22,500 \times 1 \times 1.1$
 Assured Payout = ₹22,500
 However, pension cannot exceed **full assured payout**.
 Therefore:
 Final Assured Payout = **₹22,500 + DR**
 The **extra corpus value (₹5,00,000)** will be paid to the employee.

➤ **Example:** If investment performs better than default pattern, the **extra corpus is returned to the employee**.

📌 **Exam Tip:** Pension cannot exceed full assured payout even if IC > BC.

Scenario 7

The employee fulfils conditions (i), (ii), (iii) and (v).
 However, investment choices resulted in **lower corpus than benchmark corpus**.

(a) Employee does not recover the corpus gap

IC = ₹45,00,000
 BC = ₹50,00,000
 Calculation:
 $P / 2 = 22,500$
 $Q / 300 = 300 / 300 = 1$
 $IC / BC = 45,00,000 / 50,00,000 = 0.9$
 Assured Payout = $22,500 \times 0.9$
 Assured Payout = **₹20,250 + DR**

(b) Employee partially recovers the corpus gap

IC = ₹47,50,000
 BC = ₹50,00,000
 $IC / BC = 47,50,000 / 50,00,000 = 0.95$
 Calculation:
 Assured Payout = $22,500 \times 0.95$
 Assured Payout = **₹21,375 + DR**

➤ **Example:** If the employee deposits additional money before retirement, pension increases.

📌 **Exam Tip:** Pension can be increased by recovering corpus gap before retirement.

B. Illustrative Examples of Lump Sum Payment on Superannuation or Voluntary Retirement after 25 Years of Qualifying Service or Retirement under FR 56(j)

Under the **Unified Pension Scheme (UPS)**, an employee is entitled to receive a **lump sum payment at the time of retirement**. This lump sum payment is calculated based on the **monthly emoluments and the total qualifying service completed by the employee**.

For the purpose of illustration, the **basic pay and Dearness Allowance (DA)** at the time of retirement have been assumed as follows:

Basic Pay on the date of superannuation / voluntary retirement / retirement under FR 56(j) = ₹45,000

Dearness Allowance @ 53% = ₹23,850
 Total Monthly Emoluments = ₹68,850

Total Monthly Emoluments = Basic Pay + Dearness Allowance
 Total Monthly Emoluments = ₹45,000 + ₹23,850 = **₹68,850**

Formula for Lump Sum Payment

Lump Sum Payment = $(1 / 10) \times \text{Total Monthly Emoluments} \times L$
 Or
Lump Sum Payment = $(1 / 10) \times 68,850 \times L$
 Or
Lump Sum Payment = $6,885 \times L$

Where: **L** = Number of **completed six-monthly periods of qualifying service**, calculated on the basis of the number of months of contribution to the employee's pension corpus.

Amount of Lump Sum Depending on Length of Qualifying Service

1/10 of Emoluments (₹)	Length of Qualifying Service	Number of Completed 6-Month Periods (L)	Amount of Lump Sum (₹)
6,885	10 years (120 months)	20	1,37,700
6,885	15 years (180 months)	30	2,06,550
6,885	20 years (240 months)	40	2,75,400
6,885	25 years (300 months)	50	3,44,250
6,885	30 years (360 months)	60	4,13,100
6,885	35 years (420 months)	70	4,81,950

Explanation of Calculation

The lump sum payment is calculated using **10% of monthly emoluments for each completed six-month period of service**.

For example:

If an employee completes **25 years of service**, then:
 25 years = 300 months

Since one period equals **6 months**, the number of completed six-month periods is:

$$300 \div 6 = 50$$

Now apply the formula: Lump Sum = $6,885 \times 50$

$$\text{Lump Sum} = \text{₹}3,44,250$$

➤ **Example** -An employee retires after **30 years of qualifying service**.

30 years = 360 months

Number of six-month periods:

$$360 \div 6 = 60$$

$$\text{Lump Sum} = 6,885 \times 60$$

$$\text{Lump Sum} = \text{₹}4,13,100$$

❖ **Exam Tip** -Lump sum payment under UPS is calculated using the formula:

Lump Sum = $(1/10 \times \text{Emoluments}) \times \text{Number of Completed Six-Month Periods}$

Or

$$\text{Lump Sum} = 6,885 \times L$$

Important Note :-

No lump sum payment will be made if the **qualifying service is less than 10 years (i.e., less than 120 months of contribution)**.

This is because the **Unified Pension Scheme is not applicable when service is less than 10 years**.

4. RETIREMENT ON REACHING AGE OF SUPERANNUATION

(CCS Rule 2021)

Superannuation Pension - Superannuation pension is granted to a Government Servant entitled or compelled by rule, to retire at a particular age

YOUR CORE RESPONSIBILITY

You must ensure:

- ✓ Service Book is correct
- ✓ Leave account is correct
- ✓ Nominations are valid
- ✓ Family details are updated

This ensures:

- ➡ Pension starts on time
- ➡ No financial hardship after retirement

DETAILED DUTIES OF THE GOVERNMENT SERVANT

1. MEDICAL EXAMINATION ENTRY AT INITIAL APPOINTMENT

✓ What to check?

Your Service Book must contain: A certificate that:

- ➡ You were medically examined
- ➡ You were declared fit at the time of joining

✓ Why important?

Without this: Service may not be treated as valid for pension.

➤ **Example:** Service Book shows “Medically examined and found fit on 12.07.1998.”

🔑 **Exam Tip:** Medical fitness at entry is essential for qualifying service.

2. DATE OF BIRTH & DATE OF CONFIRMATION

✓ Must be correctly recorded:

- Date of birth
- Date of confirmation

✓ Why important?

These determine:

- ➡ Retirement date
 - ➡ Pension eligibility
- Wrong DOB = Wrong retirement date.

➤ **Example:** DOB recorded as 05.03.1965 → retirement on 31.03.2025.

🔑 **Exam Tip:** Pension processing begins based on recorded DOB.

3. ANNUAL VERIFICATION OF SERVICE

Every year: Service must be verified from:

Pay bills
and entry must be made in Service Book.

✓ This should be:

Continuous Without break.

✓ Why important?

Unverified service: ✗ Not counted for pension

➤ **Example:** Service verified for the period 2005–2025 without break.

🔑 **Exam Tip:** Unverified service = Not qualifying for pension.

4. EXTRAORDINARY LEAVE (EOL) ENTRY

If EOL is:

- ✓ Counted for pension → Entry must be made
- ✓ Not counted → It reduces qualifying service

➤ **Example:** EOL for study counted for pension → entry made.

🔑 **Exam Tip:** EOL counts only if specifically ordered.

5. PRE-BREAK SERVICE ENTRY

If there was:

- Break in service
- Previous service

Then entry must show whether:

✓ It qualifies for pension

OR

✗ It is forfeited

➤ **Example:** Resignation → past service forfeited → entry required.

📌 **Exam Tip:** Break in service affects qualifying service.

6. FOREIGN SERVICE CONTRIBUTION

If you served on:

Deputation / Foreign service

Then:

Recovery of:

- Leave contribution
- Pension contribution

must be recorded.

➤ **Example:** Deputation to PSU from 2015–2018 with pension contribution recovered.

📌 **Exam Tip:** Foreign service counts only after required contribution.

7. NOMINATION FOR RETIREMENT / DEATH GRATUITY

You must ensure:

- Nomination submitted
- Kept safely by Head of Office
- Entry made in Service Book

➤ **Example:** Gratuity nomination in favour of spouse.

📌 **Exam Tip:** Without nomination → payment delayed.

8. GPF NOMINATION

This is kept by:

Accounts Officer

Entry must exist in Service Book.

➤ **Example:** GPF nominee = daughter.

📌 **Exam Tip:** GPF nomination maintained by Accounts Officer.

9. GROUP INSURANCE NOMINATION (CGEGIS)

This is kept in: Part II of Service Book

➤ **Example:** CGEGIS nominee = wife.

📌 **Exam Tip:** CGEGIS nomination is separate from gratuity.

10. FAMILY DETAILS

List of family members must be:

- ✓ Recorded
- ✓ Updated regularly

✓ Why important?

For:

- Family pension
- Death gratuity

➤ **Example:** Marriage → spouse name added in family details.

📌 **Exam Tip:** Family pension depends on family details.

11. UPDATE FAMILY DETAILS REGULARLY

Changes due to:

- Birth
- Death
- Marriage
- Divorce

must be reported immediately.

➤ **Example:** Birth of child → added to family list.

📌 **Exam Tip:** Outdated family details → benefit disputes.

12. REVIEW NOMINATIONS AFTER FAMILY CHANGE

Nomination becomes invalid if:

- Nominee dies
- Marriage occurs
- Divorce occurs

So fresh nomination is required.

➤ **Example:** Marriage cancels earlier nomination in favour of parents.

📌 **Exam Tip:** Marriage invalidates earlier gratuity nomination.

13. KEEP PERSONAL COPY OF NOMINATIONS

You must: Keep copies safely with personal documents. This helps in emergency.

➤ **Example:** Nomination copy kept with pension papers file.

📌 **Exam Tip:** Personal record prevents legal delay.

14. ANNUAL INSPECTION OF SERVICE BOOK (SR 202)

Every year:

You must:

- ✓ Check your Service Book
- ✓ Sign it

This confirms:

Entries are correct.

➤ **Example:** Employee signs Service Book after verification.

📌 **Exam Tip:** Annual inspection is employee's right and duty.

15. JANUARY UPDATION (GFR 2017 – RULE 288(3))

In January every year:

You should:

- Submit Service Book copy
- Get it updated
- Take it back within 30 days

➤ **Example:** Service Book submitted on 5 Jan → returned by 5 Feb.

📌 **Exam Tip:** Annual updation ensures pension readiness.

16. UNDERTAKING FOR EXCESS PENSION PAYMENT

Before retirement:

You must give:

An undertaking for refund of excess pension paid by bank.

This is submitted with: Format 9 (Pension papers)

➤ **Example:** Retiree signs undertaking to refund excess pension if paid.

📌 **Exam Tip:** Undertaking is mandatory before retirement.

1. AGE OF SUPERANNUATION

BASIC RULE

The normal age of retirement for Central Government employees: **60 YEARS** Retirement takes effect:

From the AFTERNOON of the LAST DAY of the MONTH

in which the employee attains 60 years.

SPECIAL EXCEPTION

If the date of birth is: **1st of any month**

Then retirement will be: **Last day of the PREVIOUS month (afternoon)**

WORKING DAY STATUS

The day of:

- Retirement
- Resignation
- Discharge

is treated as: ✓ **A WORKING DAY**

IF EMPLOYEE IS ON:

- Leave
- Suspension

Then:

Retirement date will be treated as: Part of leave or suspension.

➤ **Example:** DOB 15 July 1966 → retirement on 31 July 2026.

📌 **Exam Tip:** 1st date birth → retire on last day of previous month.

2. RELINQUISHMENT OF CHARGE ON HOLIDAY

IMPORTANT CONCEPT

Even if the retirement day is: **A CLOSED HOLIDAY**

The employee must: ✓ **Formally relinquish charge on that day.**

PRACTICAL ARRANGEMENT

- Cash
- Stores
- Files

may be handed over on:

➡ Previous working day.

But:

Actual relinquishment must be:

➡ On the **LAST DAY** of service.

Physical presence in office:

× Not necessary.

➤ **Example:** Retirement on Sunday → formal charge relinquishment on Sunday.

📌 **Exam Tip:** Relinquishment date = Last day of service even if holiday.

3. REGULATION OF PENSION CLAIM

Pension is regulated based on: **Rules in force on the date of:**

- Retirement
- OR
- Death

Not by earlier rules.

➤ **Example:** New pension rule effective on retirement date will apply.

📌 **Exam Tip:** Pension governed by rules on date of cessation of service.

4. LIMITATION ON NUMBER OF PENSIONS

MAIN PRINCIPLE

One employee → One service → One pension.

You cannot:

× Draw two pensions for the same service.

RE-EMPLOYMENT CASE

If a pensioner is re-employed:

He will:

× NOT get separate pension for re-employment period.

➤ **Example:** Retired Section Officer re-employed → no second pension.

📌 **Exam Tip:** Same service = No double pension.

5. PENSION SUBJECT TO FUTURE GOOD CONDUCT

VERY IMPORTANT RULE

Pension is granted on the condition of: ✓ **Good conduct even AFTER retirement.**

IF PENSIONER:

- Commits serious crime
OR
- Is guilty of grave misconduct

Then:

Pension may be:

- × Withheld
- × Withdrawn (fully or partly)

By: Appointing authority

➤ **Example:** Pension withdrawn after conviction in corruption case.

📌 **Exam Tip:** Pension is not an absolute right – subject to good conduct.

6. POWER TO WITHHOLD OR WITHDRAW PENSION

WHO HAS THIS POWER? THE PRESIDENT WHAT CAN BE DONE?

The President can:

- ✓ Withhold pension
- ✓ Withdraw pension
- ✓ Recover loss from pension/gratuity

MINIMUM PENSION PROTECTION

Pension cannot be reduced below: **Minimum pension.**

WHEN ACTION CAN BE TAKEN?

If pensioner is found guilty in:

- Departmental proceedings
OR
- Judicial proceedings

for:

- Grave misconduct
- Negligence

during service (including re-employment).

DEPARTMENTAL PROCEEDINGS AFTER RETIREMENT

✓ If started **BEFORE** retirement → can continue.

× If **NOT** started before retirement → cannot be started unless:

1. President's sanction obtained
2. Event occurred within last 4 years
3. Conducted by competent authority

➤ **Example:** Misconduct detected after retirement → needs President's sanction.

📌 **Exam Tip:** 4-year limitation for starting departmental proceedings after retirement.

7. COMMERCIAL EMPLOYMENT AFTER RETIREMENT

APPLICABLE TO: GROUP 'A' OFFICERS

RESTRICTION

Within: **1 YEAR after retirement**

They cannot accept: **Commercial employment**

Without: ✓ **Prior Government permission.**

PENALTY FOR VIOLATION

Government may: × Withhold pension (fully or partly)

➤ **Example:** Retired IAS joins private company within 6 months without permission → pension withheld.

📌 **Exam Tip:** Group 'A' → 1 year commercial employment restriction.

8. EMPLOYMENT UNDER FOREIGN GOVERNMENT

RULE

A retired Group 'A' officer cannot accept:

Employment under a foreign government without: ✓ **Prior Central Government sanction.**

IF TAKEN WITHOUT PERMISSION

Then: × Pension will NOT be paid for that period (or longer).

SPECIAL CASE

If employment was taken: During Leave Preparatory to Retirement with prior permission → No fresh permission required after retirement.

➤ **Example:** Retired officer joins UN without permission → pension stopped.

📌 **Exam Tip:** Foreign employment requires prior sanction.

QUALIFYING SERVICE (For Pension)

1. When does Qualifying Service Start?

Qualifying service starts from the date a Government servant takes charge of the post in a permanent capacity.

If a person first works in a **temporary post and later gets confirmed without any break**, the **temporary period also becomes qualifying service.**

➤ **Example:** If Ravi joins as a temporary clerk on 01-01-2005 and is confirmed on 01-01-2008 without a break, his qualifying service will be counted from 01-01-2005.

📌 **Exam Tip:** Temporary service counts **only when followed by confirmation without interruption.**

2. General Condition for Qualifying Service

Service will count only when:

- ✓ Pay is paid by Central Government
- ✓ Duties are controlled by Central Government

But there is one important exception:

If a State Government employee comes on deputation to the Central Government and is later permanently absorbed, his previous continuous State service will also count.

➤ **Example:** A State employee with 10 years' service joins the Central Government on deputation and later gets absorbed — those 10 years will count for pension.

☛ **Exam Tip:** Continuous State service counts **only after permanent absorption in Central Government.**

3. Periods that COUNT as Qualifying Service

The following are included:

(i) Duty period

Any time treated as duty counts.

➤ **Example:** Working days in office.

☛ **Exam Tip:** "Duty" = always qualifying.

(ii) All leave with leave salary

Earned leave, half pay leave, commuted leave etc.

➤ **Example:** 6 months earned leave counts fully.

☛ **Exam Tip:** Leave **with pay** counts.

(iii) Deputation / Foreign Service

Service outside the parent department with permission.

➤ **Example:** Serving in another ministry on deputation.

☛ **Exam Tip:** Deputation = qualifying.

(iv) Extraordinary Leave (EOL) – in specific cases

Counts when:

- ✓ On medical certificate
- ✓ Due to civil disturbance
- ✓ For higher technical/scientific studies
(No special order needed)

➤ **Example:** EOL for higher studies with permission will count.

☛ **Exam Tip:** EOL without MC **normally does NOT count** (remember the exceptions).

(v) Pre-appointment training (for Group C & MTS)

Only if immediately followed by appointment.

➤ **Example:** Training → direct appointment → training counts.

☛ **Exam Tip:** Break after training = not counted.

(vi) Probation period (after confirmation)

➤ **Example:** 2 years probation → confirmed → counts.

☛ **Exam Tip:** Probation counts only after confirmation.

(vii) SAS Apprenticeship service

Counts fully.

➤ **Example:** SAS apprenticeship period included.

☛ **Exam Tip:** Normal apprenticeship ✗ but SAS apprenticeship ✓.

(viii) Suspension followed by minor penalty

Counts as qualifying service.

➤ **Example:** Suspension + warning → period counts.

☛ **Exam Tip:** Minor penalty → suspension counts.

(ix) Suspension followed by major penalty

Counts **only if the reinstating authority orders so.**

➤ **Example:** Authority says "period will count" → included.

☛ **Exam Tip:** Major penalty → depends on specific order.

4. Periods that DO NOT COUNT

(i) Service before age 18

➤ **Example:** Work at 17 years → not counted.

☛ **Exam Tip:** Minimum age = 18.

(ii) Apprentice service (except SAS)

(iii) Dies-non (unauthorized absence)

(iv) Overstay of leave not regularised

(v) EOL without MC (normal cases)

(vi) Suspension + major penalty (if not ordered to count)

➤ **Example:** Unauthorized absence treated as dies-non → not qualifying.

☛ **Exam Tip:** Dies-non = zero service.

5. State Government Service (Before 01-01-2004)

If:

- ✓ Initially appointed in pensionable post
- ✓ Before 31-12-2003
- ✓ Later permanently absorbed in Central Government

→ Entire continuous service counts.

➤ **Example:** State service from 1998 → absorbed in 2005 → counts.

📌 **Exam Tip:** Key date = **31-12-2003**.

6. Service in Autonomous Bodies

Counts if:

- ✓ Appointment before 31-12-2003
- ✓ Pension scheme similar
- ✓ Proper permission
- ✓ Technical resignation

➤ **Example:** Autonomous body → Central Government with permission → service counts.

📌 **Exam Tip:** “Proper channel + similar pension scheme” is compulsory.

7. Casual Labour with Temporary Status

- ✓ 50% of service counts
- ✓ If temporary status given before 31-12-2003
- ✓ Later regularised

➤ **Example:** 10 years temporary status → 5 years qualifying service.

📌 **Exam Tip:** Casual labour → **half service**.

8. Contract Service

Counts if:

- ✓ Later appointed in pensionable post before 31-12-2003
- ✓ CPF contribution refunded with interest

➤ **Example:** Contract → regular job → refund CPF → service counts.

📌 **Exam Tip:** Refund of CPF is mandatory.

9. Re-employed Civil / Military Personnel

Previous service can count subject to conditions.

➤ **Example:** Retired army person joins civil post → earlier service may count.

📌 **Exam Tip:** Called **counting of past service on re-employment**.

10. Rounding off Qualifying Service

Qualifying service is calculated in **completed half-years**.

Fraction of service	How treated
Less than 3 months	Ignored
3 months or more	Treated as one half-year

✓ **Ready Examples:**

Actual Service	Half-year periods
9y 8m 29d →	19

9y 9m 0d →	20
------------	----

➤ **Example:** 19 years 8 months = 39 half-years.

📌 **Exam Tip:** **3 months = 1 half-year** (most asked in exams).

11. Intimation of Qualifying Service

Head of Office must issue certificate:

- ✓ After 18 years of service
- ✓ Again 5 years before retirement

This verification becomes **final** (normally cannot be reopened).

➤ **Example:** Service verification at 25 years → final record for pension.

📌 **Exam Tip:** Format used = **Format 4**.

COUNTING OF PREVIOUS CIVIL / MILITARY SERVICE FOR PENSION ON RE-EMPLOYMENT

When a retired Civil or Military employee is **re-employed in a Central Government post**, he may — **subject to conditions and option — count his past service for future pension.**

➤ **Example:** A retired Army JCO joins a Central Government office — he can choose whether to add his Army service to his civil pension or not.

📌 **Exam Tip:** *Counting of past service depends on the OPTION exercised by the employee.*

1. RE-EMPLOYMENT IN CIVIL POSTS – DIFFERENT CASES

(A) Person retired on SUPERANNUATION / RETIRING PENSION

Such persons:

- ✗ Are **NOT eligible for confirmation** in the new post
- ✗ Their re-employed service **will NOT earn another pension**
- ✓ They are treated as **temporary employees**

Meaning:

They will continue to draw their old pension, but the new service will not give them pension.

➤ **Example:** A Section Officer retires at 60 with pension and is re-employed — his new service will not be counted for pension.

📌 **Exam Tip:** Superannuation pensioners → **no second pension + treated as temporary**.

(B) Retired on COMPENSATION / INVALID PENSION (OR GRATUITY)

If:

- ✓ Re-employed
- ✓ Appointed **on or before 31-12-2003**
- ✓ In a pensionable post

Then:

- ✓ Eligible for **confirmation**
- ✓ Can choose to count past service

Role of Appointing Authority:

Must ask the employee **in writing** to exercise the option within **3 months** from confirmation.

➤ **Example:** An employee retired due to medical invalidation and later joins a Central post — he can add past service after refunding benefits.

📌 **Exam Tip:** Compensation/invalid retirees → **option within 3 months.**

(C) Retired MILITARY PERSON (before age of superannuation)

If:

- ✓ Re-employed in civil post
- ✓ On or before 31-12-2003

Then:

- ✓ Eligible for confirmation
- ✓ Can count past military service

Option time limit: ⌘ Within **1 year** from date of re-employment

➤ **Example:** A retired Havildar joins as LDC — he gets 1 year to exercise option.

📌 **Exam Tip:** Ex-servicemen → **option within 1 year.**

2. THE MOST IMPORTANT PART – OPTION

The employee must choose **ONE** of the following:

OPTION – 1

Retain old benefits → DO NOT count past service

He will:

- ✓ Keep gratuity
- ✓ Continue old pension
- ✗ Past service will not count for new pension

➤ **Example:** Keeps Army pension → civil pension only for new service.

📌 **Exam Tip:** Retain pension = past service NOT counted.

OPTION – 2

Refund benefits → COUNT past service

He will:

- ✓ Stop drawing old pension
- ✓ Refund:

- Retirement gratuity
- Commutation amount
- Pension drawn after re-employment
- Pension element ignored in pay fixation

- ✓ With **GPF interest**

After refund:

- ✓ Past service added for future pension.

➤ **Example:** Refunds defence gratuity → gets one combined pension.

📌 **Exam Tip:** Refund → past service counts.

3. IMPORTANT REFUND RULES

🕒 Time limit

Refund must be made within **1 month** from Government order.

Interest

- ✓ Normal GPF interest
- ✓ + 2% penal interest if delayed

! **No refund required for**

Pension drawn **before re-employment**

⚠ Very Important Point

Past service will count **ONLY after full refund.**

➤ **Example:** Half refund made → service will NOT count.

📌 **Exam Tip:** *Right to count past service starts only after complete refund.*

If the employee dies before refund

Balance amount is recovered from: ➡ Death gratuity payable to family

4. IF OPTION IS NOT EXERCISED

If the employee **does not give option within time:** He is automatically treated as:

- ✓ Continuing old pension
- ✗ Past service NOT counted

➤ **Example:** No option given → past service lost for pension calculation.

📌 **Exam Tip:** No option = deemed to retain pension.

EMOLUMENTS & AVERAGE EMOLUMENTS (w.e.f. 01-01-2016)

1. MEANING OF EMOLUMENTS FOR PENSION

✓ What is included

Only the following are treated as **emoluments**:

1. **Basic Pay in the Pay Matrix Level** (whether substantive or officiating)
2. **Non-Practising Allowance (NPA)** – for medical officers

✗ What is NOT included

- Special allowance
- Personal pay
- Deputation (duty) allowance
- Any other allowance

➤ **Example:** An employee drawing Basic Pay ₹56,100 + DA + Transport Allowance → Only ₹56,100 is treated as emoluments for pension.

📌 **Exam Tip:** Pension emoluments = **Basic Pay in Pay Matrix + NPA only.**

Special case – For GRATUITY

For:

- ✓ Retirement gratuity
- ✓ Death gratuity
- ✓ Service gratuity

⇒ **Dearness Allowance (DA) on the date of retirement/death is also included.**

➤ **Example:** Basic Pay ₹70,000 + DA ₹35,000 → Gratuity calculated on ₹1,05,000.

📌 **Exam Tip:** DA included **only for gratuity**, not for pension.

2. AVERAGE EMOLUMENTS

✓ Definition

Average of emoluments drawn during the **last 10 months of service.**

➤ **Example:** Last 10 months' basic pay average = ₹78,500 → This is average emoluments.

📌 **Exam Tip:** Remember → **Last 10 months average.**

3. WHICH EMOLUMENTS ARE USED FOR WHAT?

Benefit	Based on
Pension	Average emoluments
Gratuity	Emoluments on date of retirement
Exception	If pay reduced in last 10 months → gratuity based on average emoluments

➤ **Example:** Pay reduced in last 5 months (not as penalty) → gratuity calculated on average emoluments.

📌 **Exam Tip:** Reduction in last 10 months (not penalty) → use average emoluments.

4. EMOLUMENTS DURING ABSENCE FROM DUTY

✓ (1) On leave with leave salary

Take the **pay he would have drawn if he were on duty.**

➤ **Example:** On earned leave at retirement → full pay treated as emoluments.

📌 **Exam Tip:** Leave with pay → no loss for pension.

✓ (2) Increment falling during leave

Even if **not actually drawn**, it will be included.

✓ (3) Suspension later treated as duty / EOL on MC

Take **notional full pay.**

✗ (4) Extraordinary Leave NOT counting for service

Take **pay drawn before going on EOL.**

✓ (5) Leave while officiating in higher post

Higher pay will count **only if certified** that: ➡ He would have continued in the higher post.

5. DEPUTATION CASES

✓ On deputation to ex-cadre post

Pay drawn on deputation = emoluments.

✓ After returning from deputation and on leave

Pay that he **would have drawn in parent department** = emoluments.

➤ **Example:** On deputation as Under Secretary → that higher pay counts.

📌 **Exam Tip:** Deputation pay counts for pension.

6. NOTIONAL PAY AFTER RETIREMENT (VERY IMPORTANT)

Notional increase after retirement will count when:

- (i) Pay scale revised retrospectively
- (ii) Retrospective promotion

Due to:

- Review DPC
- Court order
- Exoneration in departmental case

➤ **Example:** Promotion given after retirement from back date → higher pay used for pension.

📌 **Exam Tip:** Notional pay fixation → counts for pension.

7. DEATH DURING CURRENCY OF PAY-REDUCTION PENALTY

If:

Penalty reduces pay temporarily
And employee dies during penalty period

- ⇒ Ignore penalty
- ⇒ Take normal pay for emoluments

8. HOW TO CALCULATE AVERAGE EMOLUMENTS – IMPORTANT RULE

While calculating last 10 months: The following periods are **IGNORED**:

- Extraordinary leave not counting for service
- Dies-non
- Overstay of leave
- Suspension not counting for pension

And an **equal period before the 10 months is added**.

➤ **Example:** 2 months dies-non in last 10 months → go back 2 more months.

📌 **Exam Tip:** Non-qualifying period in last 10 months → extend backward.

9. EMPLOYEES ABSORBED IN PSU / AUTONOMOUS BODY

Average emoluments based on:

- ✓ Pay drawn in PSU during last 10 months
- ✓ If in IDA scale → IDA pay counted
- ✓ IDA Dearness Relief admissible

CLASSES OF PENSION & CALCULATION OF PENSION

1. WHO IS ELIGIBLE FOR PENSION?

- ✓ **Permanent employee**

Must have **minimum 10 years qualifying service**

- ✓ **Temporary employee**

Eligible if:

- Retires on **superannuation** with 10 years service
- Retires on **invalid pension** with 10 years service
- Takes **voluntary retirement after 20 years**

➤ **Example:** A temporary employee with 12 years service retiring at 60 → eligible for pension.

📌 **Exam Tip:** Minimum qualifying service for pension = 10 years.

2. CLASSES (TYPES) OF PENSION

1. Superannuation Pension – Rule 33

Given when employee retires on **normal retirement age**.

➤ **Example:** Retirement at age 60 → superannuation pension.

📌 **Exam Tip:** Normal retirement = Superannuation pension.

2. Retiring Pension – Rule 34

Given on:

- Voluntary retirement
- Premature retirement

(before superannuation age)

➤ **Example:** Retirement after 30 years under FR 56 → retiring pension.

📌 **Exam Tip:** VRS / Premature retirement → Retiring pension.

3. Pension on Absorption in State Government – Rule 35

When Central employee is **permanently absorbed in State Government**.

4. Pension on Absorption in PSU / Corporation – Rule 36

Allowed only when absorption is **permitted by Government**.

5. Pension on Conversion into PSU – Rule 37

When a **Government department** becomes PSU.

6. Pension on Conversion into Autonomous Body – Rule 38

When department becomes **Central Autonomous Body**.

7. Invalid Pension – Rule 39

Given when employee is:

- ✓ Declared permanently unfit for service
 - ✓ By competent medical authority
- Even **before 10 years**, in special cases.

➤ **Example:** Employee becomes medically unfit after 8 years → invalid pension.

📌 **Exam Tip:** Medical unfitness → Invalid pension.

8. Compulsory Retirement Pension – Rule 40

When compulsory retirement is given **as penalty**.

Amount:

- ✓ Minimum → **2/3 of pension**
- ✓ Maximum → **Full pension**

➤ **Example:** Compulsory retirement in disciplinary case → reduced pension.

📌 **Exam Tip:** Compulsory retirement (penalty) → 2/3 to full pension.

9. Compassionate Allowance – Rule 41

Given in case of:

- ✗ Dismissal
- ✗ Removal

But only if:

- ✓ Case deserves special consideration

Maximum:

➡ Not more than **2/3 of normal pension**

➤ **Example:** Dismissed employee in deserving case → compassionate allowance.

📌 **Exam Tip:** Dismissal → No pension, but compassionate allowance possible.

3. MINIMUM & MAXIMUM PENSION

✓ **Minimum pension**

➡ ₹9,000 per month

✓ **Maximum pension**

➡ ₹1,25,000 per month

📌 **Exam Tip:** Pension range → ₹9,000 to ₹1,25,000.

4. CALCULATION OF PENSION (VERY IMPORTANT)

✓ Full pension formula

Pension = **50% of**

- ➡ Average emoluments **OR**
- ➡ Last pay drawn

Whichever is MORE beneficial

➤ **Example:**

50% of average emoluments = ₹28,000

50% of last pay = ₹30,000

Pension = ₹30,000

📌 **Exam Tip:** Always choose **more beneficial** option.

✓ **Same method for ALL types of pension**
(including compassionate allowance)

5. ADDITIONAL QUANTUM OF PENSION (AFTER 80 YEARS)

Age of Pensioner	Additional Pension
80 to < 85 years	20% of basic pension
85 to < 90 years	30%
90 to < 95 years	40%
95 to < 100 years	50%
100 years or more	100%

➤ **Example:** Basic pension ₹20,000 at age 82 → extra ₹4,000.

📌 **Exam Tip:** At **100 years** → pension becomes double.

PREPARATION OF PENSION PAPERS & GRATUITY

PART – 1 : PREPARATION OF PENSION PAPERS (TIME SCHEDULE)

This is a **time-bound responsibility of the Head of Office** to ensure that pension starts on time.

1. LIST OF RETIRING EMPLOYEES – Rule 54

Every month:

- ✓ By **15th of the month** → prepare list of employees retiring in next **15 months**
- ✓ Send to **Accounts Officer** by last day of the month

➤ **Example:** List prepared on 15 January 2026 → will include employees retiring up to March 2027.

📌 **Exam Tip:** Retirement list → **15 months in advance.**

2. INTIMATION ABOUT GOVERNMENT ACCOMMODATION – Rule 55

Head of Office will:

- ✓ Collect details of Govt. quarter
- ✓ Send to Directorate of Estates
- ✓ For **No Demand Certificate**

➤ **Example:** Employee in government quarter → NDC required before pension.

📌 **Exam Tip:** Govt. accommodation → NDC from Directorate of Estates.

3. START OF PENSION PAPER WORK – Rule 56

Work begins: **1 year before retirement**

Includes:

- ✓ Service verification
- ✓ Pension calculation

➤ **Example:** Retirement on 31-12-2026 → work starts on 01-01-2026.

📌 **Exam Tip:** Pension papers start → **12 months before retirement.**

4. INFORMATION TO EMPLOYEE – Rule 57

8 months before retirement

Head of Office gives:

- ✓ Qualifying service
- ✓ Emoluments
- ✓ Average emoluments

Employee must submit:

- Form 4
- Form 6
- Bank undertaking (Format 9)
- Nomination forms
- Medical allowance option

To be returned **6 months before retirement**

➤ **Example:** Retirement in December → forms given in April → return by June.

📌 **Exam Tip:**

8 months → details given

6 months → forms received

5. FORWARDING TO ACCOUNTS OFFICER – Rule 60

4 months before retirement

Documents sent:

- ✓ Form 4 & 6
- ✓ Pension calculation sheet

✓ Service book

✓ Covering letter (Format 10)

➤ **Example:** Retirement in December → papers sent by August.

📌 **Exam Tip:** Accounts Officer → **4 months before retirement.**

6. INTIMATION OF GOVERNMENT DUES

Head of Office must:

- ✓ Assess dues
- ✓ Inform Accounts Officer

7. THROUGH BHAVISHYA PORTAL

All pension cases: ✓ Processed **online through Bhavishya**

📌 **Exam Tip:** Pension processing portal → **Bhavishya.**

COMPLETE TIME-LINE

Stage	Time before retirement
List of retirement	15 months
Start pension work	12 months
Details to employee	8 months
Forms received	6 months
Papers to Accounts Officer	4 months

PART – 2 : GRATUITY

1. SERVICE GRATUITY

✓ **When admissible**

If service **less than 10 years**

✓ **Rate**

Half month emoluments for every completed 6-month period

✓ **Emoluments include**

- ✓ Basic Pay
- ✓ NPA
- ✓ DA

➤ **Example:** 8 years service → service gratuity paid instead of pension.

📌 **Exam Tip:** < 10 years → **No pension → Service gratuity.**

2. RETIREMENT GRATUITY

✓ **Minimum qualifying service**

5 years

✓ **Formula**

$\frac{1}{4}$ of emoluments
for every completed 6-month period

✓ **Maximum limit**

⇒ 16½ times emoluments

OR

⇒ ₹20 lakh (w.e.f. 01-01-2016)

✓ **DA included**

Yes

✓ **DA increase rule**

Whenever DA increases by 50% → ceiling increases by 25%

➤ **Example:** 30 years service → retirement gratuity calculated on number of half-years.

📌 **Exam Tip:** Retirement gratuity → $\frac{1}{4}$ emoluments per half-year.

3. DEATH GRATUITY

✓ **RATES**

Length of Service	Death Gratuity
Less than 1 year	2 × emoluments
1 year – < 5 years	6 × emoluments
5 years – < 11 years	12 × emoluments
11 years – < 20 years	20 × emoluments
20 years or more	$\frac{1}{2}$ month emoluments for each completed 6-month period (Max 33 times)

✓ **Emoluments include DA**

➤ **Example:** 12 years service → death gratuity = 20 times emoluments.

📌 **Exam Tip:** Death after 20 years → $\frac{1}{2}$ month per half-year (Max 33 times).

IMPORTANT EXAM COMPARISON

Type	Minimum Service	DA included?	Purpose
Service Gratuity	< 10 years	✓ Yes	When no pension

Retirement Gratuity	≥ 5 years	✓ Yes	On retirement
Death Gratuity	No minimum	✓ Yes	On death in service

GRATUITY – ADVANCED PROVISIONS

1. ROUNDING OFF OF GRATUITY

The **final amount of gratuity is rounded to the next higher rupee.**

➤ **Example:** Calculated gratuity = ₹10,25,450.40 → Payable = ₹10,25,451

📌 **Exam Tip:** Gratuity → **always rounded upward to next rupee.**

2. GRATUITY UNDER NPS

Even employees covered under **National Pension System (NPS)** are eligible for:

- ✓ Retirement Gratuity
- ✓ Death Gratuity

➤ **Example:** NPS employee retiring after qualifying service → will get retirement gratuity.

📌 **Exam Tip:** NPS ≠ No gratuity → **Gratuity is admissible.**

3. RESIDUARY GRATUITY

✓ **When payable**

If an employee dies **within 5 years after retirement** and the total amount received by him is **less than 12 times the emoluments** at retirement.

Total received includes:

- Pension / Service gratuity
- Dearness relief
- Retirement gratuity
- Commutation value

The **deficiency is paid to nominee/family.**

➤ **Example:** Emoluments = ₹80,000 → 12 times = ₹9,60,000

Amount already received = ₹7,00,000

Balance ₹2,60,000 → paid as residuary gratuity.

📌 **Exam Tip:** Death within 5 years + less than 12× emoluments → **Residuary gratuity.**

4. TO WHOM DEATH GRATUITY IS PAID

- ✓ To nominee
- ✓ If no nominee → eligible family members

5. PAYMENT TO MINORS

✓ Minor's share

Paid to:

1. Natural guardian
2. Otherwise → guardian with guardianship certificate

✓ Relaxation

Up to **20% of minor's share** can be paid without guardianship certificate (with indemnity bond)

➤ **Example:** Minor nominee → mother receives amount as natural guardian.

📌 **Exam Tip:** Minor case → **20% without guardianship certificate allowed.**

6. NOMINATION – VERY IMPORTANT

Every employee must make nomination.

✓ If employee HAS FAMILY

Nomination → **only in favour of family member(s)**

✓ If employee has NO FAMILY

Nomination → anyone allowed

But when he later acquires a family: ✗ Old nomination becomes invalid

✓ Fresh nomination required

✓ Multiple nominees

Employee must specify: ➔ Share of each nominee

✓ Additional facilities

Employee can:

- Name substitute nominee
- Add conditions for validity

➤ **Example:** Nomination 50% to wife, 50% to son.

📌 **Exam Tip:** Family present → nomination outside family **invalid.**

7. DEFINITION OF FAMILY

Includes:

1. Wife / wives (even judicially separated)
2. Husband (for female employee)
3. Sons (including step/adopted)
4. Unmarried daughters
5. Widowed/divorced daughters
6. Father
7. Mother
8. Disabled brothers
9. Unmarried/widowed/divorced sisters

10. Married daughters

11. Children of pre-deceased son

📌 **Exam Tip:** Married daughter is included in family.

8. WHEN THERE IS NO NOMINATION

Payment order:

FIRST CATEGORY

Equal share to:

- Spouse
- Sons
- Unmarried daughters
- Widowed/divorced daughters

SECOND CATEGORY (if first not available)

Equal share to:

- Parents
- Siblings
- Married daughters
- Children of pre-deceased son

➤ **Example:** No nomination → wife & sons get equal share.

📌 **Exam Tip:** Payment follows **family hierarchy.**

9. NOMINEE DISQUALIFIED (MURDER CASE)

If nominee is convicted of:

✗ Murder / abetment of murder

Then: ➔ His share goes to other eligible family members.

10. WHEN GRATUITY LAPSES

If:

✗ No nomination

✗ No family

Then: ✓ Paid only on **succession certificate** Otherwise → **lapses**

11. EMOLUMENTS FOR GRATUITY

Includes:

✓ Basic Pay

✓ NPA

✓ DA

If pay reduced in last 10 months (not penalty): Gratuity based on **average emoluments**

12. RECOVERY OF GOVERNMENT DUES

Government can recover:

✓ Without consent

✓ From gratuity

13. WITHHOLDING OF 10% GRATUITY (GOVT. ACCOMMODATION CASE)

If licence fee not assessed:

✓ 10% gratuity withheld

Released after:

- ✓ No Demand Certificate
- ⌚ NDC must be issued within **14 days**
- Otherwise: ➡ Interest payable

➤ **Example:** Govt quarter not vacated → 10% gratuity withheld.

🔴 **Exam Tip:** Accommodation case → **10% gratuity withheld.**

14. INCOME TAX ON GRATUITY

- ✗ No Income Tax on:
- ✓ Retirement gratuity
- ✓ Death gratuity

15. COURT ATTACHMENT

Gratuity: ✗ Cannot be attached by court

AUTHORIZATION OF PENSION & GRATUITY

1. ISSUE OF PPO (PENSION PAYMENT ORDER)

✓ Role of Accounts Officer

After receiving pension papers, the Accounts Officer will:

1. Apply all checks
2. Verify service & emoluments
3. Assess pension & gratuity
4. Record account encasement
5. Issue PPO

⌚ Time limit

PPO must be issued at least **2 months** before the date of retirement

✓ Gratuity authorization

The Accounts Officer:

- Calculates gratuity
- Informs Head of Office

Head of Office will:

- ✓ Draw & pay gratuity
- ✓ After adjusting Government dues

➤ **Example:** Retirement on 31 December → PPO must be issued by 31 October.

🔴 **Exam Tip:** PPO → **2 months** before retirement.

2. PROVISIONAL PENSION & PROVISIONAL GRATUITY – Rule 62

✓ When payable

If:

- ✗ Pension papers not completed in time
- OR
- ✗ PPO not issued in time

✓ Who sanctions? Head of Office

✓ Amount payable

Provisional pension

➡ 100% of pension (based on available data)

Provisional gratuity

- ➡ 100% calculated amount
- ➡ But **10% withheld** for Government dues

✓ Time limit for sanction

Sanction must be issued **within 10 days** after retirement

✓ Duration

Provisional pension cannot continue beyond:

⌚ **6 months from retirement**

Within this period:

- ✓ Final PPO issued
- ✓ Difference paid (if any)

✓ Adjustment rules

Situation	Action
Final pension > provisional	Pay arrears
Final pension < provisional	Recover from gratuity / future pension
Final gratuity < provisional	✗ No recovery
Final gratuity > provisional	Pay balance

➤ **Example:** Provisional pension ₹30,000 → Final ₹28,000 → excess recovered.

🔴 **Exam Tip:** Provisional gratuity excess → **NOT recovered.**

3. CASES WHERE DISCIPLINARY / JUDICIAL PROCEEDINGS ARE PENDING

✓ Pension

Only **provisional pension** is allowed.

Amount = Maximum pension based on qualifying service up to retirement/suspension.

✗ Gratuity

NOT paid until:

- ✓ Proceedings are completed
- ✓ Final orders issued

✓ Exception (Important)

Gratuity **CAN be paid** when:

- Only investigation is going on
- Proceedings are contemplated
- But NOT formally instituted before retirement

✓ Adjustment after final decision

If final pension is:

Less than provisional → ✗ No recovery

➤ **Example:** Employee retires while departmental inquiry pending → gets provisional pension only.

📌 **Exam Tip:** Pending proceedings → **No gratuity.**

4. REVISION OF PENSION AFTER FINAL AUTHORIZATION

✓ General Rule

Once pension is finally authorized: ✗ Cannot be revised to the disadvantage of the pensioner

✓ Exception

Allowed only for: ✓ Clerical error

✓ Time limit condition

If revision is after **2 years**: ➡ Approval of **Department of Pension & Pensioners' Welfare** required.

➤ **Example:** Wrong pay entered → correction allowed even if pension reduces.

📌 **Exam Tip:** After 2 years → DOPPW concurrence required for downward revision.

RULE 66 – PAYMENT OF PENSION

1. PENSION PAYMENT ORDER (PPO)

✓ What is PPO?

PPO is the **formal authority for payment of pension/family pension.**

It is the most important pension document because:

- Without PPO → ✗ Pension cannot start
- It contains all pension details

✓ Who issues PPO? ➡ Accounts Officer

He:

1. Authorizes pension payment
2. Sends PPO to the pension disbursing authority
3. Sends intimation to the pensioner
4. Sends certified copy of Pension Calculation Sheet

✓ Structure of PPO

PPO has **two halves**:

Half	Purpose
Disburser's half	Kept by Bank/Treasury
Pensioner's half	Given to pensioner

✓ First appearance of pensioner

When pensioner appears before bank/treasury:

- ✓ Identity verified
- ✓ Documents checked
- ✓ Pensioner's half handed over
- ✓ Monthly pension starts

➤ **Example:** PPO issued to SBI → Pensioner visits SBI → submits identification → gets pensioner's half → pension begins.

📌 **Exam Tip:** PPO = **2 halves** → **Disburser + Pensioner.**

2. PENSION DISBURSING AUTHORITIES

Pension can be paid through:

1. Treasuries
2. Pay & Accounts Offices
3. Post Offices
4. Selected Nationalized Banks

➡ Pensioner chooses the disbursing authority.

➤ **Example:** A Central Govt. pensioner opts for payment through a nationalized bank branch near his home.

📌 **Exam Tip:** Pension paid through **Bank / Treasury / PAO / Post Office.**

3. DUE DATE OF PENSION

✓ **General rule** -Monthly pension is payable on: **Last working day of the month**

✓ Special rule for March pension

Pension for March is paid: **On or after the first working day of April**

Reason → Closing of Government accounts for financial year.

➤ **Example:** April pension → paid on 30 April (last working day).

📌 **Exam Tip:** March pension → **paid in April.**

4. PENSION PAYABLE IN WHICH CURRENCY?

✓ Pension and gratuity are payable: **Only in Indian Rupees & Only in India**

➤ **Example:** A pensioner living abroad will still receive pension in Indian rupees in India.

📌 **Exam Tip:** Pension → ₹ only & payable in India.

5. INTEREST ON DELAYED PAYMENT OF DCRG

(Death-cum-Retirement Gratuity)

✓ **When interest becomes payable?**

If gratuity is delayed:

🕒 **Beyond 3 months from date of retirement**

✓ **Rate of interest**

Same as: **GPF interest rate**

✓ **Who gets interest?**

✓ Retired employee

OR

✓ Family (if employee dies)

✓ **Responsibility for delay**

Delay is **not treated as routine**.

Responsibility is fixed on:

1. Dealing assistant
2. Supervisor
3. Head of Office

✓ **Recovery of interest**

Interest amount is recovered: From the salary of responsible officials (in proportion to their pay)

➤ **Example:** Gratuity paid after 6 months → employee receives interest for 3 months delay.

📌 **Exam Tip:** DCRG delay → Interest after 3 months.

COMMUTATION OF PENSION

1. MEANING OF COMMUTATION

✓ **What is commutation?**

Commutation means: Converting a **portion of monthly pension into a lump-sum amount**.

After commutation:

- Pension is reduced
- Lump-sum is paid immediately

✓ **Who is eligible?**

✓ Every pensioner

✓ Compassionate allowance holder

✗ NOT allowed when:

- Departmental proceedings pending
- Judicial proceedings pending

➤ **Example:** A pensioner commutes 40% pension and receives a lump-sum amount.

📌 **Exam Tip:** Pending inquiry → No commutation allowed.

2. MAXIMUM AMOUNT THAT CAN BE COMMUTED

✓ **Limit**

➔ Maximum = **40% of basic pension**

✓ **Fraction rule**

➔ Fraction ignored.

✓ **Second commutation**

✗ Not allowed again

(Overall 40% only once)

✓ **Illustration**

Emoluments = ₹31,500

Pension = 50% = ₹15,750,

Maximum commutable = 40% of 15,750 = **₹6,300**

➤ **Example:** Pension ₹20,000 → Max commutation = ₹8,000.

📌 **Exam Tip:** Maximum commutation → **40% only once in lifetime**.

3. COMMUTATION WITHOUT MEDICAL EXAMINATION

✓ **Condition**

Application must be submitted: Within **1 year**

✓ **From which date?**

Type of pension	Date counted from
Superannuation / retiring	Date of retirement
Absorption cases	Date of retirement orders
After inquiry finalized	Date of final orders

➤ **Example:** Retirement on 31 Jan → Apply before 31 Jan next year → No medical.

📌 **Exam Tip:** Within 1 year → No medical test.

4. COMMUTATION WITH MEDICAL EXAMINATION

Medical exam required when:

1. Invalid pension
2. Compulsory retirement (penalty)
3. Compassionate allowance
4. Application after 1 year

➤ **Example:** Applying after 2 years → Medical test compulsory.

📌 **Exam Tip:** After 1 year → **Medical mandatory.**

5. COMPETENT MEDICAL AUTHORITY

✓ **For normal commutation**

Medical Officer ≥ Civil Surgeon / District Medical Officer

✓ **Medical Board required for:**

- Invalid pension
- Second medical examination

📌 **Exam Tip:** Invalid pension → **Medical Board.**

6. WITHDRAWAL OF COMMUTATION APPLICATION

Allowed:

✓ Before medical examination

✓ After medical exam

If pensioner refuses age addition (within 14 days)

Treated as withdrawn if: ✗ Does not appear for medical exam

➤ **Example:** Medical authority adds 5 years → pensioner refuses → application withdrawn.

📌 **Exam Tip:** 14 days → Refusal of age addition.

7. SECOND MEDICAL EXAMINATION

Allowed when:

- Commutation refused
OR
- Age added and pensioner not satisfied

✓ **Time limit**

Normally after: 1 year

✓ **Early second exam possible if:**

Appeal to Head of Office within: 1 month

📌 **Exam Tip:** Appeal within **1 month** for early re-medical.

8. DATE WHEN COMMUTATION BECOMES ABSOLUTE

✓ **Cases**

Situation	Date
-----------	------

Application before retirement	Next day of retirement
Within 1 year (no medical)	Date of receipt of application
Medical cases	Date of medical report
On appeal	Date of first medical opinion

➤ **Example:** Apply before retirement → Commutation effective from next day of retirement.

📌 **Exam Tip:** Medical case → **Date of medical report.**

CALCULATION OF COMMUTED VALUE OF PENSION

PART 1 — BASIC CONCEPT

✓ **What happens in commutation?**

➡ You give up: ➡ A portion of monthly pension

➡ You receive: ➡ A **lump-sum amount**

➡ Your monthly pension becomes: ➡ Reduced permanently

PART 2 — CORE FORMULA

$$\text{Lump sum} = \text{Commutated portion of pension} \times 12 \times \text{Commutation factor}$$

✓ **Meaning of each term**

1. Commuted portion of pension

= % of pension you want to commute
(max 40%)

2. 12 multiplier

Why?

Because pension is monthly

Commutation is calculated for **one year**

3. Commutation factor

Taken from: **Commutation Table**

Depends on: Age next birthday

PART 3 — STEP-BY-STEP CALCULATION METHOD

FULL PROCEDURE

STEP 1 → Find emoluments

Example: ₹80,000

STEP 2 → Find pension

Pension = 50% of emoluments
 $[80,000 \times 50\% = 40,000]$

STEP 3 → Find maximum commutable pension

$[40,000 \times 40\% = 16,000]$

STEP 4 → Find age next birthday

(Explained in full below ↓)
 Assume → 61 years

STEP 5 → Take factor from table

Suppose factor for age 61 = **8.194**

STEP 6 → Apply formula

♣ $[16,000 \times 12 \times 8.194]$
 ♣ $[= 16,000 \times 98.328]$
 ♣ $[= ₹15,73,248]$

✓ **Lump sum payable = ₹15,73,248**

STEP 7 → Reduced pension

Original pension = 40,000
 Commuted portion = 16,000

New pension: ♣ $[40,000 - 16,000 = ₹24,000]$

✧ EXAMPLE 1

Emoluments = ₹50,000
Pension = ₹25,000
Commutation = 40%
Commuted pension:
 $[25,000 \times 40\% = 10,000]$
Age next birthday = 63
Factor = 7.982
 $[10,000 \times 12 \times 7.982]$
 $= 10,000 \times 95.784$
 $= ₹9,57,840]$

✧ EXAMPLE 2 (LESS THAN 40%)

Pension = ₹30,000
Commutation opted = 25%
 $[30,000 \times 25\% = 7,500]$
Age next birthday = 60
Factor = 8.194
 $[7,500 \times 12 \times 8.194]$
 $= 7,500 \times 98.328$
 $= ₹7,37,460]$

PART 5 — AGE NEXT BIRTHDAY

This decides:

- ➡ Commutation factor
- ➡ Lump-sum amount

DEFINITION

Age next birthday = Age you will complete on your next birthday after the relevant date

NOT your present age.

PART 6 — HOW TO FIND AGE NEXT BIRTHDAY**✧ METHOD**

STEP 1 → Note date of birth
 STEP 2 → Note relevant date
 STEP 3 → See what age will be on next birthday

PART 7 — RELEVANT DATE FOR AGE CALCULATION

CASE	DATE TO BE TAKEN
Commutation with PPO	Date of retirement
Commutation within 1 year	Date of application
Medical cases	Date of medical examination

PART 8 — AGE NEXT BIRTHDAY WITH EXAMPLES**✧ EXAMPLE 1**

DOB → 10 March 1965
Retirement → 31 January 2025
Age on retirement: 59 years 10 months
Next birthday → 10 March 2025
 So: Age next birthday = **60**

✧ EXAMPLE 2

DOB → 2 July 1964
Application → 15 June 2024
Current age: 59 years 11 months 13 days
Next birthday → 2 July 2024
 Age next birthday = **60**

✧ EXAMPLE 4 (AFTER BIRTHDAY)

DOB → 10 April 1963
Application → 20 April 2023
Already completed: 60 years
Next birthday → 10 April 2024
 Age next birthday = **61**

PART 9 — SHORTCUT METHOD

✓ **If birthday NOT yet come in that year**

Age next birthday = Current age + 1

✓ **If birthday already passed**

Age next birthday = Current age + 1

(But current age will be higher)

Higher age → Lower factor → Less lump sum
 So: ➡ Early commutation = More money

PART 10 — WHY AGE NEXT BIRTHDAY IS IMPORTANT

COMMUTATION TABLE

Age Next Birthday	Commutation Value	Age Next Birthday	Commutation Value	Age Next Birthday	Commutation Value
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

COMMUTATION OF PENSION – ADVANCED PROVISIONS

1. APPLICABILITY OF REVISED COMMUTATION TABLE

The revised commutation table is applicable **only to those cases in which commutation becomes absolute on or after 02-09-2008**. The date on which commutation becomes absolute is therefore extremely important because it determines whether the **old table** or the **revised table** will be used.

In respect of pensioners whose commutation became absolute **between 01-01-2006 and 01-09-2008**, the following dual principle applies:

1. For the **original pension calculated on pre-revised pay**, the **old commutation table** will be used.
2. For the **additional pension arising due to retrospective revision of pay/pension**, the **revised commutation table** will be used.

Thus, in such cases two different commutation calculations may exist — one based on the old table and the other on the revised table.

➤ **Example:** A pensioner retired in 2007 and commuted pension. Later his pension was revised from 01-01-2006. Old table → for original pension
 New table → for additional commutable portion.

📌 **Exam Tip:** Table depends on **date commutation becomes absolute**, not date of retirement.

2. AUTHORITY RESPONSIBLE FOR PAYMENT OF COMMUTED VALUE

When a Government servant applies for commutation **before retirement**, the **Head of Office who drew and disbursed the last pay** makes the payment.

In all other cases, the payment is made by the **Pension Disbursing Authority (Bank/Treasury)** on the basis of authorization issued by the **Accounts Officer**.

➤ **Example:** Application before retirement → payment by Head of Office.
Application after retirement → payment by Bank.

📌 **Exam Tip:** Before retirement → **HOO pays**; after retirement → **PDA pays**.

3. REDUCTION OF PENSION AFTER COMMUTATION

The reduction in pension starts from the **earliest of the following two dates**:

1. The date the commuted value is actually received by the pensioner
2. After three months from the date of issue of payment authority

In the case of bank payment, reduction starts from the **date of credit in the bank account**.

✓ **Special case – Superannuation with advance application**

Where a Government servant applies for commutation before retirement:

- Commuted value is payable on the **next day after retirement**
- Pension reduction also starts from the **same date**

If payment is delayed beyond one month, the Accounts Officer authorizes the difference of pension for that intervening period.

➤ **Example:** Retirement on 31 May → commutation applied earlier → reduction from 1 June.

📌 **Exam Tip:** Reduction begins from **date of payment or after 3 months — whichever earlier**.

4. COMMUTATION WHEN PENSION IS REVISED LATER

When pension is **increased retrospectively**, the commuted value of the **additional pension**:

- ✓ is paid automatically
- ✓ no fresh application required

Further reduction in pension for this additional commutation starts:

- From the date of payment of the difference
OR
- After three months from the date of authority (whichever is earlier)

However, pensioners who retired between **01-01-2016 and 04-08-2016** were given a **special option not to commute the additional pension**.

➤ **Example:** Pension revised after 7th CPC → additional commutation paid automatically.

📌 **Exam Tip:** No fresh application for commutation on revised pension.

5. NOMINATION FOR COMMUTED VALUE

Nomination must accompany the commutation application.

Its purpose is to authorize payment of the **commuted value to the nominee** if the pensioner dies before receiving it.

➤ **Example:** Pensioner dies after applying but before payment → amount goes to nominee.

📌 **Exam Tip:** Nomination is **mandatory with commutation application**.

6. RESTORATION OF COMMUTED PORTION OF PENSION

✓ **General Rule**

The commuted portion of pension is restored after **15 years**.

✓ **From which date 15 years is counted?**

Situation	Restoration counted from
Commutation paid in first month of retirement	Date of retirement
Commutation paid later	Date of receipt of commutation amount
Additional commutation due to revision	From respective payment date

✓ **Automatic restoration**

Restoration is done:

✓ Automatically by the Bank

✗ No application required from pensioner

If the date is not available in PPO → Bank obtains it from Accounts Officer through CPAO.

✓ **Important protections**

1. Commuted amount is **never deducted from family pension**
2. If pensioner dies before restoration → **family pension is paid in full**

➤ **Example:** Pensioner commuted ₹5,000 and dies after 10 years → family gets full family pension without deduction.

📌 **Exam Tip:** Restoration after **15 years** — **automatic** — **no deduction from family pension.**

7. RESTORATION IN CASE OF ABSORBEE PENSIONERS

Employees absorbed in PSUs/Autonomous Bodies who had taken **100% commuted value in lieu of pension:**

- ✓ First got 1/3 pension restored earlier
- ✓ Now full pension is restored after 15 years

After restoration, they also get:

- ✓ Pay Commission pension revision benefits

➤ **Example:** Govt employee absorbed in PSU took lump sum → full pension restored after 15 years.

📌 **Exam Tip:** Absorbee pensioner → **Full pension restored after 15 years.**

ENCASHMENT OF LEAVE

1. BASIC CONCEPT OF LEAVE ENCASHMENT

Leave encashment means **payment in cash for the leave standing at the credit of the Government servant on the date of retirement / death / cessation of service.**

From **01-01-2006**, the competent leave sanctioning authority **automatically** sanctions the cash equivalent — the employee **does not need to apply.**

Encashment includes:

- ✓ Earned Leave (EL)
- ✓ Half Pay Leave (HPL)

Subject to the **overall maximum of 300 days.**

However:

- ✗ HPL cannot be converted into EL to cover EL shortage
- ✗ No deductions from the cash equivalent

➤ **Example:** EL = 220 days, HPL = 140 days → Maximum payable = 300 days only.

📌 **Exam Tip:** EL + HPL encashment limit = **300 days (combined).**

2. CASES WHERE FULL LEAVE ENCASHMENT IS ADMISSIBLE

- ✓ On retirement on superannuation
- ✓ On extension of service in public interest (after extension period ends)
- ✓ On invalid retirement
- ✓ On voluntary retirement

✓ On premature retirement (FR 56)

✓ On compulsory retirement (as penalty)

✓ On termination as per service conditions

✓ On death while in service

In all these cases → **EL + HPL encashment allowed up to 300 days.**

SPECIAL CASE – DISCIPLINARY / CRIMINAL PROCEEDINGS

If retirement occurs while:

- Under suspension
- Departmental proceedings pending
- Criminal case pending

Then:

- Leave encashment can be **withheld partly or fully**
- After conclusion → released after recovery of Government dues

➤ **Example:** ₹8 lakh leave encashment; dues ₹1 lakh → ₹7 lakh paid after case ends.

📌 **Exam Tip:** Proceedings pending → **Encashment can be withheld.**

3. LEAVE ENCASHMENT ON RESIGNATION / QUITTING SERVICE

This is the **most important exception:**

✓ Only **Earned Leave** is encashed

✓ Maximum = **150 days**

✗ HPL lapses

➤ **Example:** EL = 200 → Paid only for 150 days.

📌 **Exam Tip:** Resignation → **EL only (max 150 days).**

4. RE-EMPLOYMENT AFTER RETIREMENT

Encashment allowed again, but:

✓ Total (previous + present) ≤ **300 days**

➤ **Example:** Encashment earlier = 240 days → Now maximum available = 60 days.

📌 **Exam Tip:** Re-employment → **Overall lifetime cap = 300 days.**

5. INDUSTRIAL EMPLOYEES

Industrial employees under CCS Leave Rules also get:

✓ EL + HPL encashment

✓ Same 300-day limit

6. LEAVE ENCASHMENT ON DEATH IN SERVICE

Cash equivalent is paid to **family.**

Leave balance is calculated:

⌘ On the day **after the date of death**

BENEFIT OF INCREMENT DURING LEAVE (DEATH CASE)

If:

- Employee dies while on leave
- Increment falls during leave

Then:

✓ Difference amount paid as **ex-gratia**

7. COMPONENTS OF LEAVE ENCASHMENT AMOUNT

Encashment includes:

- ✓ Leave salary
 - ✓ Dearness Allowance
- It does **not** include:

- ✗ HRA
- ✗ Special Allowance
- ✗ Other allowances

➤ **Example:** Basic ₹60,000 + DA → Included; HRA → Not included.

🔑 **Exam Tip:** Encashment = Pay + DA only.

8. PERSON TO WHOM AMOUNT IS PAYABLE (ON DEATH)

Order of payment:

- 1 Widow / Husband
- 2 Eldest son
- 3 Eldest unmarried daughter
- 4 Widowed daughter
- 5 Father
- 6 Mother
- 7 Married daughter
- 8 Minor brother
- 9 Unmarried sister
- 10 Widowed sister
- 11 Child of pre-deceased son

Each category is considered **only if the previous one is absent**.

9. METHOD OF CALCULATION

✓ FORMULA – EARNED LEAVE

$$\text{Leave Encashment} = (\text{Pay} + \text{DA}) / 30 \times \text{No. of EL days}$$

✓ FORMULA – HALF PAY LEAVE

$$(\text{Half Pay Leave Salary} + \text{DA}) / 30 \times \text{No. of HPL days}$$

✓ OVERALL CONDITION

$$\text{EL} + \text{HPL} \leq 300 \text{ days}$$

➤ FULL ILLUSTRATION

Pay = ₹70,000
DA = ₹28,000
EL = 240 days
HPL = 180 days
Maximum allowed = 300 days
So HPL counted = 60 days only

EL Encashment

$$[(98,000 \div 30) \times 240 = ₹7,84,000]$$

HPL Encashment

HPL salary = half pay = ₹35,000

$$[(35,000 + \text{DA } 28,000 = 63,000 \div 30) \times 60 = ₹1,26,000]$$

Total = ₹9,10,000

🔑 **Exam Tip:** Always apply **300-day cap** after combining EL + HPL.

10. IMPORTANT CONDITIONS FOR HPL

- ✓ HPL cannot be converted into EL
- ✓ Used only after EL for 300-day cap

DEARNESS RELIEF & NOMINATION FOR ARREARS OF PENSION

14. DEARNESS RELIEF TO PENSIONERS / FAMILY PENSIONERS

1. MEANING AND OBJECTIVE

Dearness Relief (DR) is the **cost-of-living compensation** granted to pensioners and family pensioners to neutralize the effect of inflation after retirement.

Just like Dearness Allowance (DA) for serving employees, DR protects the **real value of pension** against price rise.

It is revised:

- ✓ Twice every year
 - From **1st January**
 - From **1st July**

It is based on the rise in **Consumer Price Index (CPI)** beyond the base index **261.42** (7th CPC base).

➤ **Example:** If DR rate increases from 50% to 53%, pensioners will get 3% extra pension as DR.

🔑 **Exam Tip:** DR is revised **twice a year (Jan & July)**.

2. ON WHICH AMOUNT DR IS CALCULATED

Dearness Relief is payable on:

- ✓ Basic pension **before commutation**
- ✓ Additional pension (old age pension)
- ✓ Family pension

This is a very important and frequently asked concept.

➤ **Example:** Basic pension = ₹20,000; Commuted pension = ₹8,000 → DR will be on ₹20,000 (not on ₹12,000).

🔑 **Exam Tip:** DR = on **original pension (not reduced pension after commutation)**.

3. ROUNDING OFF RULE

Fraction of a rupee in DR amount:

➡ Rounded off to **next higher rupee**

➤ **Example:** DR = ₹1,245.20 → Payable = ₹1,246

📌 **Exam Tip:** DR rounding → **next higher rupee**.

4. DR TO RE-EMPLOYED PENSIONERS

DR is admissible to a re-employed pensioner **only if ALL conditions are satisfied:**

✓ He did **NOT retire from a Group 'A' post**

✓ His pay on re-employment is fixed at the **minimum of the pay scale**

If these conditions are not fulfilled → DR is **not admissible**.

➤ **Example:** A retired Group B employee re-employed at minimum basic pay → DR allowed.

📌 **Exam Tip:** Re-employed pensioner → DR only if **not Group A + minimum pay fixation**.

5. DR TO EMPLOYED FAMILY PENSIONERS

DR is admissible to employed family pensioners also.

This provision is effective from: **18-07-1997**

📌 **Exam Tip:** DR allowed to **employed family pensioners**.

6. MORE THAN ONE PENSION

If a pensioner receives:

✓ Two or more pensions

Then:

➡ DR is calculated on the **total of all pensions combined**

➤ **Example:** Pension 1 = ₹12,000, Pension 2 = ₹8,000 → DR on ₹20,000.

📌 **Exam Tip:** Multiple pensions → DR on **total pension**.

7. NATURE OF DR

✓ It is a **separate element**

✓ It increases automatically when Government announces

✓ It is **not merged with pension** (unless specifically ordered)

15. NOMINATION FOR PAYMENT OF ARREARS OF PENSION

1. PURPOSE OF NOMINATION

Sometimes a pensioner dies **before receiving certain pension arrears**.

To avoid legal complications and delay, nomination facility is provided.

Through nomination:

➡ Pensioner authorizes a person to receive unpaid pension after his death.

➤ **Example:** Pension for March not drawn before death → Paid to nominee.

📌 **Exam Tip:** Nomination → for **unpaid pension arrears after death**.

2. WHO CAN MAKE NOMINATION

Every retiring Government servant must submit the nomination:

Within **3 months before or after retirement**

It must be submitted: ➡ In **triplicate**

3. PROCESS AFTER SUBMISSION

Head of Office will:

✓ Verify the details

✓ Keep one copy in office

✓ Return one copy to pensioner (acknowledged)

✓ Send one copy to Accounts Officer → PPO → Pension Disbursing Authority

📌 **Exam Tip:** Nomination form → **submitted in triplicate**.

4. MODIFICATION OF NOMINATION

Nomination can be changed:

✓ Any time

✓ If nominee dies

✓ If pensioner wants to change

The revised form is submitted to: ➡ Pension Disbursing Authority

5. NOMINATION THROUGH BANK / POST OFFICE

Pensioners drawing pension through:

➡ Public Sector Bank

➡ Post Office

Can also use:

➡ Bank nomination facility

16. FAMILY PENSION

1. MEANING OF FAMILY PENSION

Family Pension is the **monthly financial assistance** given to the family of a deceased Government servant or pensioner.

Its purpose is:

✓ To provide financial security after death

✓ To protect dependent family members

✓ To ensure continuity of income

It is governed by **Rule 50 of CCS (Pension) Rules, 2021**.

➤ **Example:** If an employee dies while in service, his wife will receive monthly family pension.

📌 **Exam Tip:** Family pension starts **from the day following the date of death**.

2. ADMISSIBILITY (WHEN FAMILY PENSION IS PAYABLE)

Family pension is payable if the Government servant dies:

(i) **After completion of one year of continuous service**
OR

(ii) **Before completion of one year of service**

Provided he/she was medically examined and declared fit before appointment

OR

(iii) After retirement

And was receiving pension or compassionate allowance on the date of death

➔ Family pension begins **from the date following the date of death**.

➤ **Example:** Employee dies on 10 June → Family pension starts from 11 June.

📌 **Exam Tip:** Minimum service condition → **1 year**, unless medically examined at entry.

3. NORMAL RATE OF FAMILY PENSION

✓ **Rate = 30% of Pay last drawn**

“Pay” includes:

✓ Basic Pay

✓ Non-Practising Allowance (NPA)

✓ **Minimum: ₹9,000 per month**

✓ **Maximum: ₹75,000 per month**

In certain cases, it may be based on:

✓ Average emoluments of last 10 months

✳ **Formula:**

Family Pension = 30% × Last Pay Drawn

➤ **Example:** Last Pay = ₹50,000

Family Pension = 30% × 50,000 = ₹15,000

📌 **Exam Tip:** Normal family pension rate = **30% of last pay**.

4. HIGHER RATE (ENHANCED FAMILY PENSION)

Enhanced family pension is payable at:

✓ **50% of last pay**

Case 1: Death while in service

➔ Payable for **10 years from date of death**

Case 2: Death after retirement

➔ Payable till date pensioner would have attained 67 years

OR

➔ For 7 years from death

Whichever is earlier

➤ **Example:** Pensioner dies at age 62 → Enhanced pension payable till 67 (5 years only).

📌 **Exam Tip:** Enhanced rate = **50% of pay**.

5. ROUNDING OFF RULE

✓ Fraction of rupee → Rounded to next higher rupee

✓ If divided among multiple members → Each share rounded separately

📌 **Exam Tip:** Always rounded to **next higher rupee**.

6. ADDITIONAL FAMILY PENSION (OLD AGE BENEFIT)

Additional family pension is payable when family pensioner attains age:

Age of Family Pensioner	Additional Family Pension
80 – < 85 years	20% of basic family pension
85 – < 90 years	30%
90 – < 95 years	40%
95 – < 100 years	50%
100 years or more	100%

✓ Payable from **1st day of month in which age is completed**

➤ **Example:** Basic family pension ₹15,000, age 82 → Additional = 20% = ₹3,000

📌 **Exam Tip:** Additional pension starts **only after completing age (not before)**.

7. LIMITATION

✓ If Extraordinary Pension (EoP) under EoP Rules is granted → Family pension not payable during that period.

✓ No restriction if pension also received from Armed Forces or other organizations.

📌 **Exam Tip:** EoP + Family Pension → Not payable simultaneously.

8. DEARNESS RELIEF

✓ DR is payable on:

– Family Pension

– Additional Family Pension

📌 **Exam Tip:** DR admissible on **both basic + additional family pension**.

9. ORDER OF PREFERENCE

Family pension payable to only **one member at a time**.

If more than one eligible simultaneously → Equal share.

Order:

(i) **Widow / Widower**

(Including post-retiral spouse & judicially separated spouse)

(ii) **Children**

✓ Includes stepchildren

✓ Includes children born after retirement

(iii) **Dependent Parents**

✓ Including adoptive parents

(iv) **Dependent Disabled Siblings**

➤ **Example:** If widow alive → children will not receive until widow becomes ineligible.

📌 **Exam Tip:** Order starts with **widow/widower first**.

✓ Family pension payable to only one category at a time

✓ Children eligible up to prescribed age/marital conditions

✓ Disabled children → eligible for life (subject to rules)

10. IMPORTANT CONDITIONS

Family pension is paid at **30% of the last pay**, with a **minimum of ₹9,000 per month** and a **maximum of ₹75,000 per month**.

It is given to **only one eligible family member at a time**, according to the prescribed order of priority.

Member of Family	Period	Eligibility	Other Conditions	Example
Widow / Widower (including post-retiral spouse & judicially separated spouse)	Up to death or re-marriage (whichever earlier)	Income from other sources does not affect eligibility	• If more than one widow → equal share • On death/ineligibility → share goes to eligible child • Childless widow on remarriage → pension continues till her income $\geq$ minimum family pension + DR	Govt servant dies leaving wife → she gets family pension till death/remarriage
Son	Till marriage / age 25 / starts earning livelihood (whichever earlier)	Unmarried and not earning	Disabled son → family pension for life (if disability existed before death of employee/pensioner)	22-year-old unemployed son → eligible till 25 years
Daughter	Till marriage / starts earning livelihood (whichever earlier)	Unmarried / widowed / divorced and not earning	Disabled daughter → family pension for life , even if married	Unmarried daughter aged 24 → eligible till marriage or employment
Children (general conditions)	As per son/daughter rules	Includes step-children, adopted children, children born after retirement	• Paid in order of birth • Twins → equal share • Minor → through guardian • Children from void/voidable marriage → eligible	Two minor children → each gets equal share through guardian
Dependent Parents (Mother first, then Father)	For life	Only if no eligible widow/widower/child	• Must be dependent before death • Annual income certificate required • Stops if they start earning livelihood	Unmarried employee dies leaving dependent mother → mother gets pension
Dependent Disabled Siblings	For life	Mental or physical disability	• Wholly dependent on employee • Disability existed before death	Unmarried disabled brother dependent on employee → eligible for life

While checking whether a family member is eligible for family pension, the **family pension already being received will NOT be counted as income**.

FAMILY PENSION

1. ADMISSIBILITY OF FAMILY PENSION

Family pension is a **monthly payment made to the eligible family member** of a Government servant after his death.

It becomes payable when a Government servant dies:

1. **After completion of one year of continuous service, or**
2. **Before one year**, provided he/she was declared **medically fit at the time of appointment**, or
3. **After retirement**, if he/she was receiving **pension or compassionate allowance**.

Family pension is payable **from the day following the date of death**.

2. NORMAL RATE OF FAMILY PENSION

The normal family pension is: **30% of the last pay drawn**
(subject to minimum ₹9,000 and maximum ₹75,000 per month)

Pay includes:

- Basic Pay
- Non-Practising Allowance (if any)

In some cases, it is calculated on **average emoluments of last 10 months**.

> Example

Last Pay drawn = ₹60,000

Family Pension = 30% of 60,000 = ₹18,000 per month

3. ENHANCED RATE OF FAMILY PENSION

Enhanced family pension is **50% of last pay** and is allowed:

When death occurs while in service

Payable for **10 years** from the date of death.

When death occurs after retirement

Payable for:

- **7 years**, or
- Till the pensioner would have attained **67 years of age**, whichever is earlier.

After this period, it reduces to the **normal rate (30%)**.

> Example

Last Pay = ₹80,000

Enhanced FP = 50% = ₹40,000

If death occurs in service → ₹40,000 for 10 years → then 30%.

4. ADDITIONAL FAMILY PENSION (OLD AGE)

Additional pension is given when the family pensioner attains the following age:

Age	Additional FP
80 to <85	20%

85 to <90	30%
90 to <95	40%
95 to <100	50%
100 or more	100%

It starts from the **first day of the month in which the age is completed**.

5. ROUNDING OFF RULE

- Fraction of rupee is rounded to the **next higher rupee**.
- If divided among more than one member, **each share is rounded separately**.

6. DEARNESS RELIEF

Dearness Relief is payable on:

- Family pension
- Additional family pension

7. ORDER OF ELIGIBILITY (WHO GETS FAMILY PENSION)

Family pension is payable to **only one member at a time**, except in certain cases where it is shared.

Order:

1. Widow / Widower
2. Children
3. Dependent parents
4. Dependent disabled siblings

8. WIDOW / WIDOWER

Payable up to:

- Death, or
- Remarriage

whichever occurs earlier.

Important points:

- More than one widow → equal share
- Childless widow on remarriage → continues if income < minimum FP

9. CHILDREN

Son

Eligible till:

- Marriage, or
- Age 25, or
- Starts earning
whichever is earlier.

Daughter

Eligible till:

- Marriage, or
- Starts earning

Widowed/divorced daughter is also eligible.

Disabled child

Gets pension **for life**, if disability existed before death.

➤ **Example 1** : A son aged 22 and unemployed → eligible

A daughter aged 27 but divorced and not earning → eligible

10. PARENTS

Eligible only if:

- No widow or child is eligible
- They were **dependent on the employee**

They must submit a **yearly income certificate**.

11. DISABLED SIBLINGS

Eligible for life if:

- Disability exists
- They were dependent on the employee

12. CASE WHEN BOTH HUSBAND AND WIFE ARE GOVERNMENT SERVANTS

If one dies:

- Surviving spouse gets **family pension + own salary/pension**

If both die:

Children get **two family pensions**, subject to ceiling:

- ₹1,25,000 (enhanced rate cases)
- ₹75,000 (normal rate cases)

13. DEATH DURING SUSPENSION

Suspension period is treated as **duty for family pension purposes**.

Family pension is payable as if death occurred while in service.

14. MURDER CASE

If the nominee is accused of murdering the employee:

- Family pension is **stopped** for that person
- Given to next eligible member
- Restored if acquitted

15. CO-AUTHORIZATION IN PPO

Disabled child or sibling can be:

- Pre-authorized in PPO
So that after spouse's death → pension starts automatically.

16. TWO FAMILY PENSIONS

A person can receive **two family pensions** if they come from:

- Two different Government servants
Subject to maximum limit.

IMPORTANT PRACTICAL EXAMPLES

➤ Example 1 – Normal Family Pension

Last Pay = ₹50,000

FP = 30% = ₹15,000

➤ Example 2 – Enhanced Family Pension

Death in service

Last Pay = ₹70,000

FP = 50% = ₹35,000 for 10 years

Then = 30% = ₹21,000

➤ Example 3 – Two Widows

FP = ₹18,000

Each gets = ₹9,000

FAMILY PENSION – SPECIAL PROVISIONS, AUTHORIZATION & MEDICAL FACILITIES

17. FAMILY PENSION TO POST-RETIRAL SPOUSE AND CHILDREN BORN AFTER RETIREMENT

Family pension is also payable to:

- Spouse married **after retirement**
- Children **born or legally adopted after retirement**

Such family members are treated **at par with other eligible family members**.

Key condition:

Marriage/adoption must be **legally valid**.

➤ Example

A pensioner marries after retirement and later dies. His post-retiral wife will get family pension.

❖ **Exam Tip:** Post-retiral spouse is eligible for family pension.

18. FAMILY PENSION IN CASE OF MISSING GOVERNMENT SERVANT / PENSIONER

Family pension becomes payable from the **latest of the following dates**:

1. Day after last sanctioned leave (in case of employee)
2. Day after last pension payment (in case of pensioner/family pensioner)
3. Date of FIR / police report

Whichever is **later**.

Not admissible if the missing person:

- Is involved in fraud
- Is under criminal investigation
- Is convicted

➤ Example

Last leave paid up to 10 March

FIR lodged on 20 March

Family pension starts from **21 March**.

❖ **Exam Tip:** In missing cases → start date = later of leave end / pension paid / FIR.

19. FAMILY PENSION TO EMPLOYEES ABSORBED IN PSU / AUTONOMOUS BODY

Family pension is admissible if:

- Permanent absorption was with **Government permission**
- Pensionary benefits were allowed under CCS rules

AUTHORIZATION OF FAMILY PENSION

PROVISIONAL FAMILY PENSION

When a Government servant dies in service:

- Head of Office must sanction **provisional family pension within 15 days**
- Paid like **salary payment**
- Cannot exceed **maximum admissible family pension**

> Example

Employee dies on 1 June

Eligible claim received on 5 June

Provisional FP must be sanctioned by **20 June**.

📌 **Exam Tip:** Provisional family pension → within 15 days.

FAMILY PENSION TO TEMPORARY EMPLOYEES

Temporary employees are entitled to:

Same family pension benefits as permanent employees (Subject to eligibility conditions)

📌 **Exam Tip:** Temporary employee = same FP entitlement.

MEDICAL FACILITIES TO PENSIONERS / FAMILY PENSIONERS

1. CGHS FACILITY

Pensioners in CGHS areas can:

- Take CGHS card for OPD & IPD
- Or opt for Fixed Medical Allowance (FMA) if in non-CGHS area

2. FIXED MEDICAL ALLOWANCE (FMA)

Admissible when:

- Pensioner resides in **non-CGHS area**

Rate:

₹1,000 per month (w.e.f. 1-7-2017)

Condition: Undertaking must be given.

Family pensioner gets FMA from:

Same date from which he/she becomes eligible for family pension

(not from authorization date)

> Example

Pensioner dies on 1 May

Family pension starts from 2 May

FMA also starts from **2 May**.

📌 **Exam Tip:** FMA starts from date of eligibility for family pension.

3. SHIFTING OF RESIDENCE – OPTION CHANGE

Non-CGHS → CGHS area

- FMA automatically stopped
- Apply for CGHS card

CGHS → Non-CGHS area

- Surrender CGHS OPD
- Apply for FMA
- FMA starts from surrender certificate date

4. CGHS + FMA COMBINATION

In non-CGHS area:

Option available:

- FMA for OPD
- CGHS for IPD (after subscription)

IMPORTANT PRACTICAL EXAMPLES

> Example – Post-retiral spouse

Marriage after retirement → spouse eligible for FP.

> Example – Missing employee

Leave paid till 5 Jan

FIR on 25 Jan

FP starts from **26 Jan**.

> Example – Provisional FP

Death on 10 April

Claim received on 12 April

Sanction by 27 April.

PENSION THROUGH PUBLIC SECTOR BANKS / POST OFFICE SAVINGS BANK

1. FACILITY OF DRAWING PENSION THROUGH BANK

All Central Government pensioners and family pensioners can draw pension through **Public Sector Banks**.

This facility is also available to:

- Department of Posts pensioners
- Family pensioners

> Example

A retired Central Government employee can choose SBI to receive monthly pension.

📌 **Exam Tip:** All Central Government pensioners → eligible for pension through PSU banks.

2. PENSION THROUGH POST OFFICE

Post Office pension facility is available only for:

- Department of Posts
- Department of Telecommunications
- Railways

➤ Example

A retired railway employee can draw pension from a Post Office SB account.

📌 **Exam Tip:** Post Office pension facility is NOT for all departments.

3. OPTION TO CHOOSE BANK

The retiring employee must:

- Mention the **Bank & Branch** in **Form 6 (Pension Application)**

This ensures PPO is sent to that bank.

4. UNDERTAKING FOR EXCESS PAYMENT – SIMPLIFIED PROCEDURE

Now the pensioner:

- Does NOT need to visit the bank for first payment.

Process:

1. Undertaking taken by Head of Office with pension papers
2. Sent to bank through CPAO
3. Bank starts pension automatically

No life certificate required for first payment.

➤ **Example** Employee retires on 30 June → Pension starts automatically in July without visiting bank.

📌 **Exam Tip:** First pension → No life certificate required.

5. DELIVERY OF PPO

Pensioner's copy of PPO:

- Can be given at retirement
OR
- Collected from bank (if opted)

6. TYPE OF BANK ACCOUNT

Pensioner must open:

- Individual account in own name

Joint account allowed **only with spouse** (who is eligible for family pension).

7. FAMILY PENSION THROUGH JOINT ACCOUNT (AFTER DEATH)

If joint account exists:

Spouse needs to submit:

- Simple letter
- Death certificate
- PPO copy
- Proof of age
- Undertaking

No Form 10 required. If no joint account: Form 10 is required.

➤ Example

Pensioner dies → spouse writes letter to bank → family pension starts.

📌 **Exam Tip:** Joint account → No Form 10.

8. CASE WHEN FAMILY PENSION SHIFTS TO NEXT MEMBER

If already co-authorized in PPO:

Same bank process continues.

If not:

Fresh PPO required from department.

POST OFFICE PENSION – PROCEDURE

Retiring employee must:

- Apply for SB Pension Account through Head of Office
- Give undertaking for recovery of excess payment

PPO sent to Post Office.

First pension credited when account opened.

9. AUTOMATIC MONTHLY CREDIT

Pension is credited:

- On **last working day of month**

For March:

- On **first working day of April**

No bill submission required.

WHEN LIFE CERTIFICATE IS NOT SUBMITTED

- Pension stops from November onward
- DR stops if non-employment certificate not submitted

📌 **Exam Tip:** Life certificate due every year in November.

10. LIFE CERTIFICATE – MODERN SYSTEM

Modes:

- Digital Life Certificate (Jeevan Pramaan – Aadhaar based)
- Physical life certificate

Banks send reminders on:

- 24 October
- 1 November
- 15 November
- 25 November

Doorstep service available.

Required details for Jeevan Pramaan:

- PAN
- Aadhaar
- Mobile number
- Email

11. DEARNESS RELIEF PAYMENT

Bank automatically credits DR on:

- Government order

No application required.

COMMUTATION PAYMENT

When authority received: Bank credits commuted amount to pensioner's account.

REVISION OF PENSION

On receiving amendment:

- Bank updates both PPO halves
- Credits arrears

ADDITIONAL GRATUITY

Any additional gratuity:
Automatically credited by bank.

PRACTICAL EXAMPLES

➤ Example – Automatic first pension

Retirement: 31 May
First pension credited: 30 June
No bank visit required.

➤ Example – Life certificate not submitted

Not submitted in November → Pension stopped from December.

➤ Example – DR increase

Government announces DR → Bank credits arrears automatically.

11. ARREARS OF PENSION ON THE DEATH OF THE PENSIONER

Pension payable for the day of death

Pension is payable **including the date on which the pensioner dies**.

This means pension does **not stop one day earlier**; it is calculated up to and including the date of death.

After receiving the **death certificate**, the Bank / Post Office will:

1. Verify the pensioner's account
2. Recover any excess payment (if pension was credited after death)
3. Calculate arrears of pension due

Payment of arrears – When nomination exists

If the deceased pensioner had made a valid nomination under:

- Payment of Arrears of Pension (Nomination) Rules, 1983
OR
- Bank / Post Office Savings Bank nomination then the arrears will be paid **directly to the nominee**.

➤ **Example** A pensioner dies on 10 June. Pension for 1–10 June is payable.

Nominee receives this arrear amount.

📌 **Exam Tip:** Pension is payable for the **date of death also**.

When no nomination exists

If no nomination is available:

- Bank → seeks instructions from **Accountant General**
- Post Office → seeks instructions from **Pension Sanctioning Authority**

Payment is then made to **legal heir(s)** as per rules.

12. FAMILY PENSION – DOCUMENTS REQUIRED BY CLAIMANT

Family pension is **already authorized in the PPO**, so a fresh sanction is not required.

The eligible claimant must submit:

1. Death certificate of pensioner
2. Application for family pension (prescribed form)
3. Two photographs
4. (For Post Office) Letter of authority + undertaking to open SB Pension Account

Banks can accept **self-certification of marital status** from family pensioners.

➤ **Example**–Widow submits death certificate + form → family pension starts.

📌 **Exam Tip:** Family pension is **pre-authorized in PPO**.

13. WHEN CLAIMANT'S NAME IS NOT AVAILABLE IN RECORD

This is a **rare case**.

If:

- Name not in service record
AND
- PPO / Form 4 not available

Then:

Form 10 certificates **need not be attested by Gazetted Officer**.

Additional identity proof accepted:

- PAN Card
- Aadhaar
- Voter ID
- Passport
- Driving licence
- CGHS card
- Matriculation certificate

14. FIXED MEDICAL ALLOWANCE

Eligible pensioners / family pensioners receive: ₹1000 per month

This amount is:

- Credited along with monthly pension / family pension.

15. CERTIFICATES / DECLARATIONS TO BE SUBMITTED TO BANK / POST OFFICE

(i) LIFE CERTIFICATE – ANNUAL REQUIREMENT

Every pensioner must submit **Life Certificate once every year**.

Month: **November**

Bank Manager / Postmaster can issue Life Certificate.

SPECIAL RELAXATION FOR 80+ PENSIONERS

Pensioners aged **80 years and above**:

- Can submit Life Certificate from **1 October**
- Valid up to **30 November of next year**

Below 80 years:

- Continue to submit in **November**

➤ **Example** -Pensioner aged 82 → can submit life certificate in October.

📌 **Exam Tip:** 80+ pensioners → Life certificate from **October**.

MODES OF SUBMITTING LIFE CERTIFICATE

Life certificate can be submitted in multiple ways:

(a) Physical appearance before bank

Pensioner visits bank → life certificate recorded.

(b) Submission through designated official

Life certificate signed by authorized person → personal appearance not required.

(c) Online submission from home – Jeevan Pramaan

Digital Life Certificate using Aadhaar authentication.

(d) Doorstep service – India Post Payments Bank

Postman / GDS visits home and submits Digital Life Certificate.

(e) Doorstep Banking by Public Sector Banks

Request through:

- Mobile App
- Website
- Toll-free number

(f) Face Authentication Technology

Using:

- Android smartphone
- Aadhaar based face authentication
- Live photo capture

Digital Life Certificate generated and submitted online.

➤ **Example**

Pensioner submits life certificate from home using mobile face authentication.

📌 **Exam Tip:** Jeevan Pramaan → Aadhaar based Digital Life Certificate.

EFFECT OF NON-SUBMISSION OF CERTIFICATES

If Life Certificate is not submitted:

- Pension will stop from the due month.

CERTIFICATES, DECLARATIONS, PROCEDURE FOR PENSIONERS / FAMILY PENSIONERS (INDIA & ABROAD)

NON-EMPLOYMENT / EMPLOYMENT / RE-EMPLOYMENT CERTIFICATE

Every pensioner is required to submit a **Non-employment or Employment / Re-employment Certificate once every year in the month of November**. This certificate is necessary to regulate pension and Dearness Relief in cases where the pensioner takes up employment after retirement.

➤ **Example:** A pensioner re-employed in a State Government office must declare this in November each year.

📌 **Exam Tip:** Re-employment declaration → **submitted annually in November**.

DECLARATION BY GROUP 'A' RETIRED OFFICERS

Pensioners who retired from **Group 'A' posts** must submit a declaration in **May and November of the first year after retirement** stating:

- (a) Whether they have accepted commercial employment within one year of retirement.
- (b) Whether they have accepted employment under a Government outside India or under an International Organisation of which Government of India is not a member.

If commercial employment is taken without Government permission within one year, the **Bank will seek orders from Government through CPAO before further pension payment**.

➤ **Example:** A retired IAS officer joining a private company within one year must declare it.

📌 **Exam Tip:** Commercial employment declaration for Group 'A' → **only for first year after retirement**.

UNDERTAKING FOR FIXED MEDICAL ALLOWANCE (FMA)

Pensioners / family pensioners drawing **Fixed Medical Allowance of ₹1000 per month** must submit:

- An undertaking that they are residing in a **non-CGHS area**, and
- The prescribed form for availing FMA.

CERTIFICATE OF INCOME FOR CERTAIN FAMILY PENSIONERS

Unmarried son(s) / daughter(s) and dependent parents receiving family pension must submit **annual income certificate** to the effect that their earnings are **not more than the minimum family pension plus Dearness Relief**.

➤ **Example:** Dependent mother receiving family pension must certify yearly that her income is within the prescribed limit.

📌 **Exam Tip:** Income certificate → **every year for dependent parents / unmarried children.**

SIX-MONTHLY MARITAL STATUS CERTIFICATE

Unmarried son(s) / daughter(s) receiving family pension must submit a **six-monthly certificate of marital status**.

SIX-MONTHLY INCOME CERTIFICATE – CHILDLESS WIDOW

A **childless widow receiving family pension** must submit **six-monthly certificate of income from other sources**.

PENSIONERS / FAMILY PENSIONERS RESIDING ABROAD

SUBMISSION OF LIFE CERTIFICATE – PERMITTED METHODS

A pensioner living abroad can submit Life Certificate through the following methods:

1. If pension is drawn through a bank listed in the **Second Schedule of the RBI Act, 1934**, the Life Certificate may be signed by a bank officer.
2. It may be issued by an **authorized official of the Indian Embassy / High Commission / Consulate**.
3. If the pensioner cannot visit the Embassy / Consulate, documents may be sent by post along with a **Doctor's certificate showing inability to appear in person**. The Embassy / Consulate will assist in submission.
4. A duly authorized agent may produce a Life Certificate signed by a **Magistrate / Notary / Officer of an Indian authorized bank / Diplomatic Representative of India**, and the pensioner is exempt from personal appearance.

5. Banks must issue **acknowledgement for Life Certificate submission** and update records in CBS to avoid delay in pension.
6. Digital Life Certificate can be submitted online through **Aadhaar based Jeevan Pramaan system**.

➤ **Example:** A pensioner in Canada sends documents to the Indian High Commission and Life Certificate is issued.

📌 **Exam Tip:** Pensioner abroad → **Embassy / foreign bank officer can sign Life Certificate.**

COMMENCEMENT OF FAMILY PENSION – WHEN PENSIONER ABROAD DIES

CASE 1 – JOINT BANK ACCOUNT EXISTS

Form 10 is **not required**.

Spouse sends:

- Simple letter
- Death certificate
- PPO copy
- Proof of age
- Undertaking for recovery of excess payment

Family pension starts.

CASE 2 – JOINT ACCOUNT DOES NOT EXIST

Form 10 is required, but:

- **Attestation is not required**
- Witnessing by two persons is sufficient.

CASE 3 – FAMILY PENSIONER UNABLE TO VISIT INDIA

Family pension is allowed based on a certificate issued by **Indian Embassy / High Commission / Consulate**, after verifying identity from PPO photograph or passport.

INSTRUCTIONS FOR PENSION DISBURSING AUTHORITIES

FIRST CREDIT OF PENSION

The pensioner **need not visit the bank** for first pension credit.

Undertaking for recovery of excess payment is already sent by CPAO along with PPO.

COMMENCEMENT OF FAMILY PENSION TO SPOUSE

If:

- Joint account exists, and
- Family pension authorization is in PPO

Then only **death certificate is required**.
No Form 10 and no new bank account.

RE-EMPLOYMENT DECLARATION

Every pensioner must submit **re-employment declaration once every year in November** if employed under Government / PSU / Bank / Corporation.

DECLARATIONS BY FAMILY PENSIONERS (OTHER THAN SPOUSE)

Must submit annually in November:

- Declaration of **non-earning livelihood**.

Must submit every six months:

- Declaration of **non-marriage / non-re-marriage**.

Spouse receiving family pension:

- No remarriage certificate required.
- Only an undertaking at the beginning to inform bank if remarriage occurs.

Childless widow and disabled child:

- Continue to receive family pension even after marriage / remarriage.

DISABLED CHILD – CONTINUATION OF FAMILY PENSION

If disability is temporary → disability certificate **every 5 years**.

If permanent → no fresh certificate required.

Disabled child must give **annual self-certificate of non-earning**.

RESTORATION OF COMMUTED PORTION OF PENSION

Restoration after 15 years is **automatic by the bank**.

No application required.

If commutation date not available → bank will obtain it from Accounts Officer through CPAO.

Commutated portion is **not deducted from family pension**.

➤ **Example:** Pension commuted in July 2010 → restored automatically in July 2025.

📌 **Exam Tip:** Restoration of commuted pension → **automatic after 15 years**.

ADDITIONAL PENSION / FAMILY PENSION ON ATTAINING AGE 80+

Additional pension starts from the **first day of the month in which age 80 is completed**.

Bank will pay automatically.

No application required.

5. CESSATION OF SERVICE OTHER THAN SUPERANNUATION (RETIREMENT)

(Service Cessation)

1. Voluntary Retirement

Voluntary Retirement means **retirement taken by a Government servant on his/her own request before the normal age of superannuation**, after fulfilling certain prescribed conditions.

A Government servant who opts for voluntary retirement becomes entitled to **pensionary benefits**, provided the required **age or qualifying service conditions** are fulfilled.

Voluntary retirement is mainly governed by **Fundamental Rule (FR) 56 and Rules 42 & 43 of the CCS (Pension) Rules**.

➤ **Example:** If a Government servant completes the required age or qualifying service and submits notice to retire voluntarily, he can retire before the normal retirement age.

📌 **Exam Tip:** Voluntary retirement provisions are mainly governed by **FR 56 and Rule 42 & 43 of CCS (Pension) Rules**.

A. Right to Retire Voluntarily

A Government servant has the right to retire voluntarily and receive pensionary benefits by **giving three months' notice to the Appointing Authority**, after fulfilling certain conditions related to **age or qualifying service**. These conditions differ depending on the category of employee.

Table: Conditions for Voluntary Retirement

Category of Employee	Age / Service Condition
Group A & B officers who entered service before age 35	After attaining age 50 years
Group A & B officers who entered service after age 35	After attaining age 55 years
All Group C employees	After attaining age 55 years

All employees	After completing 30 years qualifying service
---------------	---

➤ **Example:** A Group A officer who joined service at age 30 may opt for voluntary retirement after attaining the age of **50 years**.

📌 **Exam Tip:** Voluntary retirement age limits commonly tested in exams are:

50 years, 55 years, or completion of 30 years qualifying service.

B. Effectiveness of Voluntary Retirement

Once the employee submits a **three months notice**, retirement normally becomes effective **after expiry of the notice period**.

The employee **does not need to wait for formal approval** of the appointing authority in ordinary circumstances.

However, retirement will **not become effective automatically** in certain situations.

Cases Where Retirement Does Not Automatically Take Effect

Voluntary retirement will not become effective automatically if:

- the employee is **under suspension**, or
- **disciplinary proceedings** are pending, or
- **judicial proceedings** involving grave misconduct are pending.

➤ **Example:** If a Government servant has already received a charge-sheet and disciplinary proceedings are ongoing, voluntary retirement will not automatically take effect.

📌 **Exam Tip:** Voluntary retirement is **not automatic** if the employee is **under suspension or facing disciplinary/judicial proceedings**.

C. Voluntary Retirement After 20 Years of Qualifying Service

Apart from age-based retirement, a Government servant can also opt for voluntary retirement **after completing 20 years of qualifying service**.

For this type of voluntary retirement:

- a **three months notice** must be given
- **approval of the appointing authority is required**

Important Condition

Retirement will take effect **after expiry of the notice period**, unless the appointing authority refuses permission **before the notice period expires**.

➤ **Example:** If a Government servant completes **20 years of qualifying service**, he may apply for voluntary retirement even if he has not reached the age of 50 or 55.

🔴 **Exam Tip:** Voluntary retirement after **20 years qualifying service** requires acceptance by the appointing authority.

D. Special Case – Application During Extraordinary Leave

If a Government servant applies for voluntary retirement **while on Extraordinary Leave (EOL)** which is **not granted on medical grounds**, the three-month notice period **may not be insisted upon**.

In such cases, the request for voluntary retirement **may be accepted immediately**.

➤ **Example:** If an employee is on extraordinary leave for personal reasons and applies for voluntary retirement, the department may accept the request immediately without insisting on the notice period.

🔴 **Exam Tip:** Notice period **may be waived** when voluntary retirement is requested during **extraordinary leave (other than medical leave)**.

E. Withdrawal of Notice for Voluntary Retirement

An employee who has submitted notice for voluntary retirement may **withdraw the notice**, but certain conditions apply.

The withdrawal is allowed only if:

- permission of the **appointing authority** is obtained, and
- the request is made **at least 15 days before the intended date of retirement**.

➤ **Example:** If a Government servant gives notice for voluntary retirement effective from 1 October, he may withdraw the notice before **15 September**, with permission of the appointing authority.

🔴 **Exam Tip:** Notice for voluntary retirement can be withdrawn **up to 15 days before the intended retirement date**.

E. Acceptance of Notice Less Than Three Months

Normally, voluntary retirement requires **three months notice**.

However, the appointing authority has the **discretion to accept a shorter notice period**.

In such cases, retirement may be allowed earlier than the normal notice period.

But an important restriction applies regarding **commutation of pension**.

If retirement occurs with **less than three months notice**, the employee can apply for **commutation of pension only after completion of the normal three-month period**.

➤ **Example:** If a Government servant gives only one month notice and the department accepts it, retirement will take place after one month, but commutation of pension can be applied only after three months.

🔴 **Exam Tip:** Short notice for voluntary retirement may be accepted, but **commutation of pension can be applied only after completion of three months**.

F. Notice Before Eligibility Date

A Government servant may submit the **notice of voluntary retirement before reaching the eligible age or qualifying service**.

However, the **effective date of retirement must fall after the employee becomes eligible**.

➤ **Example:** An employee turning 50 on 1 July may submit notice on 1 April, but the retirement will take effect only after 1 July.

🔴 **Exam Tip:** Notice can be given **before eligibility**, but retirement must take effect **after attaining the required age or service**.

G. Protection of Disabled Employees

Sometimes employees facing **disability** may apply for voluntary retirement due to hardship.

However, certain legal protections exist for such employees.

If a Government servant applies for voluntary retirement **due to disability**, the authorities must inform him about protections available under the **Rights of Persons with Disabilities Act**.

Important Legal Provisions

Relevant provisions include:

- **Section 47 of the PwD Act, 1995**
- **Section 20(4) of the RPWD Act, 2016**

Under these provisions:

- a disabled employee may **continue in service with the same pay scale and service benefits**, instead of retiring.

If the employee, after being informed of these rights, still wishes to retire voluntarily, the request will be processed according to the normal rules.

➤ **Example:** If an employee becomes disabled during service and submits voluntary retirement request, the department must first inform him that he has the right to continue in service with full benefits.

📌 **Exam Tip:** Disabled employees are protected under **Section 20(4) of RPWD Act, 2016**, which allows continuation in service with the same benefits.

Revision Table

Topic	Key Rule
Governing rules	FR 56, Rule 42 & 43
Notice period	3 months
Age condition	50 years / 55 years
Service condition	20 years or 30 years qualifying service
Withdrawal of notice	Allowed up to 15 days before retirement
Short notice	May be accepted at discretion of authority
Disability protection	RPWD Act 2016

2. Premature Retirement

Premature Retirement means **retirement of a Government servant before the normal age of superannuation by the decision of the Government in public interest.**

In this case, the retirement is **not initiated by the employee**, but by the **Government or the Appointing Authority**.

Premature retirement is governed mainly by **FR 56(j), Rule 42 and Appendix-5 of the Pension Rules.**

➤ **Example:** If the Government feels that a Government servant is no longer useful to public administration, it may retire him before the normal retirement age in public interest.

📌 **Exam Tip:** Premature retirement is governed by **FR 56(j)** and is done **in public interest.**

A. Difference Between Premature Retirement and Other Types of Retirement

Premature retirement must be clearly distinguished from two other types of retirement:

1. **Compulsory retirement as a penalty** under disciplinary rules.

2. **Voluntary retirement** taken by the employee on his own request.

In premature retirement:

- it is **not a punishment**, and
- it is **not initiated by the employee.**

It is a decision taken by the Government **in the interest of administration.**

Table: Difference Between Types of Retirement

Type of Retirement	Initiated By	Nature
Voluntary Retirement	Employee	Personal choice
Compulsory Retirement (Penalty)	Government	Punishment under disciplinary rules
Premature Retirement	Government	Administrative action in public interest

➤ **Example:** If an employee chooses to retire after 20 years of service, it is voluntary retirement. If Government retires him in public interest, it is premature retirement.

📌 **Exam Tip:** Premature retirement is **not a penalty** and is **different from voluntary retirement.**

B. Conditions for Premature Retirement

The **Appointing Authority** has the **absolute right** to retire a Government servant prematurely if it considers such retirement necessary **in public interest.**

The authority must give:

- **three months written notice**, or
- **three months pay and allowances in lieu of notice.**

This power can be exercised only after the employee satisfies certain **age or service conditions.**

Table: Conditions for Premature Retirement

Condition	Applicable Employees
After attaining 50 years of age	Group A and B officers who entered service before age 35
After attaining 55 years of age	Group A and B officers who entered service after age 35
After attaining 55 years of age	All Group C employees
After completing 30 years qualifying service	All Government employees

➤ **Example:** If a Group A officer joined service at age 30, the Government may retire him prematurely after he attains **50 years of age** if it considers it necessary in public interest.

🔑 **Exam Tip:** Key ages for premature retirement are **50 years and 55 years, or 30 years of qualifying service.**

C. Restrictions on the Use of Power

Although the Government has the authority to retire employees prematurely, this power **cannot be misused**.

Certain restrictions apply to ensure fairness.

The power of premature retirement **must not be exercised**:

1. **As a punishment for misconduct**, or
2. **As a shortcut to avoid disciplinary proceedings**, or
3. **For reducing surplus staff**, or
4. **For achieving general economy or cost-cutting measures** without following proper retrenchment procedures.

➤ **Example:** If an employee is suspected of misconduct, the department cannot retire him prematurely just to avoid conducting disciplinary proceedings.

🔑 **Exam Tip:** Premature retirement **cannot be used to punish misconduct or avoid disciplinary proceedings.**

D. Right to Representation (Appeal)

If an employee receives a **notice or order of premature retirement**, he has the right to submit a **representation against the order**.

The representation must be submitted **within three weeks from the date of service of the notice or order**. The representation will then be examined by the **appropriate review committee**.

➤ **Example:** If a Government servant receives an order of premature retirement on 1 June, he may submit a representation against it before **21 June**.

🔑 **Exam Tip:** Representation against premature retirement must be submitted **within 3 weeks**.

E. Benefits After Premature Retirement

A Government servant who is retired prematurely **does not lose his pensionary benefits**.

He will receive **normal pensionary benefits** according to the rules.

These benefits may include:

- Pension
- Retirement gratuity
- Commutation of pension (if applicable)

Thus, premature retirement **does not affect the employee's pension entitlement**.

➤ **Example:** If a Government servant is prematurely retired after 30 years of qualifying service, he will still receive pension and retirement gratuity.

🔑 **Exam Tip:** Premature retirement provides **normal pensionary benefits**.

F. Notice Before Eligibility Date

A notice for premature retirement **may be issued before the employee actually attains the prescribed age or qualifying service**.

However, the **effective date of retirement must fall after the employee becomes eligible**.

This means:

- notice may be issued earlier
- retirement takes effect only after eligibility is reached.

➤ **Example:** If an employee will attain the age of 55 on 1 July, the notice may be issued earlier, but retirement can take effect only after 1 July.

🔑 **Exam Tip:** Notice may be issued earlier, but **effective retirement must occur after attaining the required age or service**.

Revision Table

Topic	Key Rule
Governing rule	FR 56(j)
Initiated by	Government
Purpose	Public interest
Notice period	3 months
Age conditions	50 years / 55 years
Service condition	30 years qualifying service
Representation period	3 weeks
Pension benefits	Normal pensionary benefits

3. Retirement on Medical Grounds

Retirement on Medical Grounds occurs when a Government servant is **unable to continue in service due to permanent bodily or mental infirmity**.

If a Central Government employee becomes permanently incapable of performing official duties due to illness or disability, he may retire from service and receive **invalid pension and other retirement benefits**.

This type of retirement is governed mainly by **Rule 39 of the CCS (Pension) Rules, 2021**.

➤ **Example:**

If a Government servant develops a severe medical condition that permanently prevents him from performing his official duties, he may retire on medical grounds and receive invalid pension.

🔑 **Exam Tip:**

Retirement on medical grounds is governed by **Rule 39 of CCS (Pension) Rules, 2021** and leads to **Invalid Pension**.

A. Benefits Available on Retirement on Medical Grounds

When a Government servant retires on medical grounds, he becomes entitled to several pensionary benefits.

These benefits are granted because the employee **cannot continue in service due to permanent incapacity**.

Table: Benefits Granted on Medical Retirement

Benefit	Description
Invalid Pension	Monthly pension granted due to permanent incapacity
Retirement Gratuity	Lump sum retirement benefit
Leave Encashment	Encashment of earned leave balance
Family Pension	Payable to family after death of the employee

➤ **Example:** A Government servant who becomes permanently disabled due to illness may receive invalid pension along with retirement gratuity and leave encashment.

📌 **Exam Tip:** Medical retirement provides **Invalid Pension + Retirement Gratuity + Leave Encashment + Family Pension**.

2. Application for Invalid Pension

A Government servant who wishes to retire on medical grounds must **submit an application to the Head of Office**.

The application must request the **grant of invalid pension**.

The Head of Office will then initiate the procedure for medical examination.

➤ **Example:** If an employee becomes permanently incapacitated due to illness, he must submit an application to the Head of Office requesting invalid pension.

📌 **Exam Tip:** Application for medical retirement must be submitted to the **Head of Office**.

C. Qualifying Service Condition

Earlier, invalid pension generally required **minimum qualifying service of ten years**.

However, under the CCS (Pension) Rules, 2021, this condition has been relaxed.

Now, **invalid pension can be granted even if the employee has not completed ten years of qualifying service**, provided certain conditions are fulfilled.

These conditions include:

- The employee must have been declared **medically fit at the time of appointment or after appointment** by the competent medical authority.
- The employee must satisfy all other conditions specified in the pension rules.

➤ **Example:** If a Government servant becomes permanently incapacitated after 5 years of service, he may still receive invalid pension if the required medical conditions are fulfilled.

📌 **Exam Tip:** Minimum qualifying service of **10 years is not mandatory for invalid pension under CCS (Pension) Rules, 2021**.

D. Rate of Invalid Pension

Invalid pension is calculated based on **emoluments or average emoluments**, whichever is more beneficial to the employee.

The pension rate is:

50% of emoluments or average emoluments (whichever is more beneficial).

However, certain limits apply.

Table: Limits of Invalid Pension

Item	Amount
Pension Rate	50% of emoluments or average emoluments
Minimum Pension	₹9,000 per month
Maximum Pension	₹1,25,000 per month

➤ **Example:** If an employee's average emoluments are ₹40,000 per month, invalid pension may be calculated as 50% of ₹40,000, which equals ₹20,000 per month.

📌 **Exam Tip:** Invalid pension rate = **50% of emoluments or average emoluments**.

E. Medical Examination by Competent Authority

Before invalid pension is granted, the employee must undergo **medical examination by an appropriate Medical Authority**.

The Head of Office will direct the employee to appear before the **competent medical authority** for examination.

The Medical Authority will examine the employee and submit its **recommendation regarding fitness for service**.

➤ **Example:** If a Government servant applies for invalid pension, the Head of Office may direct him to appear before a Government Medical Board for medical examination.

📌 **Exam Tip:** Medical retirement requires **examination by a competent Medical Authority**.

F. Recommendation of Medical Authority

After medical examination, the Medical Authority may give one of the following recommendations.

Table: Possible Medical Authority Recommendations

Recommendation	Result
Employee permanently unfit for service	Invalid pension granted
Employee fit only for lighter duties	May be assigned lighter duties
Employee unwilling to accept lighter duties	Invalid pension granted
No suitable lighter post available	Invalid pension granted

➤ **Example:** If a Medical Board certifies that an employee cannot perform his duties due to permanent disability, he will be granted invalid pension.

📌 **Exam Tip:** Invalid pension is granted when the Medical Authority certifies **permanent incapacity for service**.

G. Condition Regarding Lower Post

Sometimes the Medical Authority may recommend that the employee **is capable of performing less laborious work**.

In such cases:

- the employee may be offered a **lower or lighter post**.

If:

- the employee refuses such employment, or
 - no suitable lower post is available,
- then the employee may be **retired with invalid pension**.

➤ **Example:** If a physically disabled employee cannot perform field duties but can do office work, he may be offered a lighter post.

📌 **Exam Tip:** Invalid pension may be granted if **employee refuses lighter duty or no suitable post is available**.

H. Minimum Pension Condition

The amount of invalid pension must **not be less than the normal rate of family pension** that would have been admissible to the employee.

This ensures that the pension granted is **not below the minimum standard fixed for family pension**.

➤ **Example:** If the calculated invalid pension is lower than the minimum family pension rate, it must be increased to the minimum level.

📌 **Exam Tip:** Invalid pension **cannot be lower than the normal rate of family pension**.

I. Validity of Medical Certificate

A medical certificate obtained by the employee **without the knowledge of the Head of Office** is **not considered valid**.

This means the medical examination must be **authorized by the department**.

Only certificates issued by the **competent medical authority after official reference** are acceptable.

➤ **Example:** If an employee independently obtains a certificate from a private doctor declaring him unfit for service, it will not be valid unless approved by the department.

📌 **Exam Tip:** Medical certificate for invalid pension must be issued **with prior knowledge of the Head of Office**.

J. Commutation of Invalid Pension

If a Government servant wishes to **commute a portion of invalid pension**, he must undergo **medical examination**.

This examination ensures that the employee's **life expectancy and medical condition** are properly assessed before commutation.

➤ **Example:** An employee receiving invalid pension who wishes to commute part of his pension must appear before a medical authority.

📌 **Exam Tip:** Commutation of invalid pension **requires medical examination**.

4. Absorption in Autonomous Bodies (ABs) / Public Sector Undertakings (PSUs), etc.

Sometimes Central Government employees are sent on **deputation to Public Sector Undertakings (PSUs), Autonomous Bodies, or other Government organizations** in public interest.

In many cases, the employee may later become **permanently absorbed** in that organization. Absorption means the employee **leaves Central Government service and becomes a permanent employee of the new organization**.

Such absorption may happen in two ways:

- The employee is sent on **deputation in public interest**, and later absorbed.
- The employee **applies directly to the organization through advertisement** and is selected.

However, the order of **permanent absorption must be issued by the new organization in consultation with the parent Government department**.

Another important rule is that **retrospective absorption is not permitted**.

➤ **Example:**

A Central Government officer working in a Ministry may go on deputation to a Public Sector Undertaking and later become permanently absorbed there with the approval of the Government.

📌 **Exam Tip:**

Permanent absorption in PSUs or Autonomous Bodies

must be **approved by the parent department**, and **retrospective absorption is not allowed**.

Organizations Treated as Central Autonomous Bodies

Certain institutions are treated as **Central Autonomous Bodies** for the purpose of absorption rules.

These include the following organizations:

Table: Organizations Treated as Central Autonomous Bodies

Organization
Nationalized Banks
Reserve Bank of India (RBI)
State Bank of India (SBI) and its Subsidiary Banks
Life Insurance Corporation of India (LIC)
General Insurance Corporation of India (GIC)
National Insurance Company Ltd.
New India Assurance Company Ltd.
Oriental Insurance Company Ltd.
United India Insurance Company Ltd.

➤ **Example:** If a Government employee becomes permanently absorbed in the **Life Insurance Corporation (LIC)**, it is treated as absorption in a Central Autonomous Body.

📌 **Exam Tip:** Important institutions such as **RBI, SBI, LIC, and Insurance Companies** are treated as **Central Autonomous Bodies**.

A. Deemed Retirement or Resignation

When a Central Government employee is permanently absorbed in an Autonomous Body or PSU, he is considered to have **retired or resigned from Government service** from the date of such absorption.

This means his Government service **comes to an end from that date**.

However, he remains entitled to certain retirement benefits based on the **Government service rendered up to the date of absorption**.

➤ **Example:**

If an employee is absorbed in a PSU on 1 July, he will be deemed to have retired or resigned from Government service from that date.

📌 **Exam Tip:**

Permanent absorption results in **deemed retirement or resignation from Government service**.

B. Retirement Benefits on Absorption

When a Government servant is permanently absorbed in a PSU or Autonomous Body, he is entitled to **retirement benefits based on the qualifying service rendered in Government service**.

These benefits include:

- Monthly pension
- Retirement gratuity

The calculation of these benefits is based on **qualifying service completed up to the date of permanent absorption**.

Table: Retirement Benefits After Absorption

Benefit	Basis
Pension	Based on qualifying service up to date of absorption
Retirement Gratuity	Based on qualifying service up to absorption

➤ **Example:** If an employee completes 18 years of Government service before absorption in a PSU, pension and gratuity will be calculated based on those 18 years.

📌 **Exam Tip:** Retirement benefits are calculated **only up to the date of permanent absorption**.

C. Commutation of Pension

A Government servant who is absorbed in an Autonomous Body or PSU may **commute a portion of his pension**.

An important benefit in such cases is that:

medical examination is not required for commutation if the application is submitted **within one year from the date of permanent absorption**.

If the application is submitted **after one year**, medical examination will be required.

➤ **Example:** If an employee is absorbed in a PSU on 1 January and applies for commutation before 31 December of the same year, medical examination is not required.

📌 **Exam Tip:** Commutation without medical examination is allowed **within one year from the date of absorption**.

D. Encashment of Earned Leave and Half Pay Leave

On permanent absorption, the Government servant is entitled to **encashment of leave standing to his credit**.

Both the following types of leave may be encashed:

- Earned Leave (EL)
- Half Pay Leave (HPL)

However, certain limits apply.

The **total leave encashment (EL + HPL)** should **not exceed 300 days**.

This limit also includes leave encashment already availed along with **Leave Travel Concession (LTC)**.

Table: Leave Encashment on Absorption

Leave Type	Eligibility
Earned Leave	Encashable
Half Pay Leave	Encashable
Maximum limit	300 days

➤ **Example:**

If an employee has 220 days of Earned Leave and 80 days of Half Pay Leave, he may encash a maximum of 300 days.

📌 **Exam Tip:**

Maximum leave encashment limit on absorption is **300 days**.

E. Transfer of Provident Fund (PF) Balances

If the absorbed employee was a subscriber to the **Provident Fund (PF)**, the amount standing in his PF account must be settled.

The PF balance includes:

- Employee's contribution
- Government contribution (if applicable)
- Interest

The PF balance may be handled in two ways.

Table: Disposal of PF Balance

Situation	Action
Enterprise does not operate PF or does not accept transfer	Amount refunded to employee
Enterprise accepts transfer of PF	Balance transferred to new PF account

➤ **Example:**If the new organization has its own PF scheme, the employee's PF balance may be transferred to that account.

📌 **Exam Tip:**PF balance may be **refunded to the employee or transferred to the new PF account**.

F. Family Pension

Family pension benefits may also continue in certain cases after absorption.

Family pension under the **CCS (Pension) Rules** will be admissible if:

- the employee has **completed at least 10 years of qualifying service**, and
- the new organization **does not have a family pension scheme**, or
- the employee is **not eligible under the new organization's family pension scheme**, or

- the employee is **exempted from that scheme by the Central Provident Fund Commissioner**.

The family pension will be calculated based on the **Pay drawn in the Pay Matrix Level at the time of absorption**.

➤ **Example:**If an employee with 15 years of Government service is absorbed in a PSU without a family pension scheme, his family may still receive family pension under CCS rules.

📌 **Exam Tip:**Family pension under CCS rules is admissible **if no family pension scheme exists in the new organization**.

G. Miscellaneous Provisions

Certain additional rules apply regarding absorption.

These provisions extend the retirement benefits to other types of organizations as well.

Table: Other Cases of Absorption

Case	Benefit Applicability
Absorption in PSU or Autonomous Body under Central Government	Benefits admissible
Absorption under State Government or Union Territory	Benefits admissible
Absorption in Joint Sector Undertakings	Benefits admissible if under joint Government control

However, these benefits will apply in joint sector undertakings **only if the organization is under the joint control of Government bodies**.

They will **not apply if the organization is controlled jointly by Government and a private or foreign body**.

➤ **Example:**If an undertaking is jointly controlled by the Central Government and a State Government, retirement benefits may be granted on absorption.

📌 **Exam Tip:**Benefits are allowed in **Joint Sector Undertakings only when they are under Government control and not private control**.

5. Missing Employees

Sometimes a Government servant may **go missing and his/her whereabouts become unknown**. In such situations, the family may apply for payment of **retirement and pensionary benefits**.

The application for such benefits must be submitted to the **Head of Office where the employee last served**.

For the purpose of pension rules, **missing employees include persons kidnapped by insurgents or terrorists.**

However, employees who disappear **after committing fraud, crime, or other misconduct are not treated as missing employees** for the purpose of these benefits.

Before any benefits are granted, the family must **lodge a report with the concerned police station** in the form of:

- **First Information Report (FIR)**, or
- **Daily Diary / General Diary Entry.**

A copy of this police report must be obtained and submitted with the claim.

➤ **Example:** If a Government servant goes missing and his family files a police complaint and FIR is registered, the family may apply to the Head of Office for pensionary benefits.

🔴 **Exam Tip:** For missing employees, **FIR or Daily Diary Entry from the police station is mandatory.**

A. Benefits Payable Initially

Certain benefits can be paid to the family **immediately after the police report is lodged**, without waiting for a long period.

These benefits include:

- Salary due to the employee
 - Leave encashment
 - Amount of General Provident Fund (GPF)
- However, these payments will be made only after:
- submission of police report, and
 - submission of an **indemnity bond by the family.**

Table: Benefits Payable Immediately

Benefit	Condition
Salary due	Police report + indemnity bond
Leave encashment	Police report + indemnity bond
GPF balance	Paid as per nomination

➤ **Example:** If a missing employee had ₹4 lakh in his GPF account, the amount may be released to the nominee after submission of FIR and indemnity bond.

🔴 **Exam Tip:** Salary due, leave encashment, and GPF can be paid immediately after police report and indemnity bond.

B. Payment of Retirement Gratuity

Retirement gratuity **cannot be paid immediately** after the employee goes missing.

The family must wait for a minimum period of **six months from the date of lodging the police report.**

Only after completion of this period can retirement gratuity be considered for payment.

If there is any delay in payment beyond the prescribed time, **interest will be payable** at applicable rates and responsibility for delay will be fixed.

➤ **Example:** If a police report is lodged on 1 January, retirement gratuity can be paid only after **1 July**.

🔴 **Exam Tip:** Retirement gratuity for missing employees is payable **only after six months from the police report.**

C. Benefits After Six Months

After completion of six months from the police report, the Government may sanction **family pension and retirement gratuity.**

However, certain formalities must be completed before granting these benefits.

Required Formalities

The following conditions must be satisfied:

1. The family must lodge a police report such as **FIR or Daily Diary Entry.**
2. The police must certify that **the employee has not been traced despite all efforts.**
3. The family must submit an **Indemnity Bond in Form 8.**

The indemnity bond is a legal document stating that if the missing employee later appears and claims the benefits, the payments made to the family will be adjusted accordingly.

➤ **Example:** If after six months the police confirm that the missing employee cannot be traced, family pension and gratuity may be sanctioned.

🔴 **Exam Tip:** After six months, **Family Pension and Retirement Gratuity may be sanctioned after submission of FIR report and Indemnity Bond (Form 8).**

D. Benefits After Death is Established or After Seven Years

If the missing employee is later confirmed to be dead, or if **seven years have passed from the date of the police report**, certain additional benefits become payable.

In such cases, the **difference between death gratuity and retirement gratuity** will be paid to the family.

This provision ensures that the family receives **full death-related benefits once death is legally presumed.**

➤ **Example:** If the employee was initially granted retirement gratuity but later declared dead after seven years, the remaining difference between retirement gratuity and death gratuity will be paid.

🔴 **Exam Tip:** After **7 years from the police report**, death is presumed and **difference between death gratuity and retirement gratuity becomes payable.**

E. Recovery of Government Dues

Before releasing retirement benefits, the **Head of Office must verify whether any Government dues are outstanding** against the missing employee.

If any dues exist, they must be **recovered from the gratuity amount**.

This recovery is made according to **Rule 67 of the CCS (Pension) Rules, 2021**.

➤ **Example:** If a missing employee had outstanding Government accommodation dues, those dues will be recovered before releasing gratuity.

🔑 **Exam Tip:** Government dues must be **recovered before payment of gratuity**.

F. Commencement of Family Pension

Family pension for the family of the missing employee will start from the **latest of the following dates**:

- the date of expiry of leave, or
- the date up to which salary and allowances were paid, or
- the date of police report.

This rule ensures that pension starts **only after the salary period ends**.

➤ **Example:** If salary was paid until 30 April and police report was filed on 5 May, family pension will start from 5 May.

🔑 **Exam Tip:** Family pension begins from **expiry of leave, last salary date, or police report date — whichever is later**

G. Missing Pensioners or Family Pensioners

If a **pensioner or family pensioner goes missing**, the pension benefits will start from:

- the **date of the police report**, or
- the date immediately after the last pension payment, whichever is later.

➤ **Example:** If a pensioner was paid pension up to June and a police report was lodged in July, pension benefits will start from July.

🔑 **Exam Tip:** For missing pensioners, benefits start from **police report date or last pension payment date, whichever is later**.

H. Basis for Calculation of Benefits

The benefits payable to the family or nominee of the missing employee will be calculated based on:

- **emoluments last drawn by the employee**, and
- **rules applicable on the last date the employee was on duty**.

This includes periods of **authorized leave**, if any.

➤ **Example:** If the employee's last drawn pay was ₹50,000 before going missing, pension and gratuity will be calculated based on that amount.

🔑 **Exam Tip:** Benefits are calculated based on **last drawn emoluments and rules applicable on the last working day**.

I. Special Case – Missing After Fraud or Crime

If an employee goes missing **after committing fraud or other criminal acts**, the family will not automatically receive benefits.

In such cases, benefits will be sanctioned only:

- after the employee is **acquitted by a court**, or
- after **disciplinary proceedings are concluded**.

➤ **Example:** If an employee disappears after committing financial fraud, pension benefits will not be granted until the legal or disciplinary proceedings are completed.

🔑 **Exam Tip:** Benefits are **not granted immediately if employee disappears after fraud or crime**.

6. Permanent Transfer to and from Central Autonomous / Statutory Bodies – Counting of Past Service for Pension

Sometimes Government employees **move permanently between Central Government Departments and Central Autonomous Bodies**.

In such cases, special rules allow **counting of past service for pensionary benefits**, so that the employee does not lose the benefits earned in the previous organization.

These rules mainly apply when an employee:

- goes on **deputation first**, and
- later becomes **permanently absorbed** in the new organization.

➤ **Example:** If a Central Government employee goes on deputation to a Central University and later becomes permanently absorbed there, his earlier Government service may be counted for pension.

🔑 **Exam Tip:** Counting of past service is allowed when an employee moves **between Central Government and Central Autonomous Bodies on deputation followed by absorption**.

A. Scope of the Rule

These provisions apply to employees (both **permanent and temporary**) who are transferred permanently after deputation in the following situations.

Table: Situations Where Past Service Can Be Counted

Situation	Description
-----------	-------------

From Central Government to Autonomous Body	Employee joins Autonomous Body permanently
From Autonomous Body to Central Government	Employee joins Government permanently
From one Autonomous Body to another	Employee shifts between Autonomous Bodies

➤ **Example:** If an employee working in a Government Ministry joins a Central University after deputation and becomes permanently absorbed, his past service may be counted for pension.

📌 **Exam Tip:** Past service counting applies in **three situations:** Government → Autonomous Body, Autonomous Body → Government, Autonomous Body → Autonomous Body.

B. Meaning of Central Autonomous Body

A **Central Autonomous Body** is an organization that is **wholly or substantially financed by the Central Government**.

“Substantially financed” means that **more than 50% of the expenditure of the organization is met through Central Government grants or cess**.

Such bodies may include:

- Central Statutory Bodies
- Central Universities.

However, certain organizations are **not treated as Central Autonomous Bodies for this purpose**.

Table: Organizations NOT Treated as Central Autonomous Bodies

Organization
Public Sector Undertakings (PSUs)
Nationalized Banks
Reserve Bank of India (RBI)
State Bank of India (SBI) and subsidiaries
Life Insurance Corporation (LIC)
General Insurance Corporation (GIC) and subsidiaries

➤ **Example:**

A Central University funded mainly by Government grants is considered a Central Autonomous Body.

📌 **Exam Tip:**

A body is treated as a Central Autonomous Body when **more than 50% of its expenditure is financed by Central Government grants**.

C. Transfer from Central Government to Autonomous Body (Where Pension Scheme Exists)

When a Central Government employee is permanently absorbed in a Central Autonomous Body **which has a pension scheme**, he must exercise an option.

He has two alternatives:

1. **Receive retirement benefits immediately, or**
2. **Combine Government service with service in the Autonomous Body for pension purposes.**

The option must be exercised **within six months**.

If the employee chooses the second option, the **service rendered in the Government will be counted as qualifying service for pension in the Autonomous Body**.

➤ **Example:** If a Government employee joins a Central Autonomous Body with a pension scheme and chooses the combined service option, his Government service years will be counted for pension.

📌 **Exam Tip:** Option for counting past service must be exercised **within 6 months**.

Temporary Government Employees

If a **temporary Government employee** is absorbed in the Autonomous Body:

- pension benefits will be available **only after confirmation in the Autonomous Body**.

If the employee retires while still temporary, only **terminal benefits similar to Government service** will be admissible.

➤ **Example:** If a temporary employee joins an Autonomous Body and is not confirmed before retirement, he will receive terminal benefits instead of pension.

📌 **Exam Tip:** Temporary employees receive pension benefits **only after confirmation in the Autonomous Body**.

Employees Appointed Before 1 January 2004

Employees who were **appointed on or before 31-12-2003** and later submit **technical resignation on or after 1-1-2004** will continue to be governed by the **CCS (Pension) Rules, 2021**.

However, employees absorbed **after 1-1-2004 cannot join the old pension scheme**, because the entry to that scheme closed on **31-12-2003**.

➤ **Example:** An employee appointed in Government service in 2002 who later joins an Autonomous Body may still be governed by CCS Pension Rules.

📌 **Exam Tip:** Entry to the **Old Pension Scheme** closed on 31-12-2003.

D. Transfer from Autonomous Body to Central Government

When an employee of a Central Autonomous Body is absorbed in the Central Government, similar provisions apply.

The Government or Autonomous Body will settle the **pension liability by paying a lump sum amount**.

This lump sum amount represents:

- pension
- service gratuity
- retirement gratuity

The calculation of the lump sum pension liability is made using the **Commutation Table under CCS (Commutation of Pension) Rules**.

➤ **Example:** If an employee joins the Central Government from an Autonomous Body, the previous organization may transfer pension liability in lump sum.

📌 **Exam Tip:** Pension liability between organizations is settled by **lump sum payment based on commutation tables**.

CPF Employees Absorbed in Autonomous Bodies

If a Government employee was covered under the **Contributory Provident Fund (CPF)** and becomes permanently absorbed in an Autonomous Body, he will have two options.

Table: Options for CPF Employees

Option	Result
Receive CPF benefits from Government	Start fresh service in Autonomous Body
Forgo Government CPF contribution	Government service counted for pension in Autonomous Body

If the employee chooses the second option, the **Government's share of CPF contribution along with interest will be transferred to the Autonomous Body**.

The option must be exercised **within one year from the date of absorption**.

If the option is not exercised within this time, the employee will be **deemed to have opted for receiving CPF benefits**.

➤ **Example:** If a CPF employee joins an Autonomous Body and wishes to count his Government service for pension, he must forgo Government's CPF contribution.

📌 **Exam Tip:** Option regarding CPF benefits must be exercised **within 1 year of absorption**.

F. Transfer When Autonomous Body Has No Pension Scheme

If a Central Government employee joins an Autonomous Body **where no pension scheme exists**, the following rules apply.

For **permanent Government employees**:

- retirement benefits will be granted according to Government rules.

For **temporary Government employees**:

- terminal gratuity will be paid on the date of permanent absorption.

If the employee was a **CPF subscriber**, his contributions along with Government contribution and interest will be **transferred to the new Provident Fund account** with the consent of the Autonomous Body.

➤ **Example:** If a Government employee joins an Autonomous Body without pension scheme, he may receive gratuity and transfer of PF contributions.

📌 **Exam Tip:** When the Autonomous Body **does not have a pension scheme**, benefits are settled through **gratuity or PF transfer**.

E. Transfer from Autonomous Body to Government

If an employee of a Central Autonomous Body joins the Central Government permanently, he will have two options.

Table: Options for Autonomous Body Employees

Option	Result
Receive CPF benefits from Autonomous Body	Start fresh Government service
Forgo employer's CPF share	Past service counted for pension in Government

If the second option is chosen, the **employer's CPF contribution with interest will be transferred to the Government Department**.

The option must be exercised **within one year of absorption**.

➤ **Example:** An employee moving from a Central University to a Government Ministry may count his past service by transferring CPF employer contribution.

📌 **Exam Tip:** Option must be exercised **within one year of absorption**, otherwise CPF benefits are deemed accepted.

F. Transfer from One Autonomous Body to Another

When an employee moves from one Central Autonomous Body to another, the same provisions apply *mutatis mutandis*.

This means the rules applicable to Government–Autonomous Body transfers will also apply here.

➤ **Example:** If an employee shifts from one Central University to another Central University, the previous service may be counted for pension.

📌 **Exam Tip:** Rules for Government–Autonomous Body transfers also apply to **Autonomous Body → Autonomous Body transfers**.

G. Applicability of the Provisions

These provisions apply **only when the transfer occurs with the consent of the previous organization**.

This includes cases where the employee:

- applied for the new job **through proper channel**, or
- obtained **permission from the administrative authority**.

If the employee leaves service **without proper permission**, these benefits will not apply.

➤ **Example:** If an employee applies for a job in another Autonomous Body without informing his department, he may lose the benefit of counting past service.

📌 **Exam Tip:** Counting past service is allowed only when **transfer occurs through proper channel or with official permission**.

H. Leave Encashment, PF Transfer and Family Pension

Certain other benefits related to transfer between organizations are also applicable.

These include:

- **Encashment of Earned Leave and Half Pay Leave**
- **Transfer of Provident Fund balances**
- **Family pension benefits**

The rules governing these benefits are **similar to those explained earlier under absorption provisions**.

➤ **Example:** If an employee transfers to another Autonomous Body, his leave encashment and PF transfer will follow the same rules as in absorption cases.

📌 **Exam Tip:** Leave encashment, PF transfer, and family pension follow the **same rules as absorption provisions**.

7. Absorption in Public Sector Undertakings / Autonomous Bodies under State Governments / Union Territories

Sometimes Central Government employees are **sent on deputation to Public Sector Undertakings (PSUs) or**

Autonomous Bodies under State Governments or Union Territories.

If such employees are later **permanently absorbed in those organizations with the prior permission of the Central Government**, they become entitled to **retirement benefits similar to those applicable when absorption occurs in PSUs or Autonomous Bodies controlled by the Central Government**.

These provisions ensure that employees **do not lose their pensionary benefits due to transfer between Government organizations**.

➤ **Example:** If a Central Government employee is deputed to a State Government PSU and later becomes permanently absorbed there with Government approval, he will receive retirement benefits based on his Government service.

📌 **Exam Tip:** Permanent absorption in **State Government PSUs or Autonomous Bodies is treated similarly to absorption in Central Government PSUs**, provided prior permission of the parent department is obtained.

A. Scope of the Provision

These rules apply to **permanent Central Government employees** who:

- are deputed to **PSUs or Autonomous Bodies under State Governments or Union Territories**, and
- are later **permanently absorbed** in those organizations.

The absorption must take place **with the prior approval of the parent Central Government department**.

These benefits may also be extended to employees who become absorbed in **Joint Sector Undertakings** which are **wholly owned by Central and/or State Governments**.

Table: Situations Covered

Situation	Benefit
Deputation from Central Government to State PSU	Retirement benefits admissible
Absorption in State Autonomous Body	Pension benefits allowed
Absorption in Joint Sector Undertaking owned by Government	Benefits admissible

➤ **Example:** If a Central Government officer joins a Joint Sector Undertaking owned jointly by Central and State Governments, retirement benefits similar to PSU absorption may be granted.

📌 **Exam Tip:** Absorption benefits apply when the undertaking is **wholly owned by Central and/or State Governments**.

B. Mode of Absorption

Normally, Central Government employees joining State Government PSUs or Autonomous Bodies are required to join **on immediate absorption basis**.

However, if the employee joins on **deputation or foreign service terms**, the employee's **lien with the Central Government will be retained for the permissible period**.

This allows the employee to **return to Government service if absorption does not take place within the allowed period**.

➤ **Example:** A Central Government employee may join a State PSU on deputation and retain his lien in the Government department for a limited period.

📌 **Exam Tip:** When joining on deputation, **lien in Government service is retained for the permissible period**.

C. Pension Benefits in State Autonomous Bodies

If the employee is absorbed in an **Autonomous Body under the State Government that has a pension scheme similar to the Central Government pension scheme**, the employee may exercise an option to **count his Government service for pension**.

However, this is possible only if **reciprocal arrangements exist between the Central Government and the concerned State Government**.

If no such reciprocal arrangement exists, the employee will be entitled only to **retirement benefits for the Government service rendered up to the date of absorption**.

Table: Pension Eligibility Conditions

Situation	Pension Eligibility
State Autonomous Body with reciprocal arrangement	Combined service counted for pension
No reciprocal arrangement	Only retirement benefits admissible

➤ **Example:** If a Central Government employee joins a State University that has a pension scheme similar to the Central Government and reciprocal arrangements exist, his Government service may be counted for pension.

📌 **Exam Tip:** Counting Government service in State Autonomous Bodies requires **reciprocal pension arrangements between Central and State Governments**.

D. Leave Encashment

When a Central Government employee is permanently absorbed in a PSU or Autonomous Body under the State Government, he is entitled to **encashment of leave standing to his credit**.

Both **Earned Leave (EL)** and **Half Pay Leave (HPL)** may be encashed.

However, the **overall limit for leave encashment is 300 days**.

Table: Leave Encashment on Absorption

Leave Type	Encashment Eligibility
Earned Leave	Encashable
Half Pay Leave	Encashable
Maximum limit	300 days

➤ **Example:** If an employee has 220 days of Earned Leave and 100 days of Half Pay Leave, he can encash only up to 300 days.

📌 **Exam Tip:** Maximum leave encashment allowed on absorption is **300 days**.

8. Pensionary Terms for Central Government Employees Absorbed after Conversion of Department into PSU / Autonomous Body

Sometimes a Government Department is converted into a **Public Sector Undertaking (PSU) or Autonomous Body**.

In such cases, all employees of that department are **transferred to the PSU or Autonomous Body as a group (en masse)**.

These employees are initially transferred **on foreign service terms without deputation allowance**.

➤ **Example:** If a Government Department is converted into a PSU, all its employees may be transferred to the PSU without deputation allowance until permanent absorption takes place.

📌 **Exam Tip:** Employees transferred after conversion of a department into a PSU are placed on **foreign service terms without deputation allowance**.

A. Framing of Rules by the PSU

After conversion of the Department into a PSU or Autonomous Body, the new organization must **frame its own rules and regulations within five years**.

These rules will govern the service conditions of employees absorbed in the organization.

➤ **Example:** A newly created PSU formed from a Government Department must prepare its service rules within five years.

📌 **Exam Tip:** PSU must frame its service regulations within 5 years of its creation.

B. Option to Employees

Government servants transferred to the PSU or Autonomous Body will be given an **option within three months**.

They may choose either:

- to **revert back to Government service**, or
- to **seek permanent absorption in the PSU / Autonomous Body**.

Table: Options Available to Employees

Option	Result
Revert to Government service	Employee returns to Government
Permanent absorption in PSU/AB	Employee becomes PSU employee

➤ **Example:** An employee transferred to a PSU may choose within three months whether to remain in the PSU or return to Government service.

📌 **Exam Tip:** Employees must exercise option **within 3 months**.

C. Effect of Permanent Absorption

Once the employee's option for absorption is accepted:

- he is **deemed to have retired from Government service**, and
- the Government post previously held by him **stands abolished**.

From that date onward, the employee will be governed by **PSU regulations or by-laws**.

➤ **Example:** If a Government officer opts for permanent absorption in a PSU, his Government post is abolished and he becomes a PSU employee.

📌 **Exam Tip:** Permanent absorption results in **deemed retirement from Government service**.

D. Employees Opting to Return to Government

Employees who choose to **return to Government service** will be redeployed through the **Surplus Cell**.

The redeployment must normally take place **within two years**.

➤ **Example:** An employee who opts not to join the PSU may be redeployed in another Government department.

📌 **Exam Tip:** Redeployment of employees returning to Government is done through the **Surplus Cell within 2 years**.

E. Pension Options after Absorption

Employees who are permanently absorbed in the PSU may choose between two pension options.

Table: Pension Options

Option	Result
Receive pension and gratuity for Government service	Pension based only on Government service
Count Government service in PSU	Combined service counted for pension

➤ **Example:** If an employee opts for combined service, both Government service and PSU service will be counted for pension.

📌 **Exam Tip:** Employees absorbed in PSU may choose **pension for Government service or combined service pension**.

F. Family Pension and Other Benefits

If the employee chooses the **combined service option**, his family will also be entitled to benefits such as:

- Pension
- Commutation of pension
- Gratuity
- Family pension
- Extraordinary pension

These benefits will be calculated based on **combined service under Government and PSU**.

In addition, the employee will receive **Dearness Relief based on the Industrial DA pattern**.

➤ **Example:** An employee with 15 years in Government and 20 years in PSU may receive pension based on 35 years of combined service.

📌 **Exam Tip:** Combined service pension includes **Government service + PSU service**.

G. Pension Fund for Absorbed Employees

The Government will create a **Pension Fund in the form of a Trust** to manage pension payments of such absorbed employees.

The Trust will be managed by a **Board of Trustees**, with the **Secretary of the concerned Ministry as Chairperson**.

➤ **Example:** A Pension Trust may be created to manage pension payments for employees absorbed in a PSU.

📌 **Exam Tip:** Pension benefits of absorbed employees are paid through a **Pension Fund managed by a Trust**.

H. Government's Pension Liability

The Government will discharge its pension liability by making a **one-time lump sum payment to the Pension Fund**.

This payment represents:

- pension liability
- service gratuity
- retirement gratuity

The lump sum pension liability is calculated using the **Commutation Table under CCS (Commutation of Pension) Rules**.

➤ **Example:** The Government may transfer a lump sum amount to the Pension Trust representing pension liability for service rendered before absorption.

🔴 **Exam Tip:** Government pension liability is discharged through **one-time lump sum payment**.

I. Transfer of Provident Fund and Leave

When employees are absorbed in a PSU:

- Provident Fund balances are transferred to the **new PF account of the PSU**, and
- Earned Leave and Half Pay Leave balances are also transferred to the **PSU records**.

➤ **Example:** If an employee had ₹3 lakh in his PF account before absorption, it will be transferred to the PSU PF account.

🔴 **Exam Tip:** PF balance and leave balances are transferred to the PSU after absorption.

J. Effect of Dismissal After Absorption

If an employee is dismissed or removed from the PSU after absorption, it **will not affect the retirement benefits earned during Government service**.

However, such dismissal must be **confirmed by the Administrative Ministry concerned**.

➤ **Example:** If an employee is dismissed from a PSU, he may still retain the pension benefits earned during Government service.

🔴 **Exam Tip:** Dismissal from PSU **does not cancel Government retirement benefits earned before absorption**.

K. Voluntary Retirement After Absorption

Employees absorbed in a PSU may seek **Voluntary Retirement after completing 10 years of combined service** in:

- Government, and
- PSU.

Pension will be calculated based on **combined qualifying service**

➤ **Example:** If an employee served 6 years in Government and 4 years in PSU, he may seek voluntary retirement after completing 10 years of combined service.

🔴 **Exam Tip:** Voluntary retirement allowed after **10 years of combined Government and PSU service**.

L. Protection in Case of Disinvestment

If the Government later reduces its shareholding in the PSU to **51% or less**, the interests of employees will be protected.

Employees may be given benefits such as:

- Voluntary Retirement Schemes
- other protection measures.

➤ **Example:** If the Government sells a major share of a PSU to private investors, employees' service benefits will still be protected.

🔴 **Exam Tip:** Employee interests are safeguarded when Government disinvests **51% or more of equity**.

EXTRAORDINARY PENSION

Extraordinary Pension is a **special pension benefit granted when a Government employee suffers injury, disease, disability or death that is attributable to Government service**.

These benefits are provided under the **Central Civil Services (Extraordinary Pension) Rules, 1939**.

The objective of this scheme is to **provide financial protection to Government employees or their families when harm occurs due to Government duty or service conditions**.

However, these rules **do not apply to employees who are covered under the Workmen's Compensation Act, 1923**.

➤ **Example:** If a Government employee dies in an accident while travelling on official duty, his family may receive extraordinary family pension under these rules.

🔴 **Exam Tip:** Extraordinary Pension Rules apply when **injury, disease, disability or death is attributable to Government service**.

A. Categories of Cases under Extraordinary Pension

For the purpose of determining compensation, cases of **death or disability are classified into five categories**.

Each category determines the **type and amount of compensation or pension payable**.

Category A – Death or Disability due to Natural Causes

Category A includes cases where death or disability is **not related to Government service**.

These are situations where the employee dies or becomes disabled due to **natural causes or personal circumstances**.

Typical examples include:

- Chronic diseases such as heart disease
- Kidney disease
- Long-term illness
- Accidents occurring while not on duty

In such cases, the employee's family will receive **family pension under the normal CCS (Pension) Rules, 2021** and not under extraordinary pension provisions.

➤ **Example:** If a Government employee dies due to heart disease at home and the illness is not related to service conditions, it falls under Category A.

📌 **Exam Tip:** Category A covers **death or disability NOT attributable to Government service**.

Category B – Death or Disability Attributable to Government Service

Category B includes cases where death or disability occurs due to **conditions arising from Government service or working environment**.

This includes situations where the employee's health deteriorates because of **hazardous work conditions or prolonged exposure to difficult environments**.

Examples include:

- Exposure to extreme weather conditions
- Occupational hazards
- Diseases caused by hazardous work environments

In such cases, extraordinary family pension or disability pension may be granted.

➤ **Example:** If a Government employee develops severe lung disease due to prolonged exposure to toxic chemicals at work, the case falls under Category B.

📌 **Exam Tip:** Category B covers **disease or disability caused by working conditions or occupational hazards**.

Category C – Death or Disability due to Accident while Performing Duties

Category C includes cases where the employee **dies or becomes disabled due to an accident while performing official duties**.

Examples include:

- Accident while travelling on official duty
- Accident in Government vehicle
- Mishaps during official journeys by aircraft

- Ship or sea accidents during official work
- Electrocution while performing duty

These incidents occur **directly in the course of official duty**.

➤ **Example:** If a Government officer dies in a road accident while travelling for official inspection, it falls under Category C.

📌 **Exam Tip:** Category C includes **accidents occurring during the performance of official duty**.

Category D – Death or Disability due to Violence or Terrorist Acts

Category D covers cases where death or disability occurs due to **violent acts such as terrorist attacks or actions by anti-social elements**.

This category includes situations where Government employees suffer injury or death because of:

- Terrorist attacks
- Bomb blasts
- Public shooting incidents
- Violent acts during law enforcement duties

Such cases may occur **either during duty or outside duty if related to Government service**.

➤ **Example:** If a Government officer dies in a terrorist bomb blast in a public place while on duty, the case falls under Category D.

📌 **Exam Tip:** Category D relates to **death or injury caused by terrorism or violent acts**.

Category E – Death or Disability due to War or Extremist Operations

Category E represents the **most severe category**, involving death or disability caused by **enemy action or extremist violence during operations**.

This category includes:

- Enemy action during war
- Border skirmishes
- Operational missions against extremists
- Explosions caused by mines or explosives
- Kidnapping by extremists
- Training accidents involving live ammunition

These situations usually involve **high-risk operational environments**.

➤ **Example:** If a Government security officer is killed during an operation against extremists, the case falls under Category E.

📌 **Exam Tip:** Category E covers **war, extremist attacks, and operational combat situations**.

Table – Categories of Extraordinary Pension

Category	Cause of Death or Disability
Category A	Natural causes not related to Government service
Category B	Disease or disability caused by Government service conditions
Category C	Accident while performing official duties
Category D	Violence, terrorism, or antisocial acts
Category E	War, extremist attacks, or combat operations

➤ **Example:** A police officer injured by extremists during an operation would fall under Category E.

📌 **Exam Tip:** There are five categories (A to E) used to determine extraordinary pension benefits.

B. Family Pension under Extraordinary Pension Rules

Family pension is granted to the **family members of a Government employee who dies due to circumstances covered under these rules.**

The amount of pension varies depending on the **category of death or disability.**

Family Pension for Category A

In Category A cases, family pension is **not treated as extraordinary pension.**

Instead, it is paid according to the **normal provisions of CCS (Pension) Rules, 2021.**

➤ **Example:** If an employee dies due to a personal illness unrelated to service, the family receives normal family pension.

📌 **Exam Tip:** Category A family pension is governed by **CCS (Pension) Rules, not Extraordinary Pension Rules.**

Family Pension for Categories B and C

If death is attributable to Government service under Categories B or C, the spouse of the deceased employee is entitled to **Extraordinary Family Pension.**

If the employee is not survived by a spouse, the pension is paid to the **children.**

Death gratuity payable under CCS (Pension) Rules is also granted.

Pension Rates

Type of Employee	Pension Rate
Non-pensionable post	40% of notional pay (minimum ₹11,700 per month)
Pensionable post	60% of notional pay (minimum ₹18,000 per month)

➤ **Example:** If an employee holding a pensionable post dies in an accident while on duty, the spouse receives **60% of the notional pay as extraordinary family pension.**

📌 **Exam Tip:** Categories B and C provide **40% or 60% of notional pay depending on the nature of the post.**

Duration of Family Pension

Family pension is normally paid to the **widow or widower** until:

- death, or
- remarriage

If the spouse dies or remarries, the pension is transferred to **eligible children.**

Dependent parents or siblings may receive **half of the rate applicable to widows or children.**

➤ **Example:** If the widow of a deceased employee remarries, the pension will be transferred to the children.

📌 **Exam Tip:** Family pension normally continues **until remarriage or death of the spouse.**

C. Family Pension for Categories D and E

In the most severe cases (Categories D and E), the family pension is **higher because the death is due to violent or combat situations.**

Pension Rates

Beneficiary	Pension Rate
Widow	Equal to notional pay
Children (if no widow)	60% of notional pay (minimum ₹18,000)
Parents (if bachelor/widower without children)	75% of notional pay (both parents alive)
Parents (one parent alive)	60% of notional pay

➤ **Example:** If a Government employee dies in a terrorist attack, the widow may receive **family pension equal to the notional pay of the employee**.

📌 **Exam Tip:** Categories D and E provide **higher extraordinary family pension due to violent or war-related death**.

D. Disability Pension

Disability pension is granted when a Government employee **suffers disability due to Government service**.

The amount depends on the **percentage of disability certified by the Medical Authority**.

If the employee is **boarded out of service due to disability**, disability pension will be granted.

If the employee continues in service despite disability, he may receive **lump sum compensation instead of disability pension**.

➤ **Example:** If a Government employee suffers 80% disability in an accident during official duty, disability pension will be granted according to the disability percentage.

📌 **Exam Tip:** Disability pension depends on **percentage of disability certified by the Medical Authority**.

E. Disability Pension for Categories B and C

For Categories B and C, disability pension consists of **two elements**.

Components of Disability Pension

Element	Rate
Service Element	50% of notional pay
Disability Element	30% of notional pay for 100% disability

If the disability is **less than 100%**, the disability element is **reduced proportionately**.

Minimum disability pension is **₹18,000 per month**.

➤ **Example:** If an employee with notional pay ₹40,000 suffers 100% disability, service element is ₹20,000 and disability element is ₹12,000.

📌 **Exam Tip:** For Categories B and C, disability pension = **50% service element + 30% disability element**.

F. Disability Pension for Category D

For Category D cases, disability pension consists of:

- Service element = **50% of notional pay**
- Disability element = **equal to normal family pension**

Minimum disability pension is **₹18,000 per month**.

➤ **Example:** If a Government officer is injured in a terrorist attack and suffers permanent disability, he will receive disability pension under Category D.

📌 **Exam Tip:** Category D disability pension includes **service element + family pension equivalent disability element**.

G. Disability Pension for Category E

Category E provides the **highest disability pension benefits**.

Disability pension consists of:

- Service element = **50% of notional pay**
- Disability element = **100% of notional pay for 100% disability**

For lower disability percentages, the disability element is reduced proportionately.

➤ **Example:** If a soldier-like operational employee is injured in combat and suffers 100% disability, the disability pension may include **50% service element + 100% disability element**.

📌 **Exam Tip:** Category E provides the **highest disability pension among all categories**.

Important Rule on Pension Ceiling

The **maximum ceiling of pension applicable under CCS (Pension) Rules does not apply to Extraordinary Pension cases**.

This means that **extraordinary pension can exceed the normal pension limits**.

➤ **Example:** If extraordinary family pension exceeds the normal pension ceiling, it will still be paid.

📌 **Exam Tip:** Pension ceiling under CCS Pension Rules **does not apply to Extraordinary Pension**.

1. **Broadbanding of disability percentage**
2. **Constant Attendant Allowance**
3. **Additional benefits under the Workmen's Compensation Act**

These provisions help determine the **actual pension amount payable to the employee or family**.

H . Broadbanding of Disability Percentage

(Rule 8(3) of CCS (EOP) Rules)

When a Government employee suffers disability due to Government service, the **Medical Board assesses the percentage of disability**.

However, for the purpose of calculating the **disability pension**, the assessed disability percentage is **rounded upward to certain standard levels**. This system is known as **broadbanding**.

Broadbanding ensures that employees receive **fair compensation even if the medical disability percentage is slightly lower than a major category**.

Table – Broadbanding of Disability Percentage

Percentage of Disability assessed by Medical Board	Percentage considered for pension calculation
Up to 50%	50%
51% to 75%	75%
76% to 100%	100%

Explanation

- If the Medical Board assesses disability **up to 50%**, it will be treated as **50% disability** for pension calculation.
- If disability is assessed between **51% and 75%**, it will be treated as **75% disability**.
- If disability is assessed between **76% and 100%**, it will be treated as **100% disability**.

This increases the **disability pension amount for the affected employee**.

However, this **broadbanding rule does not apply when the employee continues in service despite the disability**. It applies mainly when the employee is **invalided or retired due to disability**.

➤ **Example:** If the Medical Board assesses a Government employee's disability as **60%**, it will be treated as **75% disability** for calculating disability pension.

📌 **Exam Tip:** Disability assessed **51–75% is treated as 75%**, and **76–100% is treated as 100%** for pension calculation.

I. Constant Attendant Allowance

Constant Attendant Allowance is an **additional financial assistance given to employees who suffer 100% disability and require help from another person for daily activities**.

This allowance is granted when the disabled employee becomes **completely dependent on another person for day-to-day activities such as movement, eating, or personal care**.

Amount of Constant Attendant Allowance

The amount of Constant Attendant Allowance is:

₹6,750 per month

This amount is paid **in addition to disability pension**.

Increase in Allowance

This allowance will **automatically increase by 25% whenever the Dearness Allowance (DA) rises by 50%**.

Thus, the allowance will increase periodically along with inflation adjustments.

➤ **Example:** If an employee suffers **100% disability due to a service accident and requires permanent assistance**, he will receive disability pension plus **₹6,750 per month as Constant Attendant Allowance**.

📌 **Exam Tip:** Constant Attendant Allowance is **₹6,750 per month for 100% disability** and increases by **25% whenever DA rises by 50%**.

J. Additional Benefits under the Workmen's Compensation Act, 1923

(Applicable to Categories D and E)

In some cases, Government employees who suffer death or disability under **Category D or Category E** may also be eligible for compensation under other laws such as:

- Workmen's Compensation Act, 1923
- Personal Injuries (Emergency Provisions) Act, 1962
- Personal Injuries (Compensation Insurance) Act, 1963

However, to avoid **double payment of compensation**, special rules apply.

Rule regarding Dual Compensation

1. If the **benefit under Extraordinary Pension Rules is higher** than the compensation payable under the Workmen's Compensation Act, **no separate compensation will be paid under that Act**.
2. If the **benefit under Extraordinary Pension Rules is lower**, the employee or family will receive **an additional amount equal to the difference between the two benefits**.

Thus, the employee or family will always receive the **higher financial benefit**.

➤ **Example:** If compensation under Extraordinary Pension Rules is ₹20,000 per month but the amount under another Act is ₹25,000, the employee will receive **₹5,000 additional compensation**.

📌 **Exam Tip:** If Extraordinary Pension is **less than compensation under other Acts**, the **difference amount will be paid**.

Conversion of Lump Sum Compensation into Monthly Payment

Sometimes compensation is given in the form of a **lump sum amount**.

To compare it with pension benefits, the lump sum amount must be **converted into a monthly equivalent amount**.

This is done using the **conversion table provided in CCS (Extraordinary Pension) Rules**.

Illustration

Suppose:

- Lump sum compensation = ₹2,437

- Age of beneficiary = 49 years

From the table in CCS (EOP) Rules, the **conversion factor for age 49** is:

0.00722304

The equivalent monthly amount is calculated as:

Monthly Amount = Lump sum × Conversion factor

Monthly Amount = 2437 × 0.00722304

Monthly Amount = **₹17.60 per month**

Thus, a lump sum amount can be converted into an **equivalent monthly pension value**.

➤ **Example:** If a beneficiary aged 49 receives ₹2,437 as lump sum compensation, it will be treated as **₹17.60 per month pension equivalent**.

📌 **Exam Tip:** Lump sum compensation is converted into monthly pension using **conversion factors given in the CCS (EOP) Rules table**.

Revision Table

Provision	Key Rule
Broadbanding	Disability percentage rounded to 50, 75, or 100
Constant Attendant Allowance	₹6,750 per month for 100% disability
DA increase rule	Allowance increases 25% when DA rises by 50%
Dual compensation rule	Higher benefit between EOP Rules and other Acts applies
Lump sum conversion	Lump sum converted to monthly amount using factor table

10. Resignation

Resignation means **voluntarily leaving Government service by submitting a formal request to the competent authority**.

It is a **unilateral act of the employee**, but it becomes effective **only when accepted by the competent authority and the employee is relieved from duty**.

Resignation normally results in **termination of Government service and loss of pensionary benefits**, unless it is treated as **technical resignation**.

➤ **Example:** If a Government employee submits a letter stating that he wishes to leave service permanently, it is treated as resignation.

📌 **Exam Tip:** Resignation becomes effective **only after acceptance and relief from duty**.

A. Conditions for Submission of Resignation

A resignation must satisfy the following conditions:

- It must be **clear and unconditional**.
- It must be **submitted to the appointing authority** who has the power to accept it.

The appointing authority is the authority **competent to make appointment to that post**.

➤ **Example:** If a Section Officer submits resignation to the Ministry Secretary who is the appointing authority, the resignation is properly submitted.

📌 **Exam Tip:** Resignation must be **clear, unconditional, and submitted to the appointing authority**.

B. Acceptance of Resignation

Normally, resignation is **accepted immediately**.

However, there are certain situations where acceptance may be **delayed or refused**.

Situations where resignation may not be accepted immediately

Situation	Reason
Employee engaged in important work	Replacement may be required
Disciplinary inquiry pending	Public interest requires continuation of proceedings

➤ **Example:** If an officer handling an important project submits resignation, acceptance may be delayed until a replacement is arranged.

📌 **Exam Tip:** Resignation may be delayed if the employee is **engaged in important work or disciplinary proceedings are pending**.

C. Resignation during Disciplinary Proceedings

If an employee is facing **investigation or disciplinary proceedings**, resignation may not be accepted if it is **necessary to pursue the case in public interest**.

However, the competent authority may accept resignation in certain situations.

Situations where resignation may still be accepted

Situation	Explanation
Case does not involve moral turpitude	Misconduct not serious
Evidence is weak	Case unlikely to result in dismissal
Case likely to continue for long time	Acceptance may reduce administrative burden

Approval is required from:

- **Minister-in-charge** for Group A and Group B employees
- **Head of Department** for Group C employees

For officers in the **Indian Audit and Accounts Department**, resignation can be accepted by the **Heads of Departments designated by the CAG**.

➤ **Example:** If a minor disciplinary case is pending but evidence is weak, the authority may still accept resignation.

📌 **Exam Tip:** Acceptance of resignation during disciplinary proceedings requires **approval of competent higher authority**.

D. Vigilance Clearance

Before accepting resignation, **vigilance clearance is mandatory**.

This ensures that **no vigilance case is pending against the employee**.

The clearance should be granted **quickly to avoid delay in resignation processing**.

➤ **Example:** If an employee is under vigilance investigation, resignation cannot be accepted without clearance.

📌 **Exam Tip:** **Vigilance clearance is compulsory before accepting resignation**.

E. Settlement of Government Dues

Resignation cannot be accepted until **all Government dues are recovered or settled**.

These dues may include:

- Government accommodation rent
- Advances or loans
- Outstanding recoveries

➤ **Example:** If an employee has not cleared Government house rent dues, resignation will not be accepted until the dues are recovered.

📌 **Exam Tip:** Government dues must be **fully adjusted before resignation is accepted**.

F. Date of Effect of Resignation

The **accepting authority decides the date from which resignation becomes effective**.

However, resignation becomes effective **only when the employee is relieved from duty**.

Thus, two events are necessary:

1. Acceptance of resignation
2. Actual relief from service

➤ **Example:** If resignation is accepted on 1 June but the employee is relieved on 10 June, the resignation becomes effective on **10 June**.

📌 **Exam Tip:** Resignation becomes effective **only after the employee is relieved from duty**.

G. Leaving Duty before Acceptance

If a Government servant **leaves duty before receiving acceptance of resignation**, disciplinary action may be taken.

Such action may be:

- Departmental action
- Legal action

➤ **Example:** If an employee stops attending office immediately after submitting resignation without waiting for acceptance, disciplinary action may follow.

📌 **Exam Tip:** Quitting duty before acceptance of resignation is a **misconduct**.

H. Effect of Resignation on Pension and Benefits

Normally, resignation results in **forfeiture of past service**.

Therefore, the employee **loses eligibility for pension, gratuity and other retirement benefits**.

However, certain limited benefits are allowed.

Benefits after resignation

Benefit	Admissibility
Pension	Not admissible
Gratuity	Not admissible
Terminal benefits	Not admissible
Leave encashment	Up to 150 days Earned Leave

Half Pay Leave will **lapse and cannot be encashed**.

➤ **Example:** If an employee resigns with 200 days of earned leave, he will receive cash equivalent for **maximum 150 days**.

📌 **Exam Tip:** Resignation leads to **forfeiture of past service and loss of pension.**

I. Technical Resignation

Sometimes a Government servant resigns **only to join another Government post.**

In such cases, resignation is treated as **technical resignation.**

Technical resignation does **not result in forfeiture of past service.**

Benefits of Technical Resignation

Benefit	Admissibility
Past service counted for pension	Yes
Leave carried forward	Yes
Pay fixation benefit	Yes

However, **pension counting is allowed only for employees appointed on or before 31-12-2003.**

➤ **Example:** If a Government employee resigns to join another Central Government department through proper channel, his past service will be counted.

📌 **Exam Tip:** Technical resignation **does not break service for pension and leave benefits.**

J. Lien when Selected in Another Government Department

When a permanent employee is selected in another Central Government or State Government department:

• His **lien may be retained in the parent department for 2 years.**

If confirmation in the new department does not occur within 2 years, the lien may be extended **for one more year.**

➤ **Example:** If an employee joins another department but is not confirmed there within two years, he may retain lien in the previous department for one additional year.

📌 **Exam Tip:** Lien in parent department may be retained for **2 years (extendable by 1 year).**

K. Resignation for Joining PSU or Autonomous Body

If a Government servant resigns to join:

- Central Public Sector Enterprise (CPSE)
- Central Autonomous Body

the resignation **does not cause forfeiture of past service.**

Instead, the employee is treated as **deemed retired from Government service.**

He will receive **retirement benefits according to applicable rules.**

➤ **Example:** If a Government employee joins a PSU after resigning, he may still receive pension benefits for Government service.

📌 **Exam Tip:** Resignation for joining **PSU or Autonomous Body is treated as deemed retirement.**

L. Withdrawal of Resignation

Resignation may be withdrawn depending on the stage at which the withdrawal request is made.

Table – Withdrawal of Resignation

Stage	Rule
Before acceptance	Automatically withdrawn
After acceptance but before relief	Normally allowed
After relief	Allowed only under special conditions

Conditions for Withdrawal after Relief

Withdrawal may be allowed if:

- The original post or similar post is available
- Resignation was due to compelling personal reasons
- The employee's integrity and conduct are not questionable
- The request is made due to **material change in circumstances**
- Resignation was not given to join private employment
- Absence period does not exceed **90 days**

In exceptional cases, **DoPT may relax the 90-day limit.**

➤ **Example:** If an employee resigns due to family problems but later resolves them and applies for withdrawal within 90 days, the authority may allow him to rejoin service.

📌 **Exam Tip:** Withdrawal of resignation after relief is possible **only if the absence period is within 90 days.**

M. Termination of Temporary Service

(CCS Temporary Service Rules, 1965)

Temporary Government servants may have their service terminated by **giving one month's notice.**

Termination may be initiated by either:

- the Government servant, or
- the appointing authority.

➤ **Example:** If a temporary employee wants to leave service, he must give one month's notice.

📌 **Exam Tip:** Temporary service may be terminated by one month notice on either side.

1. Termination by Government

The appointing authority may terminate service by:

- giving one month notice, or
- paying salary in lieu of notice.

However, the employee **must give one month notice and cannot pay salary instead of notice.**

➤ **Example:** If the Government wants to terminate a temporary employee immediately, it may pay one month salary instead of notice.

📌 **Exam Tip:** Government can terminate service by salary in lieu of notice, but employee cannot.

2. Review of Termination Orders

The Central Government or Head of Department may review termination cases.

Possible decisions include:

- confirming the termination
- withdrawing the notice
- reinstating the employee
- issuing any other appropriate order

➤ **Example:** If termination was done improperly, the Head of Department may reinstate the employee.

📌 **Exam Tip:** Termination orders may be reviewed by Central Government or Head of Department.

3. Terminal Gratuity

Temporary employees appointed **before 31-12-2003** may receive terminal gratuity.

The rate is:

Half month's emoluments for every completed six months of qualifying service.

➤ **Example:** If a temporary employee has served 6 years, he will receive gratuity for **12 completed six-month periods.**

📌 **Exam Tip:** Terminal gratuity = $\frac{1}{2}$ month emoluments for each completed six-month service period.

4. Leave Encashment after Termination

On termination of service, the employee is entitled to **leave encashment.**

Both **Earned Leave and Half Pay Leave** may be encashed.

The **maximum limit is 300 days**, including leave encashed during LTC.

➤ **Example:**

If an employee has 280 days leave balance and had

earlier encashed 20 days during LTC, the maximum payable is still **300 days.**

📌 **Exam Tip:**

Maximum leave encashment limit = **300 days including LTC encashment.**

Removal / Dismissal from Service

Removal and dismissal from service are **major penalties imposed on a Government servant for serious misconduct or grave disciplinary violations.**

These penalties are imposed **only after following the procedure prescribed under the Central Civil Services (Classification, Control and Appeal) Rules, 1965.**

The disciplinary authority must ensure that the employee is given a **proper opportunity to defend himself before the penalty is imposed.**

Although both penalties result in **termination of Government service**, there is an important difference between **removal** and **dismissal** regarding future employment.

➤ **Example:** If a Government servant is found guilty of serious misconduct after a departmental inquiry, the competent authority may impose the penalty of removal or dismissal.

📌 **Exam Tip:** Removal and dismissal are **major penalties under Rule 11 of CCS (CCA) Rules, 1965.**

A. Meaning of Removal from Service

Removal from service means **termination of the Government servant's employment as a punishment.**

However, removal **does not permanently disqualify the person from future employment under the Government.**

This means that the employee **may be considered for Government service again in future**, depending on circumstances and recruitment rules.

➤ **Example:** If an employee is removed from service due to negligence in duty, he may still apply for Government jobs later, subject to eligibility conditions.

📌 **Exam Tip:** Removal from service **does not disqualify a person from future Government employment.**

B. Meaning of Dismissal from Service

Dismissal from service is a **more severe penalty than removal.**

When a Government servant is dismissed from service:

- his service is terminated, and
- he is **ordinarily disqualified from future employment under the Government.**

Dismissal is usually imposed in cases involving **serious misconduct such as corruption, fraud, or grave indiscipline.**

➤ **Example:** If a Government employee is found guilty of corruption after disciplinary proceedings, he may be dismissed from service.

❖ **Exam Tip:** Dismissal from service **normally disqualifies the employee from future Government employment.**

Difference between Removal and Dismissal

Aspect	Removal	Dismissal
Nature of penalty	Major penalty	Major penalty
Effect on employment	Service terminated	Service terminated
Future Government employment	Allowed	Normally not allowed

➤ **Example:** A removed employee may apply again for Government jobs, but a dismissed employee usually cannot.

❖ **Exam Tip:** Dismissal is more severe than removal because it disqualifies future Government employment.

C. Forfeiture of Past Service

When a Government servant is **removed or dismissed from service**, his **entire past service is forfeited**. This means that:

- past service will not be counted for pension, and
 - the employee will not receive **pension or gratuity**.
- Thus, removal or dismissal results in **loss of retirement benefits**.

➤ **Example:** If a Government servant with 20 years of service is dismissed from service, he will not receive pension or gratuity.

❖ **Exam Tip:** Removal or dismissal results in **forfeiture of past service and loss of pension benefits**.

D. Compassionate Allowance

In some cases, even though an employee has been removed or dismissed, the competent authority may grant **Compassionate Allowance**.

This allowance is granted when the case **deserves special consideration**, such as:

- long years of service, or
 - financial hardship of the employee's family.
- Compassionate Allowance is a **special pension-like payment granted as a humanitarian measure**.

➤ **Example:** If a Government servant with long service is dismissed but his family faces financial hardship, the authority may grant compassionate allowance.

❖ **Exam Tip:** Compassionate Allowance is granted **only in deserving cases of removal or dismissal**.

E. Maximum Limit of Compassionate Allowance

Compassionate Allowance **cannot exceed two-thirds of the pension or gratuity** that the employee would have received if he had retired on **compensation pension**.

Thus, it is calculated based on the **pension that would normally have been admissible**.

Table – Limit of Compassionate Allowance

Basis	Maximum Limit
Pension equivalent	Up to 2/3 of pension
Gratuity equivalent	Up to 2/3 of gratuity

➤ **Example:** If the employee would have received ₹30,000 pension on retirement, compassionate allowance may be granted up to **₹20,000 (two-thirds)**.

❖ **Exam Tip:** Maximum compassionate allowance = **2/3 of admissible pension or gratuity**.

H. Minimum Amount of Compassionate Allowance

The **minimum compassionate allowance is ₹9,000 per month**.

This rule was introduced after the **implementation of the Seventh Central Pay Commission (7th CPC)**.

➤ **Example:** If the calculated compassionate allowance is ₹7,000, it will be increased to **₹9,000 per month**.

❖ **Exam Tip:** Minimum compassionate allowance = **₹9,000 per month**.

I. Dearness Relief on Compassionate Allowance

Dearness Relief (DR) is **admissible on compassionate allowance**, just like pension.

This means that the allowance will **increase periodically with inflation adjustments through Dearness Relief**.

➤ **Example:** If a dismissed employee receives compassionate allowance of ₹9,000, he will also receive Dearness Relief as applicable.

❖ **Exam Tip:** Dearness Relief is **payable on compassionate allowance**.

J. Commutation of Compassionate Allowance

Compassionate allowance is treated as a **kind of pension**.

Therefore, it is eligible for **commutation under CCS (Commutation of Pension) Rules**.

This means the employee may receive a **lump sum amount by commuting a portion of the compassionate allowance**.

➤ **Example:** If a dismissed employee receives compassionate allowance, he may commute part of it to receive a lump sum payment.

📌 **Exam Tip:** Compassionate allowance can be commuted because it is treated as a pension.

Revision Table

Topic	Key Rule
Removal	Major penalty but future employment allowed
Dismissal	Major penalty with disqualification for future employment
Past service	Forfeited in both cases
Pension/gratuity	Not admissible
Compassionate allowance	May be granted in deserving cases

Maximum limit	Up to 2/3 of admissible pension
Minimum amount	₹9,000 per month
DR applicability	Dearness Relief admissible
Commutation	Allowed

Resignation → Voluntary Retirement → Premature Retirement → Medical Retirement → Absorption → Missing Employee → Removal → Dismissal → Termination → Extraordinary Pension

6. GENERAL AND MISCELLANEOUS PROVISIONS OF GOVERNMENT SERVICE

(Based on FR & SR, DoP&T OMs & Establishment Manuals)

1. SERVICE BOOK

1. CONCEPT AND IMPORTANCE OF SERVICE BOOK

A **Service Book** is the **official permanent service record** of a Government servant.

It forms the **primary documentary evidence** for determining:

- Pay fixation
- Promotions
- Leave entitlement
- Pension and retirement benefits
- Qualifying service
- Disciplinary penalties
- Transfers and deputations

A Service Book shall be maintained for:

- All Gazetted officers
- All Non-Gazetted officers holding:
 - Substantive posts
 - Temporary posts likely to exceed **one year**
 - Officiating posts

It is **opened from the date of first appointment** in Government service.

3. CUSTODY AND TRANSFER — SR 198

The Service Book:

- Is kept in the custody of the **Head of Office**
- Is transferred along with the employee from office to office
- Remains continuous throughout the career

➤ **Example** -If an Assistant Section Officer is transferred from Ministry A to Ministry B, the **original Service Book** must accompany the transfer documents.

4. SUPPLEMENTARY RULES GOVERNING SERVICE BOOK

Relevant Rules:

- SR 196 to SR 203

Gazetted Officers

Earlier: Maintained by Accountant General / PAO

Now: Maintained by **Departmental**

Authorities after separation of audit and accounts.

Non-Gazetted Officers

Maintained by Departmental Authorities in prescribed forms.

Exam -Service Book is the most crucial document for pension authorization.

Any omission or incorrect entry may result in:

- × Delay in pension
- × Wrong fixation of pay
- × Loss of leave benefits
- × Audit objections

2. MAINTENANCE OF SERVICE BOOK — SR 197

Who must have a Service Book?

5. FORMAT OF SERVICE BOOK

The format was revised for new entrants by:

(DoP&T O.M. No. 17011/1/99-Estt(L), dated 11-03-2008)

- Existing employees shift to new format only when old stock exhausted
- Old entries need not be rewritten

6. DUPLICATE SERVICE BOOK — GFR 2017 RULE 288

Service Book shall be maintained in two copies:

First Copy:

→ Retained by Head of Office

Second Copy:

→ Given to Government servant for safe custody

Annual Updation

- In January every year employee submits his copy
- Office updates both copies
- Returns within **30 days**

Loss of Employee Copy

Replacement on payment of: ₹500

7. ELECTRONIC SERVICE BOOK

As part of e-governance:

- e-Service Book module under e-Office implemented
- OM dated 23-10-2013
- Digital service records permitted

8. ENTRIES AND ATTESTATION

❖ **Golden Rule:** -Every step in the official career must be recorded.

Each entry must be:

- ✓ Neatly written
- ✓ Free from erasure
- ✓ Properly attested
- ✓ Supported by authority/order number

Attestation Authority

- Head of Office
- Gazetted Officer authorized
- Entries of Head of Office attested by next higher authority

9. SPECIAL ENTRIES TO BE MADE

(i) Suspension — SR 201

Must record:

- Period
- Duration
- Reference to orders
- Whether treated as duty or not

(ii) Technical Resignation

Entry must mention:

- Pension benefits under Rule 26(3) admissible
- Order reference

10. MANDATORY PARTICULARS IN SERVICE BOOK

(A) GPF Account Number

- Rubber-stamped on Page-1
- Immediately after admission

(B) Home Town

- LTC declaration pasted

(C) CGEGIS

- Nomination pasted
- Form-13 attached
- Annual January certificate recorded

11. CERTIFICATES TO BE RECORDED

- Medical examination completed
- Character verification
- No bigamous marriage
- Oath to Constitution
- Home Town declaration
- GPF nomination
- Family details
- Gratuity nomination

12. VERIFICATION FROM ORIGINAL DOCUMENTS

Mandatory verification:

- Date of Birth
- Educational qualification
- Technical qualification
- SC/ST/OBC status

13. PERSONAL FILE

Separate from Service Book.

Contains authenticated copies of:

- Appointment orders
- Pay fixation
- Study leave
- Advances
- Penalties
- Warnings
- Retirement papers

14. ANNUAL VERIFICATION AND SIGNATURE — SR 202

Service Book must be shown to employee every year.

Employee certifies:

- ✓ Service verified
- ✓ Entries correct

Head of Office issues compliance certificate to superior authority.

15. PRACTICAL GUIDELINES FOR MAINTENANCE

Opening Service Book

- Name in Hindi & English
- DOB verified
- Qualifications checked
- Caste certificate verified

Entries in Columns

- Date of appointment with forenoon/afternoon
- Designation
- Office name
- Pay
- Order reference
- Attestation

Leave Entries

- Brief
- EOL with/without MC noted
- Special leave in remarks

Important Career Events

Entered in body:

- Suspension
- Penalties
- Pay revision
- Confirmation
- Promotion
- Whether qualifying for pension

16. AADHAAR NUMBER ENTRY

To be recorded in Service Book:

(OM dated 05-08-2015)

17. REGISTER OF SERVICE BOOKS

For safe custody:

- Maintain stock register
- Entry when opened / transferred
- Retired officials kept for **3 years**
- Annual physical verification

2. CHANGE OF NAME OF GOVERNMENT SERVANTS

The **name of a Government servant** as recorded in official documents is a matter of **legal and administrative importance**.

It affects:

- Appointment records
- Pay bills
- Pension papers
- GPF and CGEGIS
- Service Book

1. ADDITION / DELETION OR CHANGE IN NAME OR SURNAME

General Rule

When a Government employee desires to:

- Add a new name
- Delete part of the name
- Change spelling
- Modify surname
- Adopt a new name entirely

he or she must follow a **formal legal process** before any entry can be made in official service records.

1.1 Execution of Deed

The **first compulsory step** is:

- Identity cards
- Passports and verification reports

Therefore, **any alteration in name or surname** must strictly follow the procedure prescribed by the **Department of Personnel & Training (DoP&T)** and the rules compiled in Swamy's Establishment Manuals.

Governing Instruction:

DoP&T O.M. No. 19016/1/87-Estt.(A), dated 12-03-1987

➡ **Execution of a Deed in the prescribed format.**
The deed is a legal declaration stating:

- Old name
- Proposed new name
- Reason for change
- Date from which change is to operate
- Signature of employee
- Witnesses

⌘ Why is Deed Required?

Because:

- ✓ It is a legally enforceable declaration
- ✓ Prevents impersonation
- ✓ Avoids future disputes
- ✓ Protects Government interests

1.2 Publication in Newspaper

After execution of the Deed: ➡ The employee must publish the change in:

- One **prominent local newspaper**

This ensures **public notice** and transparency.

Example-Suppose Mr. *Rajesh Kumar* wants to change his name to *Rajesh Kumar Sharma*.

Steps:

1. Execute a deed before notary.
2. Publish advertisement in a leading local newspaper.
3. Preserve cutting of advertisement.

1.3 Publication in Gazette of India

In addition to newspaper:

➡ Publication in the **Gazette of India** is compulsory.

Important Points

- Expense is borne by the employee
- Gazette copy is treated as **conclusive proof**
- Mandatory before service records are altered

1.4 Entry in Service Records

Only after submitting:

- ✓ Copy of executed Deed
- ✓ Newspaper advertisement
- ✓ Gazette notification

will the office:

- Update Service Book
- Personal file
- Pay records
- Pension registers

📌 **EXAM TIP** -Change of name becomes effective in service records only after Gazette publication

2. CHANGE OF SURNAME OF FEMALE GOVERNMENT EMPLOYEE ON MARRIAGE / REMARRIAGE

When a female Government servant changes her surname **after marriage or remarriage**, the procedure is simplified.

2.1 Whether Deed Required?

✗ **NO.**

A formal deed is **not required**.

2.2 What Is Required?

She must submit:

- Written intimation to appointing authority
- Date of marriage
- Husband's name and particulars
- Request for change of surname

➤ **Illustrative Example** -Ms. *Anita Verma* marries Mr. *Rahul Singh* and wants to become *Anita Singh*.

She submits:

- ✓ Application requesting surname change
- ✓ Marriage intimation
- ✓ Husband's particulars

Office enters new surname in:

- Service Book
- GPF nomination
- CGEGIS records

📌 **EXAM TIP** -For surname change due to marriage, Gazette publication is **NOT** mandatory.

3. DELETION OF SURNAME OR REVERSION TO MAIDEN NAME AFTER DIVORCE / SEPARATION / DEATH OF HUSBAND

Female Government employees may desire:

- To delete husband's surname
- Revert to maiden name

after:

- Divorce
- Legal separation
- Death of husband

3.1 Conditions for Permission

Change may be allowed if:

- ✓ She intimates change in marital status
- ✓ Makes a formal written request
- ✓ Produces relevant documentary proof (where required)

3.2 Whether Any Prescribed Form Exists?

✗ **NO prescribed form** for:

- Marriage surname change
 - Reversion after divorce/separation
- Simple representation is sufficient.

➤ **Example** -Mrs. *Neha Kapoor* after divorce wishes to revert to *Neha Sharma*.

She submits:

- ✓ Application requesting reversion
- ✓ Divorce decree copy

Office updates:

- Service Book
- Personal file
- Nomination forms

📌 **EXAM TIP** -Deletion of surname on divorce does not require Gazette notification unless employee opts for full name change otherwise.

⚙️ CONSOLIDATED TABLE — PROCEDURE FOR CHANGE OF NAME

Situation	Deed Required	Newspaper	Gazette	Simple Intimation
General name change	✓ Yes	✓ Yes	✓ Yes	✗
Female after marriage	✗ No	✗	✗	✓
Female after divorce/death	✗ No	✗	✗	✓

3. DATE OF BIRTH AND ITS SUBSEQUENT ALTERATION

The **Date of Birth (DOB)** recorded in Government service is one of the **most crucial service particulars**, because it determines:

- Eligibility for recruitment
- Date of superannuation
- Pension and gratuity
- MACP / promotions
- LTC & CGEGIS timelines

Hence, Government rules impose **strict controls** on:

- ✓ Declaration at entry stage
- ✓ Proof required
- ✓ Recording in Service Book
- ✓ Conditions for later alteration
- ✓ Rejection of belated claims

1. DECLARATION OF DATE OF BIRTH AT ENTRY INTO SERVICE

Every person joining Government service must **declare his or her Date of Birth**:

- ➡ At the time of initial appointment
- ➡ In Christian Era (AD system)
- ➡ Supported by documentary proof.

1.1 Acceptable Documentary Proof

The following documents are normally accepted:

- Matriculation certificate
- Higher Secondary certificate
- Secondary School certificate
- Municipal Birth Certificate
- Extract from Birth Register

➤ **EXAMPLE** -Mr. Ankit joins Government service and submits:

- ✓ CBSE Class X certificate showing DOB: 15-08-1998.

This date will be:

- ➡ Verified by office
- ➡ Approved by authority
- ➡ Entered in Service Book
- ➡ Treated as final unless altered under rules.

2. CASES WHERE PROOF IS NOT AVAILABLE

Sometimes new entrants cannot produce documentary evidence.

In such cases:

- ➡ They may declare:

- Approximate age
- Year of birth only
- Month & year of birth

2.1 Method of Fixing ASSUMED Date of Birth

Situation declared	How assumed DOB is fixed
--------------------	--------------------------

Approximate age only	Deduct age from joining date
Year only	1st July of that year
Month & year	16th of that month

> ILLUSTRATION

Case-1: Only Age Declared

Mr. Ravi joins on **01-08-2023** and states age = **25 years**.

Assumed DOB:

➡ 01-08-2023 – 25 years

➡ = **01-08-1998**

Case-2: Only Year Declared

Year declared = **1997**

Assumed DOB = **01-07-1997**

Case-3: Month & Year Declared

March 1996 → **16-03-1996**

📌 **EXAM TIP** -If only year is declared → 1st July is fixed.

If month+year → 16th day.

3. ENTRY OF DATE OF BIRTH IN SERVICE RECORDS

The DOB—actual or assumed—is:

➡ Entered in:

- Service Book
- Personal File
- Digital service records

3.1 Finality of Entry

Once recorded: **It cannot be altered** except:

- ✓ With prior approval of Head of Department
- ✓ Or in case of clerical error

Example -Certificate shows: 12-04-1997

Service Book entered: 21-04-1997

➡ Can be corrected as clerical mistake.

4. SUBSEQUENT ALTERATION OF DATE OF BIRTH

Alteration after entry into service is **exceptional**, not routine.

It is allowed only if **ALL THREE CONDITIONS** below are fulfilled.

4. HOLIDAYS IN CENTRAL GOVERNMENT OFFICES

Holidays in Central Government offices are regulated through:

- ✓ Orders of DoP&T
- ✓ Ministry of Personnel OM's
- ✓ Appendix-III to Holidays Orders

1. TOTAL NUMBER OF HOLIDAYS

4.1 Authority Competent to Approve

- Ministry / Department
- Comptroller & Auditor General (for IAAD employees)
- Administrator of Union Territory

4.2 Three Mandatory Conditions

✓ Condition-1: Time Limit

Employee must apply:

➡ **Within 5 years of joining Government service.**

✓ Condition-2: Bona Fide Mistake

It must be:

- Genuine
- Accidental
- Supported by documentary proof

✓ Condition-3: Eligibility Must Remain Intact

The revised DOB:

➡ Must NOT have made the employee ineligible:

- For school / university exam
- For UPSC or other recruitment exam
- For entry into Government service

> ILLUSTRATION

Mr. X joined service in 2015 showing DOB 01-01-1990.

Later claims DOB should be 01-01-1993.

But in 2015 recruitment:

- Age limit was 18–25
- With DOB 1993 → he would be **over-age**

➡ ✗ Alteration NOT allowed.

EXAM TIP -Even if mistake is genuine, change is barred if it affects eligibility at recruitment.

5. BELATED CLAIMS — STRICTLY REJECTED

If request:

- Is after 5 years
- Or no genuine mistake proved
- Or affects recruitment eligibility

➡ **It must be rejected.**

5.1 Supreme Court Backing

Government policy is reinforced by **Apex Court judgments**:

- ➡ Courts discourage reopening DOB near retirement
- ➡ Stability of service records emphasized.

📌 **EXAM TIP** -Belated DOB change requests are not entertained—supported by Supreme Court rulings

Central Government Administrative Offices normally observe: ➡ **17 holidays in a calendar year**

These include:

- **14 compulsory fixed holidays**
- **3 variable holidays** chosen State-wise
- Plus **Restricted Holidays (RH)** separately

2. FIXED / COMPULSORY HOLIDAYS (14)

These are observed **uniformly across India**.

LIST OF 14 FIXED HOLIDAYS

Sl.	Holiday
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	Id-ul-Fitr
11	Id-ul-Zuha (Bakrid)
12	Mahavir Jayanti
13	Muharram
14	Prophet Muhammad's Birthday (Id-e-Milad)

Location	Authority
Delhi / New Delhi	Ministry of Personnel
Outside Delhi	CG Welfare Coordination Committee / Head of Office
Short notice	PIB / AIR / TV / Newspapers

8. DIWALI – SPECIAL PROVISION

If State Government observes Diwali on **Naraka Chaturdasi**: **EXAM TIP** - Republic Day, Independence Day & Gandhi Jayanti are National Holidays and compulsory for all.

3. THREE VARIABLE HOLIDAYS – HOW DECIDED?

Outside Delhi / New Delhi

Chosen by:

- ➔ **Central Government Employees Welfare Coordination Committee** in State Capitals
- ➔ Consultation with local committees
- ➔ Prior approval of Ministry of Personnel
- ➔ Final list applies uniformly in that State

No later change allowed **without MoP&T approval**.

Delhi / New Delhi

Chosen directly by:

- ➔ **Department of Personnel & Training (DoP&T)**

4. OPTIONAL FESTIVAL LIST (FROM WHICH 3 ARE SELECTED)

Optional Festivals
Additional Dussehra
Holi
Janmashtami
Rama Navami
Maha Shivratri
Ganesh Chaturthi
Makar Sankranti
Rath Yatra
Onam
Pongal
Sri Panchami
Vishu / Vaisakhi / Ugadi / Chhath / Karva Chauth etc.

EXAMPLE -In Kerala:

- ➔ Onam is locally important → selected as one variable holiday.

In Maharashtra:

- ➔ Ganesh Chaturthi often selected.

5. NO SUBSTITUTE HOLIDAY RULE

If a festival holiday:

- Falls on Sunday
- Coincides with weekly off
- Two festivals fall same day

➔ **✗ No compensatory holiday allowed.**

🔴 **EXAM TRAP** -Many mark “substitute holiday admissible” — **✗ WRONG**.

6. RESTRICTED HOLIDAYS (RH)

Employees may choose:

- ➔ **Two RH in a year**

From:

- Approved RH list
- Local festivals
- Unchosen optional festivals

Applicable to:

- ✓ Administrative staff
- ✓ Operative offices

7. CHANGE OF DATE – MUSLIM HOLIDAYS

For:

- Id-ul-Fitr
- Id-ul-Zuha
- Muharram
- Id-e-Milad

⌘ **Authority**

➡ Central offices in that State **may follow that date.**

9. INDUSTRIAL / COMMERCIAL ESTABLISHMENTS

Such organisations:

- ✓ Must observe **3 National Holidays compulsorily**
- ✓ Can choose remaining holidays themselves
- ✓ Total up to **16 holidays**
- ✓ Subject to no-substitute rule

10. SPECIAL CATEGORIES

Union Territories

➡ Holiday list decided by MHA instructions.

Indian Missions Abroad

➡ Must include:

- 3 National holidays
- Id-ul-Fitr
- Diwali

Then may select **12 others.**

Banks

➡ Governed by DFS, Ministry of Finance instructions.

11. ELECTION DAY HOLIDAY

General Election

➡ Polling day = Holiday for CG offices.

By-Election

➡ Only **Special Casual Leave:**

- ✓ Bona fide voters
- ✓ Residents of constituency whose offices elsewhere.

5. INCENTIVES FOR HINDI — GOVERNMENT SERVANTS

The Government of India promotes the **use of Hindi in official work** through:

- ✓ Cash Awards
- ✓ Lumpsum Awards
- ✓ Personal Pay (increment-like benefit)
- ✓ Typing & Stenography incentives
- ✓ Conveyance Allowances
- ✓ Prizes for original noting/drafting
- ✓ Dictation in Hindi

These provisions are **frequently tested** in:

- SSC
- UPSC (service rules)
- Audit & Accounts exams
- Departmental promotion tests
- Establishment papers

Typical questions:

- ➡ Who is eligible for Hindi awards?
- ➡ Difference between **Cash Award vs Lumpsum Award**
- ➡ When is **Personal Pay** given?
- ➡ Which mother tongues get extra benefit?
- ➡ How many words needed to qualify?
- ➡ What are Region A, B, C?
- ➡ What marks are required?

PART-I : CASH AWARDS FOR PASSING HINDI EXAMINATIONS (HTS)

Under the **Hindi Teaching Scheme (HTS)**, employees who pass:

- **Prabodh** (Primary level)
- **Praveen** (Middle level)
- **Pragya** (Final level)

through training classes are eligible for **Cash Awards**, depending on marks.

TABLE — CASH AWARDS (Effective from 29-07-2011)

A) LANGUAGE EXAMS

Marks	Prabodh	Praveen	Pragya
70% or more	₹1,600	₹1,800	₹2,400
60%–69.99%	₹800	₹1,200	₹1,600
55%–59.99%	₹400	₹600	₹800

➤ **EXAMPLE** -An LDC attends HTS Hindi classes and scores:

➡ 72% in Praveen → gets **₹1,800 cash award.**

📌 EXAM TIP

- ✓ Cash Award depends on **percentage marks**, not mere pass.
- ✓ These are **separate** from Personal Pay or Lumpsum Awards.

WHO IS NOT ELIGIBLE FOR CERTAIN AWARDS?

Special restrictions apply for employees from **Non-Hindi speaking States** who had studied Hindi earlier.

⌘ Important Rule

If such employee:

- Studied Hindi till Matric
- But scored **less than 33%**
⇒ Deemed to know Hindi up to **Prabodh level**.
- ⇒ Passing Praveen = ✗ No Personal Pay
- ⇒ But ✓ Cash Award allowed.

If secured **33% or more**:

⇒ Deemed Praveen-level → Pragma pass gives **Personal Pay + Cash Award**.

ELIGIBILITY BASED ON MOTHER TONGUE

Mother Tongue	Incentives admissible for
Telugu, Tamil, Kannada, Malayalam, Mizo, Manipuri, English	Prabodh + Praveen + Pragma
Oriya, Bangla, Assamese, Sindhi, Nepali, Marathi, Gujarati	Praveen + Pragma
Punjabi, Urdu, Kashmiri, Pushto	Pragma only

PART-II : CASH AWARDS FOR HINDI TYPING & STENOGRAPHY

Non-Gazetted staff passing Hindi:

- Typing
 - Stenography
 - Computer / Electronic typing
- are eligible for Cash Prizes.

TABLE — CASH PRIZES
Hindi Typing

Marks	Award
97%+	₹2,400
95–96.99%	₹1,600
90–94.99%	₹800

Hindi Stenography

Marks	Award
95%+	₹2,400
92–94.99%	₹1,600
88–91.99%	₹800

✗ NOT ELIGIBLE IF:

Employee:

- Already knew Hindi typing/steno before joining
- Trained from recognised institute earlier
- Training not obligatory

PART-III : LUMP SUM AWARDS (PRIVATE PREPARATION)

Employees who:

- ✓ Study privately
- ✓ Posted where no HTS centres
- ✓ Operational staff

may receive **Lumpsum Awards**.

TABLE — LUMP SUM AMOUNTS

Exam	Lumpsum
Prabodh	₹1,600
Praveen	₹1,500
Pragma	₹2,400
Hindi Typing	₹1,600
Hindi Steno	₹3,000

⌘ BONUS RULE

Private candidates get award even with:

- ⇒ **5% less marks** than prescribed.

PART-IV : GENERAL CONDITIONS FOR HINDI INCENTIVES

- ✓ Exam must be passed within **15 months** of first attempt.

✗ Not eligible:

- Hindi as subject in Matric
- Mother tongue Hindi
- Exempted from training

PART-V : PERSONAL PAY FOR PASSING HINDI EXAMS

Personal Pay = One increment for **12 months**.

Granted only when the exam is:

- ✓ Prescribed as **final course**.

TABLE — MARKS REQUIRED

Exam	Gazetted	Non-Gazetted
Pragma	Pass	Pass
Praveen	60%	55%
Prabodh	90%	55%
Typing/Steno	Pass	Pass

➤ **EXAMPLE** -A UDC passes Praveen with 58% → eligible for **Personal Pay for 12 months**.

PART-VI : PROMOTION & PERSONAL PAY RULES

- Promotion within non-gazetted → continues same rate.
- Promotion to gazetted → only for remaining period.
- At max of scale → last increment rate allowed.

PART-VII : TRAVEL ALLOWANCES FOR CLASSES & EXAMS

- ✓ Duty days during exam + travel.
- ✓ Conveyance allowed if distance exceeds 1.6 km.
- ✓ T.A. under SR-130 when distance > 8 km.

PART-VIII : INCENTIVES FOR OFFICIAL WORK IN HINDI

Employees writing:

- 20,000 words in Regions A & B
- 10,000 words in Region C

eligible.

Regions A & B:

Bihar, Haryana, HP, MP, Rajasthan, UP, Gujarat, Maharashtra, Punjab, Delhi, Chandigarh, A&N Islands.

PRIZE STRUCTURE

Office Type	I	II	III
Ministry/Attached	₹1,000	₹600	₹300
Subordinate	₹800	₹400	₹300

6. BOTH HUSBAND & WIFE AS CENTRAL GOVERNMENT SERVANTS

WHEN BOTH HUSBAND AND WIFE ARE CENTRAL GOVERNMENT SERVANTS – COMPLETE RULES

In Central Government service, special administrative and welfare rules apply when **both husband and wife are Government servants**. These rules govern:

- ✓ Medical reimbursement
- ✓ House Building Advance
- ✓ Children Education Allowance
- ✓ LTC
- ✓ Travelling Allowance
- ✓ Family Pension
- ✓ HRA
- ✓ CGHS
- ✓ Government accommodation
- ✓ Posting at same station
- ✓ Protection for employees with disabled dependants

These provisions are framed to:

- Prevent double claims
- Ensure family welfare
- Promote joint posting
- Protect dependent family members
- Balance administration with human considerations¹.

MEDICAL ATTENDANCE / TREATMENT

(A) Single Family Unit Rule

When both spouses are Government servants:

➔ The **husband, wife and all family members together form ONE unit** for medical reimbursement purposes.

Exception: If they are **judicially separated**, they are treated as two separate units.

(B) Joint Declaration

Both spouses must submit a **joint declaration** stating:

- Who will prefer medical claims
- For spouse and children

This declaration can be **changed** when:

- ✓ Promotion
- ✓ Transfer
- ✓ Resignation
- ✓ Posting changes

(C) No Declaration = Husband Claims

If no declaration is submitted:

➔ **Husband will automatically prefer the claim.**

(D) Wife Choosing to Prefer Claim

If wife elects to submit claims:

- ✓ She may include **either her parents OR parents-in-law**
- ✓ Choice can be changed anytime depending on posting.

(E) Judicial Separation

Judicially separated couples:

- ✓ Treated separately
- ✓ Either may include children in their own family declaration.

➤ ILLUSTRATION

Mr. A & Mrs. A both work in Delhi.

They declare Mrs. A will submit medical claims.

➔ All bills go through Mrs. A.

Later Mr. A is transferred to Mumbai → declaration can be revised.

📌 EXAM TIP

- ✓ One declaration required
- ✓ Judicial separation = separate units
- ✓ Wife may choose parents OR in-laws
- ✓ No declaration → husband claims

2. HOUSE BUILDING ADVANCE (HBA)

(A) Joint or Separate Eligibility

If both husband and wife are eligible:

➔ HBA may be taken:

- Jointly OR
- Separately.

(B) Pay Clubbing Rule

Combined pay of both spouses:

- ✓ Used **only** to calculate **cost ceiling limits**
- ✗ NOT for deciding loan quantum.

ILLUSTRATION -Husband pay ₹70,000; wife ₹60,000.

Total ₹1.30 lakh used for house-cost limit.
But loan amount decided individually.

EXAM TIP

- ✓ Pay added only for ceiling
- ✗ Not for advance amount

3. CHILDREN EDUCATION ALLOWANCE (CEA)(A) Only One Parent Can Claim

CEA / Hostel Subsidy:

➔ Can be drawn by **either father or mother – not both**.

(B) Spouse Outside Govt Service

If one spouse works outside Central Government:

✓ Claim allowed **only** if spouse is **not receiving similar benefit**

✓ Written declaration mandatory.

> ILLUSTRATION

Mother works in PSU receiving education allowance.

➔ Father (CG employee) cannot claim CEA unless PSU benefit stopped.

EXAM TIP

- ✓ Only one parent
- ✓ Declaration mandatory if spouse outside CG

4. LEAVE TRAVEL CONCESSION (LTC)

Rules

- ✓ Husband & wife may declare **separate hometowns**
- ✓ Can claim LTC separately
- ✓ Children can be included with **only ONE parent per block**

If one spouse travels as family member of the other:

➔ Cannot claim LTC independently in that block.

ILLUSTRATION

Children travel with mother in 2024 LTC.

➔ Father cannot include them in same block.

EXAM TIP

- ✓ Children counted once per block
- ✓ Separate hometown allowed

5. TRAVELLING ALLOWANCE (ON TRANSFER)

Same Station Transfer within 6 Months

If both transferred:

- ✓ Same old station → same new station
- ✓ Within 6 months
- ✓ In public interest
- ➔ Only ONE lump sum transfer grant.

If Second Transfer After 60 Days

➔ 50% transfer grant admissible.

Personal Car Transport

If both need cars for official reasons:

✓ Transport cost of **both vehicles** reimbursed.

EXAM TIP

- ✓ 6 months rule
- ✓ One lump sum
- ✓ Cars reimbursable if needed separately

6. FAMILY PENSION

(A) Survivor Gets Two Benefits

If spouse dies:

✓ Surviving employee may receive:

- Own pay/pension
- PLUS family pension

(B) Children After Both Parents Die

Children may receive:

- ✓ TWO family pensions
- ✓ Subject to ceiling.

7. HOUSE RENT ALLOWANCE (HRA)

Both Can Draw HRA

If:

- ✓ Same station
- ✓ Living together
- ✓ No govt accommodation
- ➔ Both eligible for HRA.

Not Eligible

If spouse allotted govt/PSU/State accommodation:

➔ Other spouse cannot draw HRA — even if not staying there.

8. CENTRAL GOVERNMENT HEALTH SCHEME (CGHS)

Contribution Rule

Spouse drawing **higher pay**:

➔ Will contribute.

Parents of the other spouse:

✗ Not eligible.

Female Contributor Special Option

Female employee may include:

✓ Parents-in-law instead of own parents.

Both Contribute

➔ Parents of BOTH eligible.

Judicial Separation

➔ Separate treatment.

9. GOVERNMENT RESIDENCE ALLOTMENT

Key Rules

- ✓ Titles assessed independently
- ✓ Only ONE residence allowed
- ✗ Except judicial separation

Marriage After Separate Allotment

If two allottees marry:

- ➡ Must surrender one quarter within **1 month**.

Allotment from Another Pool

If spouse gets house from different pool:

- ➡ One house must be surrendered within 1 month.

10. POSTING OF HUSBAND & WIFE AT SAME STATION

Objective

Government aims to:

- ✓ Keep spouses together
- ✓ Ensure children's welfare
- ✓ Humanitarian approach

CASES

Case-1: Both in All India Services

- ➡ Cadre transfer possible on request
- ✗ Not to home cadre
- ➡ State Govt controls posting.

Case-2: AIS + Central Service

- ➡ Central cadre authority posts spouses to same station/state.

Case-3: Same Central Service

- ➡ Post together if possible.

Case-4: Two Different Central Services

Longer-serving spouse applies first.

If not possible → shorter-serving spouse applies.

Case-5: AIS + PSU

PSU spouse may seek posting to same state.

Case-6: Central + PSU

PSU spouse tries first → if impossible → Central spouse applies.

Case-7: Central + State Govt

Central spouse may apply for posting to State.

Special Rule

If in same department and post available:

- ➡ Must be posted together till children are 18 years old.
- ! Not applicable to Central Staffing Scheme.

11. CARE-GIVERS OF DISABLED DEPENDANTS

Protection from Transfers

Employees caring for:

- ✓ Disabled child
- ✓ Dependent parent/spouse/sibling

with **Benchmark Disability certificate**:

- ➡ Exempted from routine/rotational transfers.
- Subject to administrative constraints.

7. When Both Husband and Wife Are Central Government Servants

In Central Government service, many benefits—such as medical reimbursement, LTC, HRA, family pension, government accommodation, etc.—are normally calculated **per employee**.

However, when **both husband and wife are Central Government servants**, special rules apply to:

- Prevent double benefits
- Decide **who can claim what**
- Clarify treatment of children, parents, accommodation, and allowances
- Lay down procedures when they live together or are judicially separate

1. Medical Attendance / Medical Reimbursement

Rule Position

When both husband and wife are Central Government servants:

(A) Single Unit Concept

- Husband + wife + family members are treated as **ONE UNIT** for medical claims.
- They must submit a **joint declaration** stating:
 - **Who will prefer (submit) medical claims** for:
 - spouse
 - children
 - dependent parents

⌘ This declaration:

- Can be **changed** later due to:
 - Promotion
 - Transfer
 - Resignation
 - Change of posting, etc.

(B) If No Declaration Is Given

- By default: **Husband will prefer the medical claim.**

(C) Option Available to Wife

If the **wife chooses to submit claims**, then:

- She may choose **either**:

- her own parents
 - OR**
 - her parents-in-law
- for medical benefits.
- This choice is **not permanent**.
 - It can be changed:
 - when posting changes
 - when city changes
 - when family circumstances change

(D) Judicially Separated Couples

If husband and wife are **judicially separated**:

- They are treated as **two separate entities**.
- Either may:
 - include children in their declaration
 - claim medical reimbursement independently

Summary Table – Medical Claims

Situation	Who Can Claim?
Joint declaration given	Person named in declaration
No declaration	Husband
Wife opts to claim	She may choose parents OR parents-in-law
Judicial separation	Both treated separately

> Illustrative Example – 1

Mr. A and Mrs. A are both clerks in Central Government offices in Delhi.

They submit a joint declaration saying:

“Mrs. A will prefer medical claims for entire family.”

Now:

- Mrs. A submits bills for:
 - husband
 - children
 - parents chosen by her

Later, Mr. A is transferred to Jaipur.

They may submit a **fresh declaration** changing the claimant.

> Illustrative Example – 2 (Judicial Separation)

Mr. B and Mrs. B are judicially separated.

- Mr. B includes one child in his family declaration.
- Mrs. B includes the other child.

Both can submit medical claims independently.

> Exam Tips-Keywords to remember:

- **Single unit**
- **Joint declaration**
- **Default claimant = husband**
- **Wife can choose parents or in-laws**
- **Judicial separation = separate entities**

In MCQs, look carefully for:

- whether declaration is given or not
- whether separation is judicial

Most Probable Exam Questions

Q1. When both spouses are Central Government servants and no declaration is submitted, who will prefer medical reimbursement claims?

Answer: Husband.

Q2. Can a female Government servant include her parents-in-law for medical reimbursement when both spouses are in service?

Answer: Yes, if she opts to prefer the claim.

2. House Building Advance (HBA)

House Building Advance is granted for:

- purchase of plot
- construction of house
- purchase of flat

Rule Position

(A) Eligibility

If **both husband and wife are eligible**:

- HBA can be sanctioned:
 - **jointly**
 - **OR separately**

(B) Pay Consideration

- Their **combined pay** will be considered **only** for:

⇒ **cost-ceiling limit** of the house/flat.

- But **not** for:

✗ calculating how much HBA each will get.
Each person's entitlement is worked out **separately**.

Summary Table – HBA

Aspect	Rule
Can both take HBA?	Yes
Joint or separate?	Either
Combined pay used for?	Cost ceiling
Combined pay used for quantum?	✗ No

> Illustrative Example

Mr. C earns ₹70,000 and Mrs. C earns ₹80,000.

They apply jointly for a flat.

- Combined pay = ₹1,50,000 → used to check **maximum cost allowed**.
- But:
 - Mr. C's HBA is calculated on ₹70,000.
 - Mrs. C's on ₹80,000.

Not on total ₹1,50,000.

➤ Exam Tips

Examiners love this trap:

“Combined pay is used for quantum of advance.”

⇒ ✗ WRONG.

Correct: **Only for cost ceiling, not for amount.**

3. Children's Education Allowance (CEA) / Hostel Subsidy

Rule Position

(A) Only One Parent Can Claim

- Even if both are Central Government servants:
- ⇒ CEA / Hostel Subsidy is admissible to **only ONE parent**.

(B) When Spouse Is Outside Central Government

If one spouse works:

- in PSU
- private company
- State Government

Then:

- Central Govt employee can claim **only if** the spouse:
 - ✗ is NOT getting similar benefit.

A **written declaration** must be taken confirming this.

Summary Table – CEA

Situation	Who Can Claim
Both Central Govt	Only one
Spouse outside CG	Only if spouse not getting benefit

4. Leave Travel Concession (LTC)

Leave Travel Concession allows Government servants and their families to travel:

- to **Home Town**
- or to **anywhere in India**

in a specified **block year**.

When both husband and wife are Central Government servants, special provisions apply.

Rule Position

(A) Separate Home Town Declaration

- Husband and wife may declare:
 - **different Home Towns**.
- Each may claim LTC separately:
 - for the members of **his/her own family**.

(B) Treatment of Children

Children can be included: **only with ONE parent in one particular block**.

They cannot:

✗ be shown as family members by both parents in the same LTC block.

(C) When One Spouse Travels as Family Member of Other

If: Husband avails LTC as a **family member** of wife,

Then: He **cannot** claim LTC separately for himself in that same block.

Same rule applies vice-versa.

Summary Table – LTC

Aspect	Rule
Separate home towns allowed?	Yes
Separate LTC claims?	Yes
Children can be included by both?	✗ No
If one travels as dependent of other	Cannot claim separately

➤ Illustrative Example – 1

Mr. E declares Home Town = Patna.

Mrs. E declares Home Town = Kochi.

Both may:

- claim LTC independently for:
 - themselves
 - their own declared family members.

But:

- children can be included only in **one** claim during that block.

5. Travelling Allowance on Transfer

Travelling Allowance (TA) includes:

- journey fare
- transfer grant
- packing allowance
- transportation of personal effects and vehicles

Special rules apply when both spouses are transferred.

Rule Position

(A) Transfer at Same Time / Within Six Months

If:

- husband and wife are transferred:
 - at the same time
 - or within **six months**

- from:
 - same old station
 - to same new station
- in public interest,

Then: **Either spouse may submit the claim**, and the other is treated as a **family member**. Only **ONE lump-sum transfer grant** is payable.

(B) Transfer After 60 Days but Within 6 Months

If:

- wife is transferred **after 60 days**
- but within six months of husband's transfer,

Then: Only **50% transfer grant** is admissible to the second spouse.

(C) Transportation of Personal Cars

If:

- both require **separate cars** for official/public interest reasons,

Then: Transportation charges for **both cars** will be reimbursed.

Summary Table – TA on Transfer

Situation	Benefit
Same time / within 6 months	One lump-sum grant
Second transfer after 60 days	50% grant
Separate cars needed	Both reimbursed

6. Family Pension

Family pension is payable to:

- spouse
- children

after death of Government servant/pensioner.

When both spouses are Government servants, special rules apply.

Rule Position

(A) Surviving Spouse

If:

- one spouse dies,
- and:
- the other spouse is:
 - in service
 - or already pensioner,

then: surviving spouse can receive:

- ✓ **own pay/pension**
- ✓ **plus family pension** of deceased.

Both together are allowed.

(B) When Both Parents Die

If:

- both husband and wife die,

Then: eligible children may receive:

- ✓ **two family pensions**

subject to prescribed ceilings.

Summary Table – Family Pension

Situation	Entitlement
One spouse dies	Pay/pension + family pension
Both die	Children get two family pensions (with limits)

7. House Rent Allowance (HRA)

House Rent Allowance is paid to a Government servant:

- when Government accommodation is **not provided**.

Special rules apply when both spouses are Government employees.

Rule Position

(A) When Both Work at Same Station and Live Together

If:

- husband and wife:
 - are posted at the **same station**
 - live together
 - and **no Government accommodation** is provided to either,

Then: **Both are entitled to draw HRA.**

(B) When One Spouse Is Allotted Government Accommodation

If:

- one spouse is allotted a residence at the same station by:
 - Central Government
 - State Government
 - PSU / Autonomous body
 - Semi-Government organisation,

then: the other spouse is **NOT entitled to HRA**, even if:

- he or she does not actually live in that accommodation.

Summary Table – HRA

Situation	HRA Admissible?
Both at same station, no Govt quarter	Both can draw
One allotted Govt accommodation	Other cannot draw

➤ Illustrative Example – 1

Mr. K and Mrs. K are posted at Jaipur.
Neither is allotted Government quarters. Both will draw HRA separately.

8. Central Government Health Scheme (CGHS)

CGHS provides comprehensive medical facilities to Government employees and pensioners.
When both husband and wife are Government servants, contribution and family coverage are regulated specially.

Rule Position

(A) Who Will Contribute

- The spouse drawing **higher pay** will normally contribute to CGHS.

Parents of the **non-contributing** spouse will **not** be eligible.

(B) Option to Female Contributor

If:

- the wife is the CGHS contributor, then: she may include:
 - her parents **OR**
 - her parents-in-law
- in CGHS family list.

(C) When Both Contribute

If:

u

- both husband and wife pay CGHS contribution,

then: parents of **both** will be eligible for CGHS benefits.

(D) Judicially Separated Couples

- They are treated as **separate units**.
- Each may contribute and claim independently.

Summary Table – CGHS

Situation	Parents Eligible
Only one spouse contributes	Parents of contributor only
Wife contributor	May choose parents or in-laws
Both contribute	Parents of both
Judicial separation	Separate units

➤ Illustrative Example – 1

Mr. M earns ₹85,000. Mrs. M earns ₹75,000.
➡ Mr. M will contribute.
➡ Only his parents are eligible.

9. Allotment of Government Residence (GPRA)

Government residences are allotted under the **General Pool Residential Accommodation (GPRA) Rules**.

Special provisions apply when both spouses are Government servants.

Rule Position

(A) Independent Eligibility

- The entitlement of:
 - husband
 - wife

is assessed **separately**.

Each gets a separate priority/title in waiting list.

(B) Only One Residence Normally Allowed

- Even though both are eligible:
 - ➡ **Only ONE residence** will be allotted to the couple, unless:
 - they are **judicially separated**.

(C) If Two Allottees Marry Each Other

If:

- two Government servants already occupying:
 - two separate GPRA quarters,

and:

- they marry,

Then: within **one month** of marriage:

- one quarter must be surrendered.**

(D) Allotment from Another Pool

If:

- husband or wife is allotted another residence at same station from:
 - departmental pool
 - PSU pool
 - State pool,

Then: he/she must surrender **one** of the two accommodations within one month.

This does **not** apply in case of judicial separation.

Summary Table – GPRA

Case	Rule
Eligibility	Separate

Number of quarters	One
Marriage between two allottees	Surrender one
Second allotment from other pool	Surrender one

Judicial separation	Exception
---------------------	-----------

8. POSTING OF HUSBAND AND WIFE AT THE SAME STATION

1 Objective of the Policy

Government recognises that:

- Husband and wife living separately due to postings causes:
 - hardship
 - disruption in children's education
 - family stress.

Hence, cadre-controlling authorities are instructed to deal with such requests:

- ➡ "with utmost sympathy"
- ➡ and in a **humanitarian manner**,
- ➡ subject to **administrative convenience**.

These guidelines apply when:

- ✓ Both spouses are Government servants
- ✓ One is in PSU
- ✓ One is in State Government

11.2 Situations and Rules – Category-wise

Case-1: Both in All India Services (IAS / IPS / IFS)

❖ Rule

- One spouse may be transferred to the **cadre of the other**.
- This is done through **cadre transfer**.
- But:

✗ The officer **cannot** be posted to his/her **home cadre** by this process.

- Posting within the cadre is done by: ➡ State Government.

➤ Illustration

Mr. A is IAS in Rajasthan cadre.

Mrs. A is IAS in Gujarat cadre. Mrs. A may seek cadre transfer to Rajasthan (if approved).

Case-2: One in All India Service & Other in Central Service

❖ Rule

- Cadre-controlling authority of Central Service may:
 - ➡ post the officer to that station, or
 - ➡ if no vacancy → to the **State** where AIS spouse is posted.

➤ Illustration

Wife is IPS in Kerala.

Husband is in Central Secretariat Service.

Husband may be posted to Kerala State.

Case-3: Both in Same Central Service

❖ Rule

- Cadre-controlling authority **may post both to same station**.

➤ Illustration

Both husband & wife are in Audit & Accounts Service. Authority may place both at Lucknow.

Case-4: Both in Different Central Services

Rule – Priority Based on Length of Stay

Step-11

Spouse with **longer stay** at a station applies first.

Authority may post the other to that station or nearest station.

Step-2

If not possible (no vacancy): spouse with **shorter stay** applies.

➤ **Illustration** -Husband posted at Delhi for 6 years.

Wife posted at Bhopal for 2 years.

➡ Wife applies first for Delhi.

If vacancy unavailable → Husband may apply for transfer.

❖ Exam Tip

- ✓ Longer-stay spouse applies first
- ✓ "Nearest station" is permissible.

Case-5: AIS + PSU

❖ Rule

- PSU spouse applies to PSU authority.
- ➡ Posting may be to same station or same **State**.

Case-6: Central Service + PSU

❖ Rule

First: PSU spouse applies.

If not possible: ➡ Central Service spouse applies.

Case-7: Central Govt + State Govt

❖ Rule

- Central Govt spouse may apply:

- ➡ to same station
- ➡ or same State.

Case-8: Same Department

❖ Special Emphasis

If:

- ✓ Both work in same department
- ✓ Required level post available

➡ They **should invariably be posted together**.

❖ This is to help:

- family life
- children's welfare (till 18 years).

✗ Not applicable to Central Staffing Scheme appointments.

11.3 Spirit of the Guidelines

These are:

- illustrative, not exhaustive.

Authorities must handle **all other cases**:

- ➡ in same humanitarian spirit
- ➡ to keep families together wherever possible.

9. POSTING OF EMPLOYEES HAVING DIFFERENTLY-ABLED DEPENDANTS

1 Who Is Covered

Government servant who is **care-giver** of:

- ✓ disabled child
- ✓ dependent spouse
- ✓ parents
- ✓ brother / sister

Having: ➡ **Benchmark disability** under RPwD Act, 2016.

subject to:

⚠ administrative constraints.

3 Period Treatment

Exemption applies as per OMs:

- 6-6-2014
- 7-11-2014

- 5-1-2016

➤ Illustration

Mrs. B is Section Officer.

Her son has benchmark disability certificate. ➡ She may seek exemption from rotational transfer.

2 Main Relief Granted

Such employee may be: ➡ **exempted from routine / rotational transfer**,

10. BONUS TO CENTRAL GOVERNMENT EMPLOYEES

1 Meaning and Types of Bonus

The Central Government grants two types of bonus to its employees:

(A) Productivity Linked Bonus (PLB)

Granted in Departments where productivity/output can be measured (e.g., Railways, Postal, etc.).

(B) Ad-hoc Bonus

Granted to employees in Departments **not covered by PLB**.

⊕ **Important Note:** Both types are governed by a **common basic framework**, but certain conditions differ.

2 Conditions COMMON to Both PLB and Ad-hoc Bonus

These rules apply to **both** types unless stated otherwise.

1. Eligibility -Bonus is admissible to:

➡ **All Non-Gazetted employees**, including:

- Non-Gazetted Group 'B'
- Group 'C'

❖ No pay limit for eligibility.

2. Quantum of Bonus

- Bonus is declared **every year**.
- It is paid as:

➡ **Equivalent to emoluments for a certain number of days** in that financial year.

➤ **Example:** If Government declares bonus = **40 days' emoluments**,
Then: -Bonus = (Average monthly emoluments ÷ 30) × 40.

3. What Are "Emoluments" for Bonus?

For bonus calculation, emoluments include:

- ✓ Basic Pay
- ✓ Dearness Allowance
- ✓ Special Pay
- ✓ Personal Pay
- ✓ Deputation (Duty) Allowance
- ✓ Special Allowance
- ✓ Training Allowance (to faculty of training institutions)

✗ Other allowances are excluded.

4. Average Emoluments

- Bonus is calculated on **average emoluments** of:

➔ **April to March** of the relevant financial year.

5. Maximum Ceiling

- Bonus is subject to ceiling of:

➔ Emoluments of **₹7,000 per month**, as per Payment of Bonus Act (from 1-4-2014).

❖ OM dated 29-8-2016.

6. Suspension

- Period of suspension:

✗ excluded while computing bonus.

- BUT:

➔ included if suspension is later **regularised as duty**.

Summary Table – Common Conditions

Item	Rule
Eligible staff	All Non-Gazetted
Quantum	Declared yearly (days)
Emoluments include	BP + DA + Special Pay etc.
Period used	Apr–Mar
Ceiling	₹7,000 pm
Suspension	Excluded unless treated as duty

➤ Illustrative Example

Mr. A is LDC. Average emoluments = ₹28,000. Government declares 30 days bonus. But ceiling applies at $₹7,000 \div 30 \times 3$

➔ Bonus = $(70000 = ₹7,000)$.

🔴 Exam Tips – Common Part

- ✓ Only Non-Gazetted
- ✓ Ceiling ₹7,000 pm
- ✓ Apr–Mar averaging

- ✓ Suspension rule
- ✓ Only specified allowances count

3 Special Conditions for Productivity Linked Bonus (PLB)

Pro-Rata PLB

If employee:

- retires
- resigns
- dies

during the year,

➔ PLB is calculated **pro-rata** for number of days actually in service.

❖ Also includes:

- withdrawal of employee's NPS share with interest.

➤ Illustration

Employee served from April to September.

➔ PLB will be calculated for **6 months only**.

🔴 Exam Tip - ✓ PLB → pro-rata allowed.

13.4 Special Conditions for Ad-hoc Bonus

These rules apply **only** to Ad-hoc Bonus. **1. Applicability**

Ad-hoc Bonus is payable to:- employees working in departments **not covered by PLB**.

2. Eligibility Conditions

Employee must:

- ✓ be in service on **31st March** of the relevant financial year,
- ✓ have rendered at least **six months' continuous service** during that year.

❖ Special cases

Retirement or Death during the year:

- Pro-rata Ad-hoc Bonus admissible
- Provided **minimum 6 months** service completed.
- Fraction of a month after 6 months → **rounded to nearest month**.

Resignation:

✗ No Ad-hoc Bonus admissible.

3. Ad-hoc Employees

Ad-hoc employees are eligible:- if they have completed minimum **6 months' service** on 31st March.

4. EOL / Dies-non / Suspension

While calculating completed months of service:

× periods of:

- Extraordinary Leave (EOL)
- Dies-non
- Suspension

are excluded.

BUT: -suspension period is included **if regularised as duty**.

5. Casual Labour

Casual labour are eligible if:

- ✓ worked **240 days** (6-day offices)
- ✓ worked **206 days** (5-day offices)

in each year for three or more years as on 31st March.

Other points:

- Bonus calculated on **notional wage ₹1,200 per month**, irrespective of actual wages.
- Condition of being in service on 31st March × **not applicable**.

Summary Table – Ad-hoc Bonus Rules

Item	Rule
Applicable to	Non-PLB departments
In service on 31 March	Yes
Minimum service	6 months
Resignation	Not eligible

Retirement/death	Pro-rata
EOL/dies-non	Excluded
Casual labour	$240/206 \text{ days} \times 3 \text{ yrs}$
Casual labour wage	₹1,200 pm

► Illustrative Examples

► Example-1: Retirement Case

Mr. B retired on 31st October.
Service in year = 7 months.
Eligible for **pro-rata Ad-hoc Bonus**.

► Example-2: Resignation

Ms. C resigned in December.
× No Ad-hoc Bonus.

► Example-3: Casual Labour

Mr. D worked 245 days each year for last 3 years.
Eligible. -Bonus calculated on ₹1,200 pm.

5 General Provisions Applicable to ALL Bonus

1. Rounding Off

- Final amount of bonus: rounded to **nearest rupee**.

2. Accounting Head

Bonus payment is booked under:- “Salaries” head.

11. USE OF STAFF CAR FOR OFFICIAL & PRIVATE PURPOSES

Government vehicles (“Staff Cars”) are provided **only for functional and official needs** of senior officers.

Their:

- ✓ purchase
- ✓ entitlement
- ✓ usage
- ✓ fuel limits
- ✓ accounting
- ✓ discipline
- ✓ private use

are strictly regulated under Staff Car Rules and recent Government OMs.

This chapter explains:

- Who can get staff car
- ➡ How it is purchased
- ➡ For what purposes it can be used
- ➡ Who controls it
- ➡ Fuel ceilings
- ➡ Accident liability
- ➡ Private use rules

2 Modalities for Purchase of Staff Cars

Price Ceiling & Platform

Staff cars for official use: must be purchased **only through GeM (Government e-Marketplace)**.

➡ Maximum Net Dealer Price: **₹6,00,000 (Six Lakhs)**.

Factors to Be Considered Before Purchase

Before selecting a model, consultation with **Financial Adviser (FA)** is compulsory.

The following parameters must be examined:

- ✓ price
- ✓ availability
- ✓ ease of maintenance
- ✓ local service facility
- ✓ fuel economy
- ✓ eco-friendliness

Authority to Decide Purchase

Final decision rests with: **Administrative Secretary of the Ministry / Department**, in consultation with: **Financial Adviser**.

Replacement of Petrol/Diesel Cars by EVs

In Delhi:

- Petrol/diesel cars hired through contractors may be replaced by **Electric Vehicles**

for official mobility in Secretariats & attached offices.

➤ Illustrative Example – Purchase

A Ministry in Delhi wants to replace an old hired petrol car. It must:

- select EV model on GeM,
- ensure price $\leq$ ₹6 lakh,
- consult FA,
- get approval of Administrative Secretary.

📌 Exam Tips

- ✓ Purchase only via GeM
- ✓ ₹6 lakh cap
- ✓ FA consultation mandatory
- ✓ EV preference in Delhi

3 Entitlement of Staff Car

Who Is Eligible

Staff car facility is admissible to:

- ✓ **Officers of rank Joint Secretary & above**
- ✓ **Heads of Departments drawing pay in Senior Administrative Grade (SAG) & above**

Withdrawal of Facility

If entitled officer: -opts to draw **Transport Allowance**, then:

✗ staff car facility will be **withdrawn**.

Use During Training (Tour Journeys)

Entitled officer may use staff car for: residence ↔ training institute

ONLY if **all** following conditions are satisfied:

1. Officer remains in sanctioned strength of Ministry
2. Officer is otherwise entitled to staff car
3. Training period treated as duty
4. Training institute is within headquarters
5. No similar facility taken from training instit

➤ Illustrative Example – Training

A Joint Secretary attends a training programme within Delhi HQ.

All five conditions satisfied.

➡ Staff car may be used.

📌 Exam Tips

- ✓ JS & SAG only
- ✓ Transport Allowance cancels car
- ✓ Five conditions for training use

16.4 Use of Staff Car – Official Purpose

Basic Rule

Staff cars shall be used **only for bona fide official purposes**.

What counts as bona fide: decided by the Department itself.

Outside Headquarters

Staff cars **cannot** be used for journeys outside HQ:

✗ without approval of **Competent Authority**.

Priority of Journeys

➡ Duty journeys get priority over non-duty journeys.

Use of Cars of PSUs / Autonomous Bodies

Officers should:

✗ not keep cars of PSUs / Autonomous bodies at disposal,

Except: ✓ when on tour.

📌 Exam Tips

- ✓ Bona fide official only
- ✓ Competent Authority approval outside HQ
- ✓ PSU cars not for routine use

5 Control of Staff Cars & Duties of Controlling Officer

Who Will Control the Car

Each staff car is placed under: officer not below rank of **Under Secretary**, called: **-Controlling Officer**.

Records to Be Maintained-Controlling Officer must keep:

- ✓ Log Book
- ✓ Repair & replacement record
- ✓ Petrol consumption register
- ✓ Expense vouchers
- ✓ Equipment inventory

➤ Illustrative Example

Under Secretary maintains monthly log showing:

- kms run
- driver duty
- fuel used
- repairs done.

📌 Exam Tips

- ✓ Under Secretary minimum
- ✓ Logbook compulsory
- ✓ Fuel register mandatory

6 Economising Running Cost of Staff Cars

Fuel Ceiling

Monthly fuel limit: **250 litres per staff car**.

If exceeded:

- ➡ approval of **Administrative Secretary**
- ➡ + concurrence of **Financial Adviser** required.

Parking Instructions

Parking Government cars at residences should be avoided, to reduce:

- ✓ dead mileage
- ✓ unnecessary fuel use.

📌 Exam Tips

- ✓ 250 litres/month
- ✓ FA concurrence required for excess
- ✓ Dead mileage focus

7 General Instructions

Private Vehicles

Government employees: ✗ must NOT display "Government of India" on private vehicles.

Identification Stickers

Government-owned / hired staff cars must:-display stickers front & rear, showing:

- ✓ Ministry / Department name.

If staff car is involved in accident:

- ✓ compensation may be paid to victims.

Driver:- liable for:

- departmental action
- recovery of loss
- criminal proceedings (if required).

📌 Exam Tips – Official Use

- ✓ ₹6 lakh cap
- ✓ JS & SAG only
- ✓ 250 litres/month
- ✓ Under Secretary controls
- ✓ Accident → recovery + discipline

8 Accidents & Liability

12. USE OF STAFF CAR FOR PRIVATE PURPOSES

1 Introduction

Government staff cars are primarily meant for:

➡ **official duties only.**

Private use is:

✗ generally prohibited,

But: **-limited and regulated private use is allowed only for entitled officers**, subject to:

- monthly ceiling
- fixed charges
- surrender of Transport Allowance
- kilometre restrictions
- additional payment beyond limits.

This chapter explains:

- ✓ When private use is banned
- ✓ Who may privately use staff car
- ✓ Monthly kilometre ceiling
- ✓ Charges payable
- ✓ Effect on Transport Allowance
- ✓ How excess kilometres are treated
- ✓ Examination-relevant points

2 Absolute Ban on Non-Duty Journeys-General Rule - Use of staff cars for non-duty journeys is completely banned.

This applies to:

- officers **not entitled** to staff car,
- staff accompanying officers for private errands without permission,
- unofficial trips disguised as official.

Only officers who fall under the **entitlement rules** and comply with payment conditions may use staff cars privately.

➤ Illustrative Example

An officer not of JS/SAG rank takes a staff car to attend a family function.

✗ This is illegal use and liable for disciplinary action.

📌 Exam Tip

- ✓ "Completely banned" is key phrase.

- ✓ Exception applies only to entitled officers paying charges.

3 Limited Private Use by Entitled Officers

Who Can Avail

Only: **-Entitled officers** (Joint Secretary & above / SAG Heads of Department)

may use staff car privately.

Conditions to Be Fulfilled

For private use, officer must:

1. restrict usage to prescribed kilometre limit,
2. pay fixed monthly charges,
3. **forego the admissible Transport Allowance.**

4 Monthly Ceiling & Charges

Kilometre Limit

Private use allowed up to: **500 kilometres per month.**

Monthly Charges

Officer must pay: **-₹3,000 per month**, for private use up to 500 km.

Summary Table – Normal Private Use

Item	Rule
Eligible officers	JS & SAG
Max private km/month	500 km
Monthly payment	₹3,000
Transport Allowance	To be forgone

➤ **Illustrative Example** -A Joint Secretary uses staff car privately for:

- school drop
- personal shopping

Total private run in a month = **420 km.** ❖ Officer must:

- ✓ pay ₹3,000,
- ✓ not draw Transport Allowance.

📌 Exam Tips

- ✓ 500 km ceiling
- ✓ ₹3,000 fixed
- ✓ TA must be surrendered

5 Beyond 500 km – Charges for Excess Use

When private running:- **exceeds 500 km in a month**, then:

- ✓ same rate per kilometre applies for **excess distance**,
- ✓ as prescribed under Government rules for staff car running.

(The notified **per-km rate** is applied for the extra kilometres beyond 500.)

➤ Illustrative Example-Officer privately uses:

620 km in one month.

- First 500 km → ₹3,000
- Extra 120 km → charged additionally at notified per-km rate
- **Exam Tip**

- ✓ Excess km always chargeable separately.
- ✓ 500 km is not expandable free.

13. REPRESENTATIONS FROM GOVERNMENT SERVANTS ON SERVICE MATTERS

1. Meaning of “Representation”

A **representation** is a formal written request or complaint submitted by a Government servant regarding:

- salary or allowances
- service conditions
- promotion / transfer
- disciplinary matters
- adverse orders
- statutory appeals

Government has issued detailed instructions to:

- ➡ ensure **quick disposal**,
- ➡ maintain **proper channel of communication**,
- ➡ prevent misuse or outside influence.

2. Classification of Representations

Government has broadly divided representations into **FOUR categories**:

Type-1: Non-payment of Salary / Allowances / Dues

These include:

- ✓ salary not credited
- ✓ TA / LTC pending
- ✓ arrears unpaid

6 Compliance & Discipline

Improper private use of staff car may lead to:

- ➡ recovery of charges,
- ➡ departmental action,
- ➡ withdrawal of facility.

Repeated misuse can attract:

- ✓ disciplinary proceedings under CCS rules.

7 Consolidated Quick-Revision Box At a Glance – Private Use Rules

Non-duty journeys banned generally

- ✓ Entitled officers may use privately

500 km/month limit

₹3,000 fixed charge

✗ Transport Allowance must be foregone

➡ Excess km charged separately

⚠ Misuse → recovery + discipline

- ✓ medical reimbursement delay
- ✓ bonus not paid

Type-2: Other Service Matters

These include:

- ✓ transfer requests
- ✓ fixation of pay
- ✓ leave matters
- ✓ MACP / promotion grievances
- ✓ posting issues

Type-3: Against Orders of Immediate Superior

These are representations:

➡ challenging an order of controlling / immediate superior,

ONLY when:

- ✓ statutory appeal is **not available**.

Type-4: Statutory Appeals & Petitions

These are filed under rules like:

- CCS (CCA) Rules
- Petition Instructions

Such appeals are governed by statutory provisions.

Time-Limits & Disposal of Representations

For Type-1 & Type-2

If no reply is received within ONE MONTH:

➡ employee may:

- approach the **next higher officer**, or
- seek an interview.

That superior officer must:

- ✓ call for records,
- ✓ take action immediately,
- ✓ not delay disposal.

For Type-3

- These should also be dealt with **expeditiously**.
- Same one-month principle applies.

⚠ However:

After one proper disposal:

➡ **repeated representations on same matter are not to be entertained.**

For Type-4 (Appeals & Petitions)

Even if rules don't prescribe a strict limit:

➡ authorities must:

- ✓ act promptly,
- ✓ dispose within reasonable time.

If decision **cannot** be taken within one month:

➡ an **interim reply / acknowledgement** must be sent.

Illustrative Example – Delay in Salary

Mr. A submits representation on unpaid salary on 1st June.

No reply till 1st July.

➡ He may approach next higher officer.

That officer must immediately intervene.

3. Bypassing Channel – Serious Misconduct

Rule

Submitting representation **directly to higher authorities** without following prescribed channel:

- ➡ is viewed seriously.
- ➡ may invite **disciplinary action**.

It is treated as:

⚠ “Unbecoming conduct” under:

- Rule 3(1)(iii) of CCS (Conduct) Rules, 1964.

Illustrative Example

Employee writes directly to Secretary, skipping Section Officer & Head of Office.

14. FORWARDING OF APPLICATIONS FOR OTHER EMPLOYMENT

1. Introduction

Government servants often apply for:

- posts in other Departments

➡ This can attract disciplinary proceedings.

Exam Tip

- ✓ Bypassing channel = misconduct
- ✓ Rule 3(1)(iii) CCS Conduct

4. Representations by Relatives – Prohibited

Rule

Government servants:

✗ cannot bring **outside influence** in service matters.

Rule 20 of CCS (Conduct) Rules prohibits it.

➡ Representation made by:

- spouse
- parent
- relative

is also treated as **outside influence**.

Illustrative Example

Employee's father writes to Ministry about promotion delay.

➡ ✗ Treated as outside influence.

Exam Tip

- ✓ Relatives' letters = outside influence
- ✓ Rule 20 CCS Conduct

5. Direct Letters to Secretary / JS (DoP&T)

Addressing letters directly to:

- Secretary (Personnel)
- Joint Secretary, DoP&T

without channel:

- ➡ violates Conduct Rules.
- ➡ may result in disciplinary action.

6. Repeated Representations – Restrictions

Rule

If representation has been:

- ✓ examined
- ✓ replied,

then:

➡ **more than TWO further representations on same issue will be ignored.**

Approaching Higher Authority – When Allowed

A Government servant may go above lowest authority **ONLY** if he proves:

- ✓ all points were not considered, or
- ✓ matter was not properly examined earlier.

Employees should:

➡ avoid prematurely approaching higher authorities.

To regulate such movements, Government has issued detailed instructions on:

- when applications can be forwarded,
- when they must be withheld,
- lien retention,
- resignation rules,
- disciplinary restrictions.

19.2 General Principles

Forwarding Is the Rule

Applications for outside posts: -should normally be **forwarded**.

They may be withheld **only in public interest**.

★ Public interest” must be interpreted **strictly**, not casually.

Special Consideration for SC/ST & Persons with Disabilities

Applications from:

- ✓ SC / ST employees
- ✓ employees with disabilities
- should be forwarded readily, except in **very rare and exceptional cases**.

Limit on Number of Applications

Ordinarily, an employee is allowed to apply:

➤ **up to four times in a year**,

excluding:

- ✓ UPSC applications.

Applications Without Advertisement

Applications:

- not in response to advertisement / circular

➤ **will NOT be forwarded**.

Summary Table – General Rules

Item	Rule
Forwarding	Normal rule
Withholding	Only in public interest
SC/ST & PwD	Liberal approach
Max per year	4 (UPSC excluded)
No advertisement	Not forwarded

3. Applications for Other Government Departments

Permanent Employees

If selected in same / other Central Department:

- ✓ lien retained for **2 years**,
- ✓ extendable by **1 more year**.

After that: - employee must:

- revert to parent department, or
- resign.

★ Undertaking to this effect is compulsory while forwarding application.

Temporary Employees

➤ Temporary Government servants:

must give undertaking that:

- ✓ they will **resign** if selected elsewhere.

⌘ **These rules do NOT apply to:**

- ✗ Ministry of Railways
- ✗ Civilians in Defence Services.

➤ Illustration

Mr. A (permanent clerk) applies to another Ministry.-On selection:

- lien kept for 2 years,
- extendable to 3,
- after that he must revert or resign.

📌 Exam Tips

- ✓ Lien: 2 + 1 years
- ✓ Undertaking mandatory
- ✓ Railways excluded

4. Applications for PSUs / Autonomous Bodies

Permanent Employees – Immediate Absorption

Applications may be forwarded: -only on **immediate absorption basis**.

This means:

- ✓ no lien retained,
- ✓ Government service severed,
- ✓ no reversion to parent cadre.

Relieving & Joining Time

Relieving order must specify joining time.

Normally: -**not more than 15 days**.

Extension allowed:

- ✓ only by competent authority
- ✓ for reasons beyond control.

Resignation & Leave Regulation

- Formal resignation acceptance issued from **actual joining date** in PSU.
- Gap between relieving & joining: - regulated as:

- ✓ leave due, or
- ✓ Extraordinary Leave.

If officer fails to join PSU in allowed time:

➤ must report back to parent office immediately.

Temporary Employees

They must give undertaking to:

- ✓ resign if selected.

Summary Table – PSU Cases

Aspect	Rule
Nature	Immediate absorption
Lien	✗ Not retained
Joining time	≤ 15 days

Gap period	Leave / EOL
Failure to join	Report back

5 Applications to UPSC

Direct Submission Permitted

Employee may: -apply **directly** to UPSC,
but must:

- ✓ inform Head of Office,
- ✓ request HoO to send permission.

Deemed Permission Rule

If UPSC does not receive any objection: -within **30 days**
of closing date,
✓ permission is **presumed**.

6. Release After UPSC Selection

Once application is forwarded: -release on selection is
the **normal rule**.

Only in rare cases: ✓ relief may be denied,

But: -UPSC + employee must be informed immediately.

7. Applications During Disciplinary Proceedings

Applications Will NOT Be Forwarded If:

- ✗ employee under suspension
- ✗ charge-sheet issued
- ✗ prosecution sanctioned
- ✗ criminal case filed
- ✗ penalty currently running

When Investigation Is Only at Preliminary Stage

If:

- inquiry not yet reached charge-sheet stage,

➡ application may be forwarded:

- ✓ with brief comments on allegations,

⚠ but release will be denied if later charge-sheet is
issued.

⚡ Applies to UPSC cases also.

8. Employment Exchange Registration

Temporary Employees

- ✓ may register with intimation to HoO.

If HoO objects → Exchange informed → nomination
blocked.

Permanent Employees

- ✓ may register only for **higher post**,

- ✓ must produce **NOC**.

On Govt selection: - lien rules apply.

After reverting:

- ➡ fresh NOC not given for **2 years**.

9. Applications for Private Sector Jobs

Basic Rule

Applications are **NOT forwarded** for private
employment.

Employee must: - resign or seek voluntary retirement
first.

Permission to Apply

He may:

- ✓ submit resignation / VR notice,
- ✓ seek permission to apply meanwhile.

Permission may be granted if:

↔ retention in service is not required in public interest.

Commercial Employment After Retirement

Permission to apply does **not** mean:

- ✓ permission for commercial employment after
retirement.

That is governed separately under pension rules.

7. COMPREHENSIVE FRAMEWORK OF ALLOWANCES, FEES, AND HONORARIUM IN GOVERNMENT SERVICE

1. Dearness Allowance (DA)

1. Basis of Dearness Allowance (DA)

Dearness Allowance (DA) is a compensatory allowance provided to Government employees to neutralize the impact of inflation, i.e., the increase in prices of essential commodities and cost of living. With effect from October, 2020, DA is calculated with reference to a new base index. DA is granted to compensate the price rise above 261.42 points (Base Year 2016 = 100) to which the revised pay scales relate. It is sanctioned twice a year, payable from 1st January and 1st July.

➤ **Example:** DA is revised in January and July every year based on inflation.

📌 **Exam Tip:** DA is revised twice yearly (January and July).

Basis of Calculation

(a) Average Price Index Method

The twelve-month average price index above 261.42 points is determined twice in a year for the periods ending December and June.

➤ **Example:** Average CPI for Jan–Dec is used for January DA.

📌 **Exam Tip:** 12-month CPI average is the base for DA.

(b) Whole Number Rule

The percentage increase is taken in whole numbers only and any fraction is ignored.

➤ **Example:** 38.7% is taken as 38%.

📌 **Exam Tip:** DA is always in whole numbers.

(c) 100% Neutralization

Neutralization is 100% uniformly for all employees under the 7th CPC.

➤ **Example:** Full inflation impact is compensated through DA.

📌 **Exam Tip:** 100% neutralization applies to all.

2. Rates of Dearness Allowance

DA is expressed as a percentage of Basic Pay plus Non-Practising Allowance (NPA), if applicable.

Date from which payable	DA Rate (% of Basic Pay + NPA)
01-01-2022	34%
01-07-2022	38%
01-01-2023	42%
01-07-2023	46%
01-01-2024	50%
01-07-2024	53%
01-01-2025	55%
01-07-2025	58% (Expected)

➤ **Example:** If DA is 50%, an employee gets 50% of Basic Pay as DA.

📌 **Exam Tip:** DA is calculated on Basic Pay + NPA.

3. Calculation of Dearness Allowance

(i) Components Included

DA is paid on the Basic Pay as defined in FR 9 (21)(a)(i) plus NPA, if any. Personal Pay, Special Pay, etc., are not included.

➤ **Example:** Basic Pay ₹50,000 → DA is calculated on ₹50,000 (+ NPA if applicable).

📌 **Exam Tip:** Only Basic Pay and NPA are considered.

(ii) Rounding Off Rule

Fractions of 50 paise and above are rounded off to the next higher rupee and fractions below 50 paise are ignored.

➤ **Example:** ₹123.60 becomes ₹124; ₹123.40 remains ₹123.

📌 **Exam Tip:** Apply 50 paise rounding rule.

(iii) DA for Part of a Month

For part of a month, the applicable DA rate is applied on Basic Pay plus NPA and then DA is calculated proportionately for the number of days.

➤ **Example:** DA for 10 days = (Monthly DA ÷ total days) × 10.

📌 **Exam Tip:** Proportionate DA for part month.

(iv) Daily-Rated Workers

In the case of daily-rated workers, monthly pay is reckoned at 26 times the basic daily wage. For part of a month, DA is calculated on (monthly pay ÷ 26) × number of days.

➤ **Example:** Daily wage ₹500 → monthly pay ₹13,000 (500×26); DA computed proportionately.

📌 **Exam Tip:** Daily-rated → 26 days formula.

4. Regulation of Dearness Allowance (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 (LPR), 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.

➤ **Example:** DA is payable during earned leave but not during extraordinary leave.

📌 **Exam Tip:** DA on leave = based on leave salary; no DA on EOL.

(2) During Joining Time

DA is admissible based on the joining time pay.

➤ **Example:** During transfer joining time, DA is paid on joining time pay.

📌 **Exam Tip:** Joining time → DA on joining time pay.

(3) During Suspension

DA is admissible based on the subsistence allowance.

➤ **Example:** Suspended employee receives DA on subsistence allowance.

📌 **Exam Tip:** Suspension → DA on subsistence allowance.

(4) During Deputation Abroad

S. No.	Situation	DA Rule	Simple Meaning
1	Deputation in one country	DA for first 6 months at normal rate (as if in India)	Same DA as in India
2	Stay in multiple countries	DA allowed separately for each country	Country-wise DA
3	Training abroad (official scheme)	DA admissible for entire stay	Same as normal DA

4	Posted abroad (special posts like Consular)	DA admissible if foreign allowance given	NOT if foreign allowance	Only foreign allowance
---	---	--	--------------------------	------------------------

➤ **Example:** Officer on training abroad continues to draw DA at domestic rate (subject to rules).

📌 **Exam Tip:** Abroad → DA limited/conditional; not if foreign allowance is drawn.

(5) During Foreign Service

Subject to the terms of appointment, DA is admissible on the basis of pay in foreign service.

➤ **Example:** On foreign service, DA depends on terms agreed with borrowing organization.

📌 **Exam Tip:** Foreign service → DA as per terms of appointment.

(6) To Re-employed Pensioners

Situation	DA Calculation Basis	Simple Meaning
Pay fixed without considering pension	DA on pay only	Pension ignored
Pay fixed after considering pension (full/part)	DA on pay + pension considered	Add pension part
If (Pay + Pension) exceeds max of post	DA on maximum of post	Limit applies
On leave	DA on leave salary + non-ignorable pension	Based on leave income
Meaning of Pension	Uncommuted pension only	Exclude commuted part

➤ **Example:** If pay is fixed with part pension, DA is calculated on pay plus that part of pension.

📌 **Exam Tip:** Re-employed pensioner → DA depends on whether pension is counted in pay fixation.

2. House Rent Allowance (HRA)

1. Basic Concept (Easiest Line)

HRA depends on **city population** and is calculated on **Basic Pay only**

2. Classification of Cities & HRA Rates

Category	Population Criteria	HRA Rate (% of Basic Pay)	Minimum HRA
X	50 lakhs and above	30%	₹5,400
Y	5 lakhs to 50 lakhs	20%	₹3,600
Z	Below 5 lakhs	10%	₹1,800

3. Revision of HRA Rates (Based on DA)

DA Level	X Category	Y Category	Z Category
Normal	30%	20%	10%
DA>25%	27%	18%	9%
DA>50%	30%	20%	10%

4. Meaning of Basic Pay

Term	Explanation	Exam Tip
Basic Pay	Pay in Pay Matrix Level only	Only Basic Pay used
Not Included	NPA, MSP, Special Pay	Ignore extras

5. Quick Examples

Situation	HRA Calculation
Basic Pay ₹20,000 in X city	30% = ₹6,000
Basic Pay ₹20,000 in Y city	20% = ₹4,000
Basic Pay ₹20,000 in Z city	10% = ₹2,000

➤ **Example:** Employee in X city with ₹50,000 Basic Pay gets HRA at applicable % as per DA-linked stage.

🔑 **Exam Tip:** X/Y/Z rates linked with DA thresholds (25% and 50%).

2. Orders Applicable for HRA

General Principles: HRA is payable with reference to Basic Pay only; Special Pay/Personal Pay, etc., are not included.

In the case of re-employed pensioners, the non-ignorable portion of pension is added to actual pay, subject to the maximum of the pay scale.

➤ **Example:** Re-employed pensioner's HRA is based on pay plus non-ignorable pension.

🔑 **Exam Tip:** HRA base = Basic Pay (plus non-ignorable pension for re-employed cases).

3. HRA with Reference to Place of Duty

HRA is admissible with reference to the place of duty irrespective of the place of residence.

➤ **Example:** Employee posted in X city but living in nearby town still gets X city HRA.

🔑 **Exam Tip:** HRA depends on duty station, not residence.

4. During Leave / Vacation

HRA is admissible during all kinds of leave including Extraordinary Leave and Child Care Leave, and also during vacation, at the rate admissible before proceeding on leave, for the first 180 days of the combined period of leave/vacation/holidays. Beyond 180 days, HRA can be claimed by furnishing prescribed certificates.

➤ **Example:** On long leave up to 180 days, HRA continues at pre-leave rate.

🔑 **Exam Tip:** First 180 days → HRA allowed; beyond → certificate required.

5. Other Conditions and Admissibility of HRA

5. During Study Leave

HRA is admissible at the place of study for the first 8 months. Beyond this period, Controlling Officer may allow HRA subject to furnishing prescribed certificates.

➤ **Example:** HRA allowed during study leave up to 8 months.

🔑 **Exam Tip:** Study leave → 8 months HRA, beyond on certificate.

6. Leave with Medical Certificate

Allowances including HRA are admissible during leave on medical certificate as per rules.

➤ **Example:** Medical leave → HRA continues.

🔑 **Exam Tip:** Medical leave → HRA admissible.

7. When Official Does Not Join After Leave

If non-joining is due to invalidation or death, HRA paid for leave period is not recovered. In case of resignation, recovery is to be effected before accepting resignation.

➤ **Example:** Death during leave → no HRA recovery.

🔑 **Exam Tip:** Resignation → recovery; death/invalidation → no recovery.

8. Leave Preparatory to Retirement (LPR)

HRA is admissible on furnishing prescribed certificates.

➤ **Example:** LPR → HRA allowed with certificate.

🔴 **Exam Tip:** LPR → certificate required.

9. During Suspension

HRA is admissible for the first 180 days; beyond that, subject to furnishing required certificates.

➤ **Example:** Suspension → HRA up to 180 days.

🔴 **Exam Tip:** Beyond 180 days → certificate needed.

10. During Joining Time

HRA is admissible at the same rate as at the old station.

➤ **Example:** Transfer → HRA same as old station during joining time.

🔴 **Exam Tip:** Joining time → old station rate.

11. During Temporary Transfer

HRA admissible up to 90 days at the rate of the old station; beyond 90 days, at the rate applicable to the new station.

➤ **Example:** Temporary transfer → 90 days old rate.

🔴 **Exam Tip:** After 90 days → new station rate.

12. During Deputation Abroad

HRA admissible at headquarters rate if family resides at headquarters, subject to certificate.

➤ **Example:** Family at HQ → HRA continues.

🔴 **Exam Tip:** Deputation abroad → HQ rate with certificate.

13. During Training in India

- (i) When DA not drawn: HRA admissible at the higher of headquarters or training station.
- (ii) When DA drawn: HRA admissible at headquarters rate only, even beyond 180 days.

➤ **Example:** Training → HRA depends on DA condition.

🔴 **Exam Tip:** With DA → HQ rate; without DA → higher of two.

14. During Training Abroad

HRA admissible at headquarters rate subject to certificate. Not admissible during leave taken while on training or immediately thereafter.

➤ **Example:** Training abroad → HRA at HQ rate.

🔴 **Exam Tip:** No HRA during leave in training abroad.

15. Drawal of HRA

HRA is payable without reference to quantum of rent paid; no rent receipt is necessary.

➤ **Example:** No rent proof required for HRA.

🔴 **Exam Tip:** No rent receipt needed.

16. No HRA if Occupying Government Accommodation

HRA not admissible if Government

accommodation is provided, including hostels and inspection quarters.

➤ **Example:** Govt quarter allotted → no HRA.

🔴 **Exam Tip:** Govt accommodation → no HRA.

17. No Accommodation Certificate (NAC)

From 5-3-2019, furnishing of NAC is dispensed with for HRA where accommodation is controlled by Directorate of Estates.

➤ **Example:** NAC not required after 2019.

🔴 **Exam Tip:** NAC requirement removed (2019).

18. Refusal of Accommodation

HRA not admissible from date of refusal of Government accommodation.

➤ **Example:** Refusal → HRA stopped.

🔴 **Exam Tip:** Refusal = no HRA.

19. Surrender of Accommodation

HRA becomes admissible from the date of surrender of Government accommodation.

➤ **Example:** Surrender → HRA resumes.

🔴 **Exam Tip:** Surrender date important.

20. Discontinuance of HRA

HRA stops from the date of handing over accommodation or from date of refusal.

➤ **Example:** Vacating quarter → HRA stops immediately.

🔴 **Exam Tip:** Key date = handing over.

21. On Transfer

(a) If Govt accommodation retained at old station → HRA at new station for 8 months only.

(b) If family left at old station and no accommodation at new station → HRA for 6 months.

➤ **Example:** Family left → HRA for 6 months.

🔴 **Exam Tip:** 8 months/6 months rule.

22. Persons Owning Houses

HRA admissible even if employee owns a house but lives in rented accommodation, subject to certificate.

➤ **Example:** Own house but rented stay → HRA allowed.

🔴 **Exam Tip:** Ownership ≠ disqualification.

23. Sharing Rent-Free Accommodation

HRA not admissible if sharing rent-free accommodation of another Government servant.

➤ **Example:** Sharing Govt quarter → no HRA.

🔴 **Exam Tip:** Rent-free sharing → no HRA.

24. Staying in Relative's Government Accommodation

HRA not admissible if staying in Govt accommodation allotted to relatives.

➤ **Example:** Staying in father's Govt quarter → no HRA.

📌 **Exam Tip:** Relative Govt house → no HRA.

25. Spouse Allotted Accommodation

HRA not admissible if spouse is allotted Government accommodation at same station, irrespective of separate residence.

➤ **Example:** Spouse has Govt quarter → no HRA.

📌 **Exam Tip:** Spouse allotment → HRA not allowed.

26. Double HRA

Employees posted in North-Eastern Region, Andaman & Nicobar Islands and Lakshadweep Islands are eligible for Double HRA as per special provisions.

➤ **Example:** Posting in NE region → double HRA admissible.

📌 **Exam Tip:** NE/Islands → Double HRA.

27. HRA in lieu of Rent-Free Accommodation

HRA provisions in lieu of rent-free Government accommodation are governed under Government Quarters rules.

➤ **Example:** If not provided quarters → HRA admissible.

📌 **Exam Tip:** Rent-free vs HRA mutually exclusive.

28. Husband and Wife both Government Servants

When both are Government employees and living in hired/owned accommodation, each is entitled to HRA separately as per entitlement, subject to conditions.

➤ **Example:** Both working spouses → both get HRA.

📌 **Exam Tip:** Both eligible independently.

29. Reimbursement during stay in Guest Houses

Rent paid during temporary stay (max 6 months) in State Bhavans/Guest Houses is reimbursable. No HRA is admissible during this period.

➤ **Example:** Guest house stay → rent reimbursed, no HRA.

📌 **Exam Tip:** Guest house → no HRA + reimbursement.

30. During Tour

HRA is admissible with reference to Headquarters.

➤ **Example:** On tour → HRA continues as per HQ.

📌 **Exam Tip:** Tour → HQ based HRA.

3. List of Classified Cities for HRA

[Effective from 1-4-2015]

Classification of Cities for TPTA

Cities are classified into **X, Y, and Z categories** based on **population** and **notified Urban Agglomerations (UA)**.

1. X Category Cities (Major Metropolitan Cities)

- Delhi (UA)
- Greater Mumbai (UA)
- Chennai (UA)
- Kolkata (UA)
- Bengaluru (UA)
- Hyderabad (UA)

2. Y Category Cities (Important Urban Agglomerations)

- Jaipur
- Jodhpur (UA)
- Kota
- Ajmer (UA)
- Lucknow (UA)
- Kanpur (UA)
- Ghaziabad (UA)
- Noida
- Agra (UA)
- Varanasi (UA)
- Patna (UA)
- Ranchi (UA)
- Bhopal (UA)
- Indore (UA)
- Nagpur (UA)
- Pune (UA)
- Ahmedabad (UA)
- Surat (UA)
- Vadodara (UA)
- Chandigarh (UA)
- Mohali
- Faridabad
- Gurgaon (UA)
- Kochi (UA)
- Thiruvananthapuram (UA)
- Coimbatore (UA)
- Madurai (UA)
- Visakhapatnam (UA)
- Vijayawada (UA)
- Guwahati (UA)
- etc.

3. Z Category Cities

- All remaining cities and towns **not included in X and Y categories** fall under this category.

➤ **Example:** Delhi → X class; Jaipur → Y class; small towns → Z class.

📌 **Exam Tip:** X = Metro cities; Y = big cities; Z = others.

Note:

Urban Agglomeration (UA) classification is important

for HRA determination. Special provisions apply for certain cities as notified from time to time.

NOTE

The remaining cities/towns in various States/UTs not covered under "X" or "Y" classification are treated as "Z" class for HRA purposes.

➤ **Example:** Small towns not listed → Z category.

🔴 **Exam Tip:** Default category = Z.

4. Special Stations for HRA (as per OM dated 29-8-2008)

Certain stations are specifically notified for HRA purposes:

Noida Township, Faridabad Complex, Ghaziabad Municipality, Gurgaon, Jalandhar Cantt., Shillong, Goa, Port Blair, Panchkula.

➤ **Example:** Noida → notified separately for HRA.

🔴 **Exam Tip:** Special stations may have separate treatment.

Special Provision:

Any special dispensation for higher HRA rates granted earlier will continue unless specifically withdrawn or revised based on population criteria.

➤ **Example:** Old higher HRA continues if not withdrawn.

🔴 **Exam Tip:** Old benefits continue unless superseded.

5. Transport Allowance (TPTA)

All Central Government employees are entitled to Transport Allowance as per Pay Level.

Rates of Transport Allowance:

Pay Level	Higher TPTA Cities	Other Places
Level 9 and above	₹7,200 + DA	₹3,600 + DA
Level 3 to 8	₹3,600 + DA	₹1,800 + DA
Level 1 and 2	₹1,350 + DA	₹900 + DA

➤ **Example:** Level 7 employee in metro city → ₹3,600 + DA.

🔴 **Exam Tip:** Two categories → Higher TPTA cities vs Other places.

Higher TPTA Cities include major urban agglomerations such as:

Delhi, Mumbai, Kolkata, Chennai, Bengaluru, Hyderabad, Ahmedabad, Pune, Lucknow, Nagpur, Patna, Kochi, Indore, Kanpur, etc.

Special Rule:

Employees posted at Faridabad, Gurgaon, Ghaziabad and Noida are treated as "Other Places" for TPTA.

➤ **Example:** Noida → HRA high but TPTA = Other place.

🔴 **Exam Tip:** Noida/Gurgaon exception for TPTA.

Additional Provision:

Employees in Pay Level 1 and 2 drawing pay ₹24,200 and above are eligible for ₹3,600 + DA in higher TPTA cities and ₹1,800 + DA in other places.

➤ **Example:** Level 2 with high pay → upgraded TPTA.

🔴 **Exam Tip:** ₹24,200 rule important.

Regulation / Conditions of Transport Allowance

1. Not Admissible To:

- Employees provided with Government transport facility.
- Employees absent for full calendar month due to leave/training/tour.
- Employees working from home during lockdown or not attending office.

➤ **Example:** Full month leave → no TPTA.

🔴 **Exam Tip:** Full calendar month absence = no allowance.

2. During Training:

Admissible if no transport/T.A./D.A. provided. Not admissible if tour covers full calendar month or during training abroad covering full month.

➤ **Example:** Training without TA/DA → TPTA allowed.

🔴 **Exam Tip:** Training + no TA/DA = allowed.

3. During Suspension:

Not admissible for full calendar month. If partial month, reduced proportionately.

➤ **Example:** Half month suspension → partial TPTA.

🔴 **Exam Tip:** Full month suspension = no TPTA.

4. During Deputation Abroad:

Not admissible during entire deputation period abroad.

➤ **Example:** Abroad posting → no TPTA.

🔴 **Exam Tip:** Abroad = no TPTA.

5. During Field/Inspection Duty:

If Road Mileage/DA/free transport is provided for full month, TPTA not admissible.

➤ **Example:** Field duty with DA → no TPTA.

🔴 **Exam Tip:** Double benefit not allowed.

6. Vacation Staff:

Eligible if no free transport facility is provided.

➤ **Example:** No transport facility → TPTA allowed.

📌 **Exam Tip:** Facility provided → no allowance.

7. Officers Availing Staff Car Facility

Officers in higher Pay Levels entitled to use of official car have the option either to avail the staff car facility or to draw Transport Allowance at the prescribed rates plus DA. Once the option for Transport Allowance is exercised, the staff car facility is withdrawn and the option cannot be changed during the remaining period of the current assignment.

➤ **Example:** Opting TPTA → staff car withdrawn.

📌 **Exam Tip:** Option once exercised is final for the tenure.

Transport Allowance for Persons with Disabilities (PwD)

Key Provisions

Particular	Details
Allowance Type	Transport Allowance (replaces Conveyance Allowance)
Rate	Double the normal rate + DA
Minimum Amount	₹2,250 per month + DA
Location Condition	Applicable irrespective of residence location (even within campus / within 1 km)

Eligibility Conditions

Condition	Details
Disability Requirement	Must have benchmark disability
Certificate	Valid Disability Certificate required
Approval Needed	No recommendation of Head of Department required
Effective Date	From date of submission of disability certificate to Administrative Authority

Eligible Categories of Disabilities (RPwD Act, 2016)

Category	Includes
Visual Disability	Blindness

Locomotor Disability	Cerebral Palsy, Leprosy cured, Dwarfism, Acid attack victims, Muscular dystrophy, Spinal deformity
Hearing Disability	Deaf and hearing impairment
Cognitive Disability	Autism Spectrum Disorder, Intellectual disability
Neurological Conditions	Multiple Sclerosis, Parkinson's disease
Blood Disorders	Haemophilia, Thalassemia, Sickle Cell disease
Multiple Disabilities	Combination of multiple disabilities

➤ **Example:** Certified disability → double TPTA from certificate date.

📌 **Exam Tip:** Double TPTA + no HOD recommendation required.

6. Special Allowance for Child Care (Women with Disabilities)

Women with disabilities are entitled to **₹3,750** per month from 1-1-2024 as Special Allowance for Child Care, payable from the child's birth till the child attains two years of age, for a maximum of two children. The rate increases by 25% whenever DA increases by 50%. Disability means minimum 40% as per notified norms. In case of multiple births at first delivery, the allowance is not doubled.

➤ **Example:** Eligible woman employee → **₹3,750** p.m. till child is 2 years.

📌 **Exam Tip:** Max two children; DA-linked enhancement.

7. Cycle Allowance

Admissibility: Where duties require extensive travel at/near headquarters and maintenance of a bicycle is essential.

Rate: ₹180 per month with effect from 1-7-2017.

Conditions: Not admissible for calendar month(s) wholly covered by leave, training or temporary transfer.

➤ **Example:** Field duties requiring cycle → **₹180** p.m.

📌 **Exam Tip:** Full month leave/training → no Cycle Allowance.

Conditions (Cycle Allowance – Continued)

(ii) The official should maintain and use the cycle for official journeys.

(iii) Not admissible during joining time, leave, temporary transfer or during holidays prefixed/suffixed to such leave.

(iv) Not admissible for any period exceeding one month

during which the cycle is not maintained, remains out of order or is not used for official duty.

➤ **Example:** Cycle not used for a month → no allowance.

📌 **Exam Tip:** Maintenance + usage compulsory.

4. Entitlement to T.A. (Cycle Allowance Cases)

Distance from Duty Point	Area Condition	T.A. Entitlement
Within 8 km	Any location	No T.A. admissible
Beyond 8 km up to 16 km	Within local jurisdiction	No T.A. admissible
Beyond 8 km up to 16 km	Outside local jurisdiction	T.A. admissible (if journey not performed by cycle)
Beyond 16 km	Any location	Full T.A. admissible as per normal rules

➤ **Example:** 10 km within city → no TA.

📌 **Exam Tip:** 8 km & 16 km limits very important.

- Sanction
Sanction is related to the post (not the individual). Initially granted for 2 years and renewed thereafter.

➤ **Example:** Post-based sanction continues even if employee changes.

📌 **Exam Tip:** Sanction = post, not person.

- Special Provision (Posts/Telecom)**
Heads of Division can sanction Cycle Allowance even if touring is not extensive but required for efficient duty.

➤ **Example:** Postal staff → allowed even without long touring.

📌 **Exam Tip:** Efficiency-based sanction allowed.

8. Dress Allowance

Uniform Allowance and Washing Allowance are merged into Dress Allowance.

- Admissibility
Applicable to employees required to wear uniform regularly such as Trackmen, Running Staff, Drivers, MTS, Canteen staff, etc.

➤ **Example:** Staff Car Driver → eligible.

📌 **Exam Tip:** Uniform compulsory category.

2. Rate

₹6,250 per year (from 1-1-2024), paid once annually in July.

➤ **Example:** July salary → includes Dress Allowance.

📌 **Exam Tip:** Annual payment in July.

3. DA Linkage

Increases by 25% whenever DA rises by 50%.

➤ **Example:** DA ≥ 50% → allowance increases.

📌 **Exam Tip:** DA linkage rule.

4. Proportionate Payment

If employee retires/resigns mid-year, allowance is paid proportionately based on months served.

➤ **Example:** Joined in Jan → proportionate allowance.

📌 **Exam Tip:** Pro-rata rule.

9. Overtime Allowance (OTA)

7th Pay Commission Recommendation:

OTA abolished except for operational/industrial staff governed by statutory provisions.

➤ **Example:** Clerical staff → no OTA.

📌 **Exam Tip:** Only operational staff eligible.

1. Operational Staff Definition

Non-ministerial, non-gazetted employees directly involved in office operations or handling equipment.

➤ **Example:** Technical operator → eligible.

📌 **Exam Tip:** Operational role required.

2. Identification of Staff

List prepared by Ministry/Department with approval of Joint Secretary (Admn.) and Financial Adviser.

➤ **Example:** Department defines eligible categories.

📌 **Exam Tip:** Approval mandatory.

3. Conditions for OTA (from 1-7-2017)

- Must be directed in writing by senior officer for urgent work.
- Based on biometric attendance.
- For Staff Car Drivers, attendance may be adjusted with grace time (max 2 hours) using log book if parking is far.

➤ **Example:** Written order + biometric → OTA valid.

📌 **Exam Tip:** Written order compulsory.

(d) Field Officials (OTA Calculation)

OTA for field officials is generally based on biometric attendance. Where officials proceed directly to field from home, OTA may be calculated based on vehicle log book duly verified by senior officers, especially when official transport is provided.

➤ **Example:** Field visit directly from home → logbook-based OTA.

📌 **Exam Tip:** Field duty → biometric/logbook basis.

General Orders (OTA)

1. Notional pay in pre-revised scales to be considered where applicable.
2. Eligibility: Non-Gazetted staff drawing pay up to ₹2,200 p.m. (pre-revised) including special pay, personal pay.
3. Emoluments include **Pay + DA + DP + CCA + Hill Compensatory Allowance**.

➤ **Example:** Eligibility depends on old pay slab.

📌 **Exam Tip:** OTA concept based on pre-revised scale.

II. Office Staff (OTA)

Rates:

For emoluments ₹2,201 and above:

- First one hour → **Nil**
- Thereafter → **₹12.50 per hour**

➤ **Example:** 3 hours OT → 1 hr free + 2 hrs paid.

📌 **Exam Tip:** First hour always free.

S. No.	Condition	Details
1	First One Hour	First one hour is free (except in case of recall from residence)
2	Lunch Break	Lunch break time is deducted from duty hours
3	Late Attendance	Late attendance is additionally deducted
4	Rounding – Time	Time is rounded to the nearest half hour
5	Rounding – Amount	Amount rounded to nearest 5 paise; monthly total to nearest rupee
6	Maximum Limit	OTA should not exceed 1/3 of monthly working hours
7	Double Compensation	Not allowed (except conveyance on recall)
8	Admissibility	OTA is admissible during tour or temporary transfer

➤ **Example:** Late by 30 min → deducted.

📌 **Exam Tip:** Rounding + deduction rules very important.

III. Operative Staff (OTA)

Overtime Allowance Rates (Operational Staff – Non-Gazetted)

Applicability

Particular	Details
Eligible Staff	Operational staff (Non-Gazetted)
Pay Limit	Drawing pay up to ₹2,200 (pre-revised)

Rates per Hour

Duty Type	48 Hours Duty	44 Hours Duty	42.5 Hours Duty
Working Days	₹15.85	₹17.25	₹19.90
Sundays / Holidays	₹21.15	₹23.05	₹22.85

➤ **Example:** Sunday OT → higher rate.

📌 **Exam Tip:** Sunday rate > working day.

IV. Staff Car Drivers – OTA

1. Rates of OTA

Emoluments	Up to First One Hour (Excess Duty)	Thereafter (Per Hour)
Below ₹2,201	Nil	₹16.50
₹2,201 and above	Nil	₹16.50

Important Note

- These rates are **NOT applicable** to Staff Car Drivers in:
 - Departments of **Posts**
 - **Telecommunications**
- For them, OTA rates are **same as other staff** of the concerned office.

2. Conditions

S. No.	Condition	Details
1	Monthly Limit	Total OTA ≤ 100 hours per month
2	Sundays / Holidays	Maximum 8 hours per day

3	Working Days	Maximum 6 hours per day
---	--------------	--------------------------------

3. Daily Allowance (DA)

Situation	Entitlement
Driver stays out overnight (cannot return HQ same day)	Eligible for Daily Allowance (DA) + OTA

4. Lunch Interval

Condition	Rule
Duty during lunch interval	No OTA admissible (duties are intermittent)

5. Odd Hour Duty

Condition	Rule
Intervening time less than 1½ hours	Normal admissible OTA

V. Casual Employees – OTA

1. Categories & Rates

Category	Description	OTA Rate
Category I	Casual employees drawing minimum wages (Labour Ministry / State Govt – whichever higher)	1/5th of daily wage
Category II	Casual employees drawing 1/30th of minimum pay scale + DA for 8 hours duty	(Pay + DA) ÷ (30 × 8)
Category III	Casual workers with temporary status	Same as regular office staff

2. Applicable Conditions

Condition	Rule
Free Duty	First one hour is free
OTA Ceiling	Same limits as regular staff
Other Rules	All OTA rules of regular staff apply

Fee vs Honorarium

1. Definition

Term	Simple Meaning	Example	Exam Tip
Fee	Money from outside Govt for extra work	Officer writes book for private publisher	Outside source = Fee
Honorarium	Money from Govt for extra work	Inquiry officer paid for disciplinary case	Govt payment = Honorarium

2. Key Concept

Outside Govt = Fee

From Govt = Honorarium

3. Permission / Approval

Topic	Simple Rule
Fee	Permission required before work
Honorarium	Prior sanction required

4. Sharing with Government

Condition	Rule	Exam Tip
Fee up to ₹5,000 (in a year)	No share to Govt	Up to 5,000 = full keep
Fee above ₹5,000	1/3rd of excess paid to Govt	Above 5,000 = share
Minimum retention	At least ₹5,000 retained by employee	Minimum safe = 5,000
Exception	Competent Authority can exempt	Exception possible

5. Items of Fees Subject to Share to Government

S. No.	Item	Meaning
--------	------	---------

1	Book royalty (mere compilation of Govt rules)	Copying govt rules into book
2	Work for private body (clerical/technical etc.)	Doing extra work for private organization
3	Writing articles/books (non-technical subjects)	Writing general subject content
4	Part-time employment (with permission)	Doing regular side job
5	Patent without permission	Earning from patent taken without approval

6. Items of Fees NOT Subject to Share to Government

S. No	Item	Meaning	Example
1	Scholarship / Stipend during study leave	Money for education/training	Study leave for MBA/Ph D
2	Work for International Bodies (UNO, UNESCO etc.)	Reports/papers for global organizations	Research paper for UNO
3	Fees from Universities / PSUs / Statutory Bodies	Work for recognized public institutions	Lecture in University
4	Patent income (with permission)	Approved invention income	Registered patent earning
5	Work done for Government	Govt assigns work and pays	Govt project work

5. When Honorarium NOT Allowed

Situation	Meaning	Example
Extra normal work	Just more workload	Office overtime
Additional charge	Doing another post	Holding extra charge

OTA already paid	Double benefit not allowed	Overtime + honorarium
Normal duties	Routine work	Writing report in duty

6. Disciplinary Case

Point	Rule	Exam Tip
Deserving cases	Only genuine cases	Not automatic
Serving officer	10/year, 2 at a time	Remember 10 & 2
Retired officer	8/year, 4 at a time	Remember 8 & 4
Payment	After report submission	Work first, pay later

7. Rates

Role	Rate	Exam Tip
Presenting Officer	10% of basic pay	PO = 10%
Inquiry Officer	15% of basic pay	IO = 15%

Honorarium for Performing Duties of Driver

S. NO	Category of Work	Eligible Staff	Rate
1	Driving 4-wheeled vehicles (Staff Car Driver)	MTS / Group 'D' / Despatch Riders	₹20 per day
2	Driving 2 AND 3-wheeled vehicles (Despatch Rider)	MTS / Group 'D' staff	₹10 per day

Honorarium for Work as Gestetner Operator

S. No.	Category of Work	Eligible Staff	Rate	Condition
1	Working as Gestetner Operator	Group 'D' staff	₹1 per day	Only when regular operator is absent; no special pay admissible

Honorarium for Translation Work

S. N	Type of Material	Rate	Basis	Meaning
1	Ordinary Material	₹120 per 1000 words	Paid for translated version	Normal translation work
2	Technical Material (Codes, Manuals etc.)	₹130 per 1000 words	Paid for translated version	Complex/technical work

Conditions for Grant of Honorarium (Inquiry / Presenting Officers)

S. No.	Condition	Rule	Meaning
1	Nature of Case	Only in absolutely deserving cases	Not automatic

2	Serving Officers – Annual Limit	Max 10 cases per year	Yearly limit
3	Serving Officers – Simultaneous Limit	Max 2 cases at a time	At one time limit
4	Retired Officers – Annual Limit	Max 8 cases per year	Lower limit
5	Retired Officers – Simultaneous Limit	Max 4 cases at a time	Higher simultaneous limit
6	Payment Condition	Payment only after submission of report & records	Work must be completed
7	Delegation Rule	Not covered under general delegation (FR 46-B)	Special approval needed

Honorarium for Retired Inquiry Officers**1. Who are Eligible?**

Retired officers **not below Deputy Secretary level** (or equivalent in State Govt/PSU)

2. Honorarium (Based on Number of Witnesses)

Category	No. of Witnesses	Honorarium Rate	Simple Meaning	Exam Tip
I	More than 10	90% of monthly basic pension	Highest work → highest pay	>10 = 90%
II	6 to 10	70% of monthly basic pension	Medium work	6–10 = 70%
III	Less than 6	60% of monthly basic pension	Less work	<6 = 60%

3. Other Allowances

Allowance	Rule	Simple Meaning	Exam Tip
Transport Allowance	₹40,000 per case	Fixed amount per case	Fixed 40,000
Travel (Outstation)	Actual fare reimbursed	Air/Rail as per entitlement	Extra reimbursement
Daily Allowance	Same as before retirement	Old entitlement continues	Same as earlier
Secretarial Assistance	₹40,000 / ₹30,000 / ₹20,000	Based on witnesses (same category)	Same category logic

4. Payment Rules

Stage	Payment
On submission of report	50% payment

Within 45 days after	Remaining 50%
----------------------	----------------------

If case stops (court stay etc.) → **Payment on pro-rata basis**

5. Extra Benefit

Situation	Benefit
Common proceedings (multiple accused)	₹5,000 extra per additional charged officer

6. Important Responsibilities (Before Payment)

Requirement	Simple Meaning	Exam Tip
Submit records	All case files + 2 signed reports	Submit everything
Clear findings	Must answer all charges clearly	No ambiguity
Follow rules	Proper procedure must be followed	Follow rules strictly

Honorarium for Lectures & Training

1. Hindi Workshops (Lecture Honorarium)

Particular	Rate	Meaning	Exam Tip
Per hour (Guest lecturer / Govt employee)	₹240 per hour	Payment per lecture hour	240/hour
Max per lecturer (per workshop)	₹2,400	Limit for one lecturer	Max 2400
Max for all lecturers (per workshop)	₹7,200	Total ceiling	Max 7200

2. Guest Faculty (Central Training Establishments)

Category	Rate per Session	Simple Meaning
Serving Officers	₹500	Govt employee teaching
Non-Serving Officers	₹1,000	Retired/outsidars
Experts / Eminent Persons	₹4,000	Highly qualified experts

3. Important Rules

Rule	Simple Meaning	Exam Tip
Rates revision	Decided by Ministry/Dept with IFD	Flexible rates
Annual limit	Max 30 days or 60 sessions (whichever lower)	30/60 rule

4. Trainer Development Programme (TDP)

Honorarium Rates

Duration of Course	Revised Amount	Simple Meaning	Exam Tip
Up to 1 week	₹5,000	Short course	1W = 5K

Up to 2 weeks	₹7,500	Medium course	2W = 7.5K
Up to 3 weeks	₹10,000	Longer course	3W = 10K
Up to 4 weeks	₹12,500	Long course	4W = 12.5K

5. Important Conditions (TDP)

Condition	Rule
Maximum limit	30 days or 60 sessions
Not eligible	If already getting Training Allowance in same institute

- Leave salary
- Other service benefits

11. Non-Practising Allowance (NPA)

1. What is NPA?

Non-Practising Allowance is given to certain medical professionals

To compensate them for **not doing private practice**

2. Who Gets NPA?

- Central Health Service (CHS) Officers
- Veterinary Doctors

3. Rate of NPA

- **20% of Basic Pay**
- Effective from **1-7-2017**

Maximum Limit

Basic Pay + NPA ≤ ₹2,37,500

4. Meaning of Basic Pay

Basic Pay means:

- Pay in **Pay Matrix Level**
- As per **CCS (RP) Rules, 2016**

Does NOT include:

- Allowances
- Special Pay

5. Special Conditions for Veterinary Doctors

NPA is allowed only if:

- Minimum qualification: **B.V.Sc. & A.H. degree**
- Registration with **Veterinary Council of India**

6. Additional Conditions

All must be satisfied: (a) Post must be **clinical**

(b) Post must be **whole-time**

(c) There must be **scope for private practice**

(d) Private practice must be **prohibited in public interest**

7. Important Rule

NPA is treated as **"Pay"**

- It is included in:
 - Pension

12. Conveyance Hire for Local Journeys

1. When Reimbursement is Allowed

Conveyance charges are reimbursed when journey is performed in **public interest**.

(A) Gazetted Employees

Conditions:

- Journey must be within **municipal limits of city** where HQ is located
- Staff Car not available** (certificate required)

➤ Example: Officer travels within city for inspection and no staff car available → reimbursement allowed

🔴 Exam Tip: Gazetted → Staff car non-availability certificate compulsory

(B) Non-Gazetted Employees

Conditions:

- Sent to a place within municipal limits but away from office
- Called to office **outside duty hours** by order

➤ Example: Clerk called at night for urgent work → eligible

🔴 Exam Tip: Non-Gazetted → includes emergency call cases

Important Rule

If TA is **admissible**, employee can choose:

- TA OR
- Conveyance reimbursement

✗ Cannot claim both

2. General Conditions

(i) Maximum reimbursement = **₹300 per month**

(ii) Reimbursement based on:

- Bus fare
- Local train
- Combination of both

If other transport used → must give **certificate of necessity**

(iii) Payment as per **approved rates**

(iv) If own vehicle used → reimbursement as per **TA mileage rules**

(v) Not admissible if:

- Compensatory leave given OR
- Special remuneration given

(vi) Admissible along with OTA when called from residence

(vii) Eligibility:

- Group 'A' → taxi/scooter/bus
- Group 'C' & 'D' → scooter/bus

➤ Example: Using auto instead of bus → need justification certificate

📌 Exam Tip: ₹300 monthly cap is very important

3. Meaning of "Local Journey" (VERY IMPORTANT)

Local Journey means:

- Within municipal limits of city
- Includes:
 - Suburban areas
 - Cantonments
 - Notified areas
 - Entire urban agglomeration

➤ Example: Delhi includes NCR (Noida, Ghaziabad)

📌 Exam Tip: Local journey = entire urban agglomeration

4. Competent Authority

- Gazetted → Ministry / Head of Department
- Non-Gazetted → Head of Office

13. Conveyance Allowance (SR 89)

4. Rates of Conveyance Allowance

Monthly Travel	Own Car (₹)	Other Conveyance (₹)
201–300 km	1,680	556
301–450 km	2,520	720
451–600 km	2,980	960
601–800 km	3,646	1,126

1. When Admissible

Given when:

- Employee travels frequently near HQ
- But **TA cannot be claimed**

Conditions

- Monthly travel > **200 km**
- Home-to-office travel **NOT counted**
- Travel by foot/bicycle **NOT counted**

➤ Example: 250 km official travel → eligible

📌 Exam Tip: Minimum = 200 km

2. Initial Fixation To start allowance:

- Maintain **logbook for 3 months**

Logbook must contain

- Place visited
- Distance
- Purpose
- Mode of transport

Authority verifies → then sanction

➤ Example: Logbook Jan–March → allowance starts after approval

📌 Exam Tip: 3-month logbook compulsory

3. Additional Conditions

(i) Only journeys within **16 km radius** of HQ counted

(ii) Allowance is for **post (not person)**

(iii) Logbook may be waived if:

- Duty requires maintaining a car
- Then only **minimum rate allowed**

(iv) Not admissible if pay < ₹2,800 (pre-revised)

Above 800 km	4,500	1,276
--------------	-------	-------

Rates increase by **25% when DA increases by 50%**

- Example: 500 km travel → ₹2,980 (car)
- 📌 Exam Tip: Table-based question very likely

5. When Not Admissible

- (i) Joining time / leave / temporary transfer
- (ii) Tour or duty ≥ 15 days
- (iii) If car not maintained or not used (>15 days)

- Example: On 20-day tour → no allowance
- 📌 Exam Tip: 15-day rule important

6. Review Rule

- Allowed for **maximum 2 years at a time**
- Must be **reviewed after 2 years**
- Same process as initial sanction

- Example: After 2 years → fresh review required
- 📌 Exam Tip: Validity = 2 year

14. Conveyance Allowance to Medical Officers

1. Who are Eligible

Conveyance Allowance is given to **Medical Officers** for performing duties like:

- Visiting hospital **outside duty hours**
- Visiting patients at **residence (domiciliary visits)**
- Performing other official duties

Eligible Categories

- (a) Medical Officers (including Dental)
- (b) General Duty Officers
- (c) Specialists

- Example: Doctor visits patient at home after duty hours → eligible
- 📌 Exam Tip: Applies to CHS + Non-CHS doctors

2. Rates for CHS Doctors (Central Health Service)

Mode of Conveyance	Maximum (₹ p.m.)	Minimum (₹ p.m.)
Own Motor Car	7,150	350
Scooter/Motorcycle	2,350	175
No Vehicle	1,950	130

- Example: Doctor using own car → up to ₹7,150
- 📌 Exam Tip: 3 categories → Car / Scooter / No vehicle

3. Rates for Non-CHS Doctors

Mode of Conveyance	Maximum (₹ p.m.)	Minimum (₹ p.m.)
Own Motor Car	550	80
Scooter/Motorcycle	180	40
No Vehicle	150	30

Revised rates awaited

- Example: Non-CHS doctor with scooter → ₹180 max
- 📌 Exam Tip: Much lower than CHS rates

4. General Conditions

(i) Not Admissible During

- Joining time
- Leave
- Temporary transfer

- Example: On leave → no allowance
- 📌 Exam Tip: Leave = no allowance

(ii) No Double Benefit

If receiving Conveyance Allowance → Cannot claim:

- Daily Allowance (DA)
- Mileage Allowance

- Example: Doctor cannot claim both TA and Conveyance Allowance
- 📌 Exam Tip: No double claim

(iii) Minimum Visits Condition

To get **maximum allowance**:

- Minimum **20 visits per month** (average over 3 months)

If visits:

- **20 or more** → full allowance
- **6 to 19** → proportionate reduction
- **Below 6** → NO allowance

Minimum guaranteed (if 6–19 visits):

- ₹350 / ₹175 / ₹130

- Example: 15 visits → reduced allowance
- 📌 Exam Tip: 20 visits rule very important

(iv) DA Link Rule

Allowance increases by **25% whenever DA increases by 50%**

- Example: DA rises → allowance also increases
- 📌 Exam Tip: DA linkage applies

(v) Certificate Requirement

Required when:

- Taking **minimum rate** OR
- Not maintaining vehicle

Certificate must confirm:

Actual expenses $\geq$ allowance claimed

- Example: Claim ₹130 → must prove spending
- 📌 Exam Tip: Certificate compulsory in minimum cases

(vi) Vehicle Not Used (>15 Days)

If vehicle:

- Not maintained OR
- Not used OR
- Out of order (>15 days)

Allowance reduced to **lowest category (no vehicle rate)**

- Example: Car not used → shift to ₹1,950 category
- 📌 Exam Tip: 15-day rule important

(vii) Special Case: RML & Safdarjung Hospitals

Allowance admissible when:

- Doctor allotted CGHS dispensaries
- Also visits patients at residence

Other doctors:

- Paid based on **logbook entries**

- Example: Specialist with dispensary duties → full allowance
- 📌 Exam Tip: Logbook required in some cases

(viii) Verification of Claims

Doctors must submit statements to prove:

- Number of visits
- Vehicle maintained
- No double claim
- Actual work done

FINAL CORE UNDERSTANDING

- This allowance is for **extra medical duties beyond normal hours**
- Based mainly on:
 - **Number of visits**
 - **Type of vehicle**
- Strong control through:
 - Logbook
 - Certificates
 - Visit conditions

15. Extra Work Allowance

1. Background

Earlier many allowances existed:

- Caretaking Allowance
- Extra Duty Allowance
- Flag Station Allowance
- Flight Charge Certificate Allowance
- Library Allowance
- Rajbhasha Allowance
- Special Appointment Allowance

All these are now **abolished**

Replaced by **Extra Work Allowance**

📌 Exam Tip: Multiple allowances merged into one

2. Rate of Allowance

- Fixed rate = **2% of Basic Pay per month**

➤ Example: Basic Pay ₹50,000 → Allowance = ₹1,000

📌 Exam Tip: Always 2%, no variation

3. Duration Rule

Maximum period = **1 year**

- After that → **1 year gap mandatory** before giving again

➤ Example: Worked 1 year → next eligibility after 1 year gap

📌 Exam Tip: 1 year work + 1 year gap

4. Special Case

If no other employee available:

- Same employee can continue
- Still eligible for allowance

➤ Example: Same staff continues caretaking → allowed

📌 Exam Tip: Caretaking exception allowed

5. No Combination Rule

Even if employee does multiple extra works:
Allowance remains **maximum 2% only**

➤ Example: Doing 3 extra duties → still only 2%

📌 Exam Tip: No stacking allowed

6. Effective Date

- Applicable from **1 July 2017**

16. Split Duty Allowance

1. Who are Eligible

- Sweepers
- Farashes
- Working in Central Secretariat

Condition:

- Duty in **two shifts**
- Gap between shifts **≥ 2 hours**
- No government accommodation within **1 km**

➤ Example: Morning + evening duty with 2-hour gap → eligible

📌 Exam Tip: 2-hour gap compulsory

2. Rate of Allowance

- **₹450** per month

DA Link:

- **+25%** increase when DA increases by **50%**

➤ Example: DA increases → allowance increases

📌 Exam Tip: DA-linked allowance

17. Cash Handling Allowance to Cashiers

1. Who can be appointed

- LDC / UDC / Assistants can be assigned cashier duty

Appointment by:

- Ministry / Head of Department

2. Conditions

(i) Based on **cash disbursed (not receipts)**

(ii) Reviewed **every financial year**

(iii) Security deposit required (unless exempted)

(iv) Allowance starts:

- From appointment OR
- From security coverage
- Whichever is later

(v) Only **one person per office**

(vi) Not admissible to **UDC-cum-Cashier**

(vii) DA link: +25% when DA rises by 50%

➤ Example: Cashier handling ₹6 lakh monthly → higher rate

📌 Exam Tip: Based on disbursement only

3. Rates of Allowance

Monthly Cash Disbursed	Rate (₹ p.m.)
≤ ₹5,00,000	₹700
> ₹5,00,000	₹1,000

➤ Example: ₹6 lakh disbursed → ₹1,000

📌 Exam Tip: Two slab system

4. Important Note

Now subsumed into:

Cash Handling & Treasury Allowance

18. Night Duty Allowance (NDA)

1. Meaning of Night Duty

- Duty between **22:00 (10 PM) to 06:00 (6 AM)**

➤ Example: Work from 11 PM → night duty

📌 Exam Tip: 10 PM–6 AM fixed

2. Weightage Rule (VERY IMPORTANT)

- Extra 10 minutes weightage per hour

➤ Example: 1 hour work → counted as 1 hr 10 min

📌 Exam Tip: 10 min extra per hour

3. Eligibility Ceiling

- Basic Pay ≤ ₹43,600

4. Formula for Calculation

NDA per hour = (Basic Pay + DA) / 200

➤ Example: BP+DA = ₹40,000 → ₹200 per hour

📌 Exam Tip: Formula-based question

5. Applicability

- Applies to all Ministries/Departments
- Only for employees already eligible

6. Important Rules

(i) If duty hours already include night weightage → no extra NDA

(ii) NDA calculated **separately for each employee**

(iii) Same rate for all (based on grade pay) → discontinued

(iv) Supervisor certificate required

➤ Example: Supervisor must certify necessity

📌 Exam Tip: Certificate mandatory

A. Tough Location Allowance

1. Basic Concept (VERY IMPORTANT)

Earlier many allowances existed like:

- Special Compensatory (Remote Locality) Allowance
- Bad Climate Allowance
- Tribal Area Allowance
- Sunderban Allowance

All these are now **merged into one allowance** called:

Tough Location Allowance (TLA)

📌 Exam Tip: All hardship/location allowances → now TLA

2. Categories of Tough Location Allowance

Type of Allowance	Category Name	Cell Name	Pay Level ≥ 9	Pay Level ≤ 8
Remote Locality (Part A & B)	TLA-I	R3H1	₹5,300	₹4,100
Remote Locality (Part C)	TLA-II	R3H2	₹3,400	₹2,700
Remote Locality (Part D)	TLA-III	R3H3	₹1,200	₹1,000
Bad Climate Allowance	TLA-III	R3H3	₹1,200	₹1,000

19. Compensatory Allowances

1. Major Change (7th CPC)

All compensatory allowances merged into:

Tough Location Allowance

📌 Exam Tip: Old allowances → now Tough Location

2. Meaning of Basic Pay

- Pay in **Pay Matrix Level only**
Excludes:
- Special Pay
- Other allowances

3. DA Link Rule

- Allowances increase by **25% when DA rises by 50%**

Exceptions:

- Special (Duty) Allowance
- Island Special (Duty) Allowance
- Hard Area Allowance

➤ **Example:** DA increases → allowance increases (except above)

📌 **Exam Tip:** Exception list important

Tribal Area Allowance	TLA-III	R3H3	₹1,200	₹1,000
Sunderban Allowance	TLA-III	R1H3	₹1,200	₹1,000

➤ **Example:** Employee in Part A area → ₹5,300 (Level ≥ 9)

📌 **Exam Tip:** R3H1 highest → R3H3 lowest

3. DA Link Rule

Allowance increases by **25% whenever DA increases by 50%**

➤ **Example:** DA increases → ₹5,300 becomes higher

📌 **Exam Tip:** DA linkage always applies

4. Multiple Category Rule

If a place falls under **more than one category**:
Employee gets **higher allowance only**

Matrix Table

Cell	Risk	Hardship	≥ Level 9	≤ Level 8
R1H1	High	High	₹25,000	₹17,300
R1H2	High	Medium	₹16,900	₹9,700
R1H3	High	Low	₹5,300	₹4,100
R2H1	Medium	High	₹16,900	₹9,700
R2H2	Medium	Medium	₹10,500	₹6,000
R2H3	Medium	Low	₹3,400	₹2,700
R3H1	Low	High	₹5,300	₹4,100
R3H2	Low	Medium	₹3,400	₹2,700
R3H3	Low	Low	₹1,200	₹1,000

Special Cell

RH-Max (Siachen Area)

- ≥ Level 9 → **₹42,500**
- ≤ Level 8 → **₹30,000**

➤ **Example:** Siachen posting → highest allowance

📌 **Exam Tip:** RH-Max = highest hardship

6. Purpose of Matrix

Why introduced?

- To simplify multiple allowances
- To standardize system
- To allow future additions easily

➤ **Example:** Area qualifies for TLA-II & TLA-III → TLA-II given

📌 **Exam Tip:** Always choose higher benefit

5. Risk and Hardship Matrix

Entire allowance system is based on:

- **Risk (Low / Medium / High)**
- **Hardship (Low / Medium / High)**

Combined → forms **9 cells (3×3 matrix)**

➤ **Example:** New hardship area → placed in suitable cell

📌 **Exam Tip:** Matrix = rationalized system

7. Salient Features of Matrix

- (i) Total **9 cells (3×3)** based on risk & hardship
- (ii) Extra top cell → **RH-Max (Siachen)**
- (iii) Rates are **monthly (₹ p.m.)**
- (iv) Rates increase by **25% when DA rises by 50%**
- (v) Matrix is **symmetrical**
(equal importance to risk & hardship)
- (vi) As risk/hardship decreases → allowance decreases
- (vii) Only compensates hardship →
Does NOT determine status

8. Core Understanding

• Higher risk + hardship
→ higher allowance

- Lower risk + hardship → lower allowance

- DA increase → allowance increases
- One place → one highest benefit only

B. Special (Duty) Allowance (SDA)

1. Admissibility

Given to Central Government employees posted in:

- North Eastern Region (NER): Assam, Meghalaya, Manipur, Nagaland, Arunachal Pradesh, Mizoram, Sikkim, Tripura
- Ladakh

Applicable whether:

- Transfer from outside region
 - OR within same region
- Also applicable to officers posted in **NE Council**

➤ Example: Officer posted from Delhi to Assam → eligible

📌 Exam Tip: NER + Ladakh always remember

2. Rate

- **10% of Basic Pay**

➤ Example: Basic Pay ₹50,000 → SDA = ₹5,000

📌 Exam Tip: Fixed 10%

3. Other Allowance Rules

Cannot take SDA with Tough Location Allowance

- ✓ Can take Construction Allowance / Project Allowance separately
- ✓ Option available to choose better allowance

➤ Example: Choose higher benefit between SDA and TLA

📌 Exam Tip: SDA vs TLA → choose one

4. ST Officers

- Scheduled Tribe officers (Income Tax exempted)
- Also eligible for SDA

5. Not Admissible During

- Leave beyond full calendar month (outside NER/Ladakh)
- Training outside region
- Suspension
- Joining time

➤ Example: On long leave outside NER → no SDA

📌 Exam Tip: Location-based condition

6. Nature of Allowance

Treated as **Allowance**

Not treated as Special Pay

C. Island Special (Duty) Allowance

1. Admissibility

Given to employees posted in:

- Andaman & Nicobar Islands
- Lakshadweep

This is **in place of SDA**

Also eligible for:

- Hard Area Allowance (separately)

If multiple allowances applicable → choose best one

➤ Example: Posting in Andaman → Island SDA applicable

📌 Exam Tip: Island SDA replaces normal SDA

2. Rates

Area Category	Rate
Within 8 km of capital towns (Port Blair, Kavaratti, Agatti)	10% of Basic Pay
Difficult Areas	16% of Basic Pay
More Difficult Areas	20% of Basic Pay

➤ Example: Posting in Nicobar → 20%

📌 Exam Tip: 10% → 16% → 20% (increasing hardship)

3. Conditions

- Same rules as Special Duty Allowance

D. Project Allowance

1. Admissibility

Given when posted at **project sites** where facilities are poor:

- No schools
- No markets
- No housing
- No hospitals

➤ Example: Dam construction site → eligible

📌 Exam Tip: Based on lack of amenities

2. Rates

Pay Level	Rate (₹ p.m.)
≥ Level 9	₹3,400
≤ Level 8	₹2,700

3. Special Case

If employee not directly part of project:
Gets **50% of above rates**

➤ Example: Admin staff in project area → 50% allowance

📌 Exam Tip: 50% rule important

E. Hard Area Allowance

1. Admissibility

Given to employees posted in:

- Nicobar Islands
- Minicoy (Lakshadweep)
- Certain Lakshadweep Islands

2. Rates

Location	Rate
Nicobar & Minicoy	20% of Basic Pay
Other Lakshadweep Islands	12% of Basic Pay

3. Important Rules

(i) Basic Pay = Pay in Pay Matrix only

(ii) If multiple allowances available → choose best

(iii) Can be taken **along with Island Special Duty Allowance**

➤ Example: Employee gets both Island SDA + Hard Area

📌 Exam Tip: Combination allowed here

F. Risk Allowance

1. Admissibility

Given to employees doing **dangerous work**:

- Hazardous duties
- Health risk jobs

Revision:-

Allowance Type	Rate	Applicable Area / Condition
Special (Duty) Allowance (SDA)	10% of Basic Pay	North Eastern Region (NER) + Ladakh
Island Special Duty Allowance	10% / 16% / 20% of Basic Pay	Andaman & Nicobar Islands and Lakshadweep (based on difficulty level)
Project Allowance	₹3,400 (Level ≥ 9) / ₹2,700 (Level ≤ 8)	Employees posted at project sites with lack of amenities

- Sewer cleaning
- Infectious hospitals

➤ Example: Sewer worker → eligible

📌 Exam Tip: Based on risk, not location

2. Rates

Category	Rate (₹ p.m.)
Unskilled	90
Semi-skilled	135
Skilled	180
Supervisors	225
Non-Gazetted (Nitro-Glycerine work)	405
Gazetted (Nitro-Glycerine work)	675
Danger Building Officers	900

Rates increased by **2.25 times**

3. Important Rule

Not treated as Pay

G. Sunderban Allowance

1. Admissibility

Given to employees working in **Sunderban areas**
Classified under **Tough Location Allowance-III**

Applicable only till:

West Bengal Govt continues paying it

➤ Example: Posting in Sunderban → eligible

📌 Exam Tip: Linked with State Govt continuation

Hard Area Allowance	20% / 12% of Basic Pay	Nicobar Islands, Minicoy & specified Lakshadweep areas
Risk Allowance	₹90 – ₹900 per month	Employees engaged in hazardous / risky duties
Sunderban Allowance	As per TLA-III (₹1,200 / ₹1,000)	Employees working in Sunderban areas

YOUBOX STUDY

7. SERVICE OUTSIDE CADRE: DEPUTATION & FOREIGN SERVICE

(Outside Cadre Service)

1. Foreign Service – General Principles

Foreign Service :

- When a Government servant works:
- Under a **non-Government employer**
- With **proper Government approval (sanction)**

Key Understanding

- Employee is **temporarily sent outside Government service**
- But still **retains Government benefits**

He continues to get:

- Pension benefits
- Leave benefits

as if he is still in Government service

➤ **Example:** A Central Government officer working in a PSU or UN organization on deputation.

🔑 **Exam Tip:** Foreign Service = Work under non-Govt employer with Govt sanction.

IMPORTANT CONDITIONS GOVERNING FOREIGN SERVICE

1. Terms & Conditions to be Finalized in Advance

Before sending employee on foreign service:

- All terms must be **clearly decided beforehand**
- Consultation must be done with:
 - Foreign employer
 - Accounts Officer
 - Government servant

➡ Must be communicated before relieving

➤ **Example:** Salary, allowances, tenure decided before joining PSU.

🔑 **Exam Tip:** Conditions must be fixed **before relief**.

2. Pay Fixation (If Higher Responsibility)

If foreign service involves:

- Higher duties
- Greater responsibilities

➡ Then pay should be fixed:

- Considering:
 - Nature of duties
 - Status
 - Previous Government pay

➤ **Example:** Officer going to higher-level post → higher pay allowed.

🔑 **Exam Tip:** Higher responsibility → higher pay fixation.

3. Period of Foreign Service

➡ Starts:

From **date of relief** from Government post

➡ Ends:

- On **date of rejoining Government post**

➡ During this period:

- Salary is paid by **foreign employer**
- ➤ **Example:** Relief on 1st Jan → foreign service starts from 1st Jan.
- 🔑 **Exam Tip:** Starts on relief, ends on rejoining.

4. Foreign Service During Leave

If employee is:

- On leave
- And transferred to foreign service

➡ Then:

- Foreign service starts from **date of order**
- No leave salary after that

➤ **Example:** Order issued during leave → leave salary stops.

🔑 **Exam Tip:** Order date important (not joining date).

5. No Pension/Gratuity Without Government Approval

➡ Employee **cannot accept:**

- Pension
- Gratuity

from foreign employer

Without Government permission

➤ **Example:** Foreign organization offers pension → needs Govt approval.

🔑 **Exam Tip:** No pension/gratuity without sanction.

6. Contributions to Government

Employee (or foreign employer) must pay:

- Pension contribution
- Provident Fund contribution
- Leave salary contribution

➡ Exception:

- Not payable during leave in foreign service

➡ Special Note:

- Leave salary contribution:
 - Payable if service in India
 - Normally NOT payable if service outside India

➤ **Example:** Foreign service abroad → no leave salary contribution.

🔑 **Exam Tip:** Contribution rules vary for India vs Abroad.

7. Leave Rules During Foreign Service (Outside India)

If:

- Leave salary contribution NOT paid

➡ Then:

- Leave granted by foreign employer

BUT:

- That leave:
 - Not counted for Govt leave

- Not debited to leave account
- ➔ Also:
 - Period will NOT count for earning leave

➤ **Example:** Leave taken in UN job → not counted in Govt leave account.

📌 **Exam Tip:** No contribution → no Govt leave benefit

8. Special Rule (3 Years or More – International Bodies)

For deputation ≥ 3 years to organizations like:

- United Nations (UN)
- International Monetary Fund (IMF)
- World Bank (IBRD)
- Asian Development Bank (ADB)
- Commonwealth Secretariat

➔ Employee has **TWO OPTIONS**:

Option 1:

- Pay pension contribution to Govt
- Count service for pension

Option 2:

- Take retirement benefits from foreign organization
- Not count service for Govt pension

➤ **Example:** Officer chooses UN pension instead of Govt pension.

📌 **Exam Tip:** ≥ 3 years → Option available

9. Rule (1 to 3 Years – International Bodies)

If deputation is:

- ≥ 1 year but < 3 years

➔ Employee can:

- Take **withdrawal benefits** from foreign employer

➤ **Example:** 2-year IMF deputation → withdrawal benefits allowed.

📌 **Exam Tip:** 1–3 years → withdrawal benefits allowed.

10. Foreign Service to Developing Countries

For service in:

- Asia
- Africa
- Latin America

➔ Employee can:

- Pay pension contribution to Govt
- Count service for pension

➔ ALSO:

- Can receive **gratuity** from foreign Government

➔ Condition:

- That gratuity must NOT be pension

➤ **Example:** Officer in Africa receives gratuity + counts service.

📌 **Exam Tip:** Gratuity allowed if NOT pension.

11. Pro Forma Promotion under “Next Below Rule”

Concept

A Government servant on foreign service is **not physically present** in his parent department, but:

- He should **not suffer in career progression**
- Therefore, he is given:

Pro forma promotion

under the **Next Below Rule (NBR)**

What is “Next Below Rule”?

If a junior (next below) officer:

- Gets promoted
- Then:
- Senior officer (on foreign service)
- Will also be **granted promotion on paper (pro forma)**

“One-for-One Principle”

Promotion is allowed:

- Only when **one junior is promoted**

Means:

- One junior promoted → One senior gets pro forma promotion

Important Points

- Promotion is **not actual** (no duties performed)
- It is **only for service benefits**
- Helps in:
 - Seniority protection
 - Future promotions
 - Pay fixation (on return)

➤ **Example:** Senior officer is on deputation; his junior gets promoted → senior also gets pro forma promotion.

📌 **Exam Tip:** Next Below Rule = Senior gets promotion when junior is promoted.

(b) Special Provisions for Recognized All India Unions

Applies when Government servants are sent on foreign service to:

- Recognized All India Associations / Unions / Federations

1. Pension Contribution – Waiver

Normally:

- Pension contribution must be paid

BUT here:

- Waived for **maximum 2 employees at a time**

Per association/union

➤ **Example:** 2 employees working in union → no pension contribution.

📌 **Exam Tip:** Maximum 2 employees → pension contribution waived.

2. Leave Salary Contribution – Conditional Waiver

Leave salary contribution may also be waived

BUT only if **ALL conditions below are fulfilled**

Condition 1: Leave Salary Paid by Association

- Association must bear:
 - Leave salary of employees

➤ **Example:** Union pays salary during leave.

📌 **Exam Tip:** Association pays leave salary.

Condition 2: No Claim of Leave from Government

- Employee must **give up claim** for Government leave

➤ **Example:** Cannot use Govt leave account.

📌 **Exam Tip:** No Govt leave claim allowed.

Condition 3: Leave Governed by Association Rules

- Leave rules of:
 - Association / Union apply

➤ **Example:** Leave governed by union rules.

📌 **Exam Tip:** Leave rules = Association rules.

Condition 4: Leave Salary Paid by Association

- Leave salary must be:
 - Paid by Association only

➤ **Example:** Salary during leave not from Govt.

📌 **Exam Tip:** Association pays leave salary.

Condition 5: No Debit to Government Leave Account

- Leave taken:
 - Not deducted from Govt leave account

➤ **Example:** Leave record not updated in Govt account.

📌 **Exam Tip:** No debit in Govt leave account.

Condition 6: Leave Balance Lapses

- Any leave earned during foreign service:
Will **lapse (expire)** on return

➤ **Example:** Earned leave during union service becomes zero.

📌 **Exam Tip:** Leave earned = lapses

Condition 7: No Leave Benefit from Government

- Period of foreign service:
- Will NOT count for:
- Any kind of leave under Government

➤ **Example:** Service period not counted for earning leave.

📌 **Exam Tip:** Foreign service period → no leave credit.

Leave Salary Contribution

When a Government servant goes on **foreign service**,

- He continues to retain **leave benefits** under Government

For this, a contribution is paid to Government called:

Leave Salary Contribution

➤ **Example:** Officer working in PSU → pays contribution so that Govt leave benefits continue.

📌 **Exam Tip:** Leave Salary Contribution = payment to retain Govt leave benefits.

2. Rate of Contribution

The rate is:

11% of Basic Pay (Pay Level)

- Applicable to all Government servants under CCS (Leave) Rules

➤ **Example:** Basic Pay ₹50,000 → Contribution = ₹5,500.

📌 **Exam Tip:** Rate = 11%

3. When Foreign Employer Pays Contribution

If contribution is paid by **foreign employer**:

- Calculation is done on:
 - **Actual Pay drawn in foreign service**

➤ **Example:** Foreign employer pays → 11% applied on full salary.

📌 **Exam Tip:** Employer pays → apply on actual pay.

4. When Government Servant Pays Contribution

If employee himself pays:

- Contribution is calculated on:

Net Pay (not actual pay)

What is Net Pay?

Net Pay =

- Pay after deducting:
 - Pension contribution
 - Leave salary contribution

Important Point:

- Calculation is **not direct**
- Special adjustment is done to include compensation element

➤ **Example:** Employee pays both contributions → calculation done on adjusted pay.

📌 **Exam Tip:** Employee pays → use **Net Pay concept**.

5. Formula-Based Calculation

Three situations arise:

(a) When ONLY Pension Contribution is Paid

Formula:

$$L = (F - P) \times r / 100$$

Where:

- L = Leave Salary Contribution
- F = Pay drawn in foreign service
- P = Pension contribution
- r = Rate (11%)

➤ **Example:** Pay ₹50,000, Pension ₹5,000 → L calculated on (50,000 – 5,000).

📌 **Exam Tip:** Only pension → subtract P first.

(b) When ONLY Leave Salary Contribution is Paid

Formula:

$$L = F \times r / (100 + r)$$

- Contribution is calculated from adjusted pay

➤ **Example:** Pay ₹50,000 → apply formula with (100 + 11).

📌 **Exam Tip:** Only L → use (100 + r) formula.

(c) When BOTH Contributions are Paid Formula:

$$L = (F - P) \times r / (100 + r)$$

:First subtract pension

- Then apply adjusted formula

➤ **Example:** Pay ₹50,000, Pension ₹5,000 → formula applied on reduced value.

📌 **Exam Tip:** Both contributions → combine both adjustments.

6. Key Understanding

Why these formulas?

- Because:
 - Employee is paying both contributions
 - So actual salary includes compensation for contributions

Therefore:

- Adjusted formulas are used to get **correct contribution value**

➤ **Example:** Direct 11% not used when employee pays.

📌 **Exam Tip:** Direct % only when employer pays.

3. Pension Contribution

1. Meaning of Pension Contribution

When a Government servant goes on foreign service,

- He continues to retain pension benefits
-
- For this, a contribution must be paid to Government called:

Pension Contribution

➤ **Example:** Officer working in PSU → pays pension contribution to continue pension benefits.

📌 **Exam Tip:** Pension Contribution = payment to retain pension benefits.

2. Basis of Calculation

Pension contribution is calculated based on:

Basic Pay in Pay Level (Pay Matrix)

Important Situations:

(i) At the time of going on foreign service

- Based on:
 - Basic Pay of the post held at that time

(ii) During foreign service (if promotion happens)

- If employee gets:
 - Pro forma promotion
 - Financial upgradation

Then:

- Contribution is based on:
 - Revised Basic Pay

➤ **Example:** Officer promoted during deputation → contribution increases.

📌 **Exam Tip:** Promotion → contribution recalculated.

3. For Employees under Old Pension Scheme (OPS)

Rate of Contribution

(i) From 1-1-2016 to 31-3-2019

Contribution = **14% of Basic Pay + DA**

(ii) From 1-4-2019 onwards

Contribution =

18% of Basic Pay + DA

➤ **Example:** Basic Pay ₹50,000 → contribution ₹9,000 (after 2019).

📌 **Exam Tip:** OPS: 14% → 18%

4. For Employees under National Pension System (NPS)

(i) From 1-1-2016 to 31-3-2019

Total Contribution =

24% of Basic Pay + DA

Breakdown:

- Employee → 10%
- Employer → 10%
- Additional → 4% (for gratuity)

(ii) From 1-4-2019 onwards

Total Contribution =

28% of Basic Pay + DA

Breakdown:

- Employee → 10%
- Employer → 14%
- Additional → 4% (for gratuity)

➤ **Example:** Basic Pay ₹50,000 → contribution ₹14,000 after 2019.

📌 **Exam Tip:** NPS: 24% → 28%

5. Important Clarifications

(a) **Separate from Leave Salary Contribution**

Pension contribution is:

- **IN ADDITION TO** leave salary contribution

Applies to:

- OPS employees
- NPS employees

➤ **Example:** Employee pays both pension + leave contribution.

📌 **Exam Tip:** Both contributions are separate.

(b) **Contribution by Borrowing Organization (NPS Case)**

In case of NPS employees:

- Borrowing organization must:

- ✓ Compulsorily deposit
- ✓ Employer's contribution
- ✓ Into employee's NPS account

➤ **Example:** PSU must deposit employer share in NPS.

📌 **Exam Tip:** Borrowing organization must pay employer share.

6. Concept Clarity

Key logic:

- Even though employee is working outside Government
- He continues to enjoy pension benefits

Therefore:

- Contribution must be paid regularly

➤ **Example:** Working in UN but pension continues → contribution required.

📌 **Exam Tip:** Foreign service ≠ break in pension.

Deputation (Duty) Allowance

(a) **Meaning of Deputation**

Deputation means:

- Temporary transfer of a Government servant

- In **public interest**
- To a post **outside his normal department/field**

It Covers Two Situations

(i) Within Government

- Transfer to:
 - Another Central Government Department
 - State Government

On temporary basis

(ii) Outside Government (Foreign Service)

- Transfer to:
 - Government-controlled bodies
 - Autonomous organizations

Examples:

- Municipalities
- Universities
- PSUs

➤ **Example:** Officer sent from Ministry to a University or PSU.

📌 **Exam Tip:** Deputation = Temporary transfer in public interest.

Nature of Deputation Allowance

Deputation (Duty) Allowance is treated as: **Special Pay** (as per FR 9 (25))

➤ **Example:** Extra allowance received during deputation.

📌 **Exam Tip:** Deputation Allowance = Special Pay.

(b) Period of Deputation

Normal Rule

Deputation period is:

- As per Recruitment Rules (RR)

OR

- **Maximum 5 years** (if no rule exists)

➤ **Example:** No RR → maximum 5 years deputation.

📌 **Exam Tip:** Default limit = 5 years.

Extension of Deputation

Case 1: RR prescribes ≤ 5 years

Extension allowed:

- Up to **6th year**
 - Approval: Secretary / Chief Secretary / Equivalent
- Up to **7th year**
 - Approval: Minister of borrowing department

➤ **Example:** Deputation extended to 6th year with Secretary approval.

📌 **Exam Tip:** 6th year → Secretary, 7th year → Minister.

Special Provision (OM dated 17-6-2010)

Deputation can be extended:

- Up to **7 years**
- Subject to conditions

Effective from:

- **17-2-2016**

Exception

Not applicable to:

- CVOs in CPSEs
- Certain other posts with separate rules

➤ **Example:** General deputation → up to 7 years allowed.

📌 **Exam Tip:** Max extension = 7 year

Deputation Allowance Limit

Deputation Allowance is admissible:

- **Only up to 5th year**

Even if deputation extends beyond 5 years:

- No allowance after 5 years

➤ **Example:** 6th year → no deputation allowance.

📌 **Exam Tip:** Allowance stops after 5 years.

(c) Deputation to Central Autonomous Bodies

Allowed:

- Without requirement of:

Immediate absorption

Subject to conditions

➤ **Example:** Govt officer sent to autonomous body without absorption.

📌 **Exam Tip:** No need for immediate absorption.

(d) Monitoring of Deputation

Automatic Relief Rule

Deputationist is:

- **Automatically relieved**
- On expiry of deputation period

Unless:

- Extension is approved **before expiry**

➤ **Example:** No extension order → deemed relieved.

📌 **Exam Tip:** No extension = automatic relief.

Important Observations (Parliamentary Committee)

Deputation should:

- Promote:
 - Skill development
 - Experience sharing

Should NOT be used for:

- Comfortable postings
- Home-town postings

➤ **Example:** Deputation should not be used to stay in hometown.

📌 **Exam Tip:** Deputation = Public interest, not personal comfort.

Key Principle

Deputation must have:

- Rational connection with:
 - Qualification
 - Experience

Duration should be:

- Reasonable

➤ **Example:** Technical officer sent to relevant technical body.

📌 **Exam Tip:** Skill relevance is essential.

Responsibility of Departments

Lending Department must:

Properly monitor deputation

Borrowing Department requests for extension:

- Must be **strictly scrutinized**

To prevent:

- Overstay
- Misuse

➤ **Example:** Extension request rejected if unjustified.

📌 **Exam Tip:** Strict monitoring required.

Final Instruction

Both departments must ensure:

- Deputationist is:
 - Relieved on time
 - As per rules

➤ **Example:** Officer must return after tenure unless approved.

📌 **Exam Tip:** Timely relief is mandatory.

(E) Extension of Deputation

1. General Rule for Extension Beyond Prescribed Period

If deputation exceeds:

- Period given in **Recruitment Rules (RR)**

Then:

- Extension should be allowed **only in rare & exceptional cases**

Approval Requirement

Proposal must be sent:

- To **Department of Personnel & Training (DoP&T)**

With:

- Approval of **Minister of Borrowing Department**

Time Requirement

Proposal must be sent:

- **6 months before expiry** of deputation

Must include:

- Full details & justification

➤ **Example:** Extension beyond 5 years → proposal sent 6 months before.

📌 **Exam Tip:** Extension beyond RR → rare + DoP&T approval + 6 months before.

2. Special Rule for Group 'C' & 'D' Employees

Extension Authority

For:

(i) 4th Year (first extension)

- Approved by:
 - Secretary of Borrowing Department

(ii) Further Extension

- Approved by:
 - Minister of Borrowing Department

➤ **Example:** Group C employee → 4th year approved by Secretary.

📌 **Exam Tip:** Group C/D → 4th year Secretary, later Minister

3. UPSC Concurrence Requirement

If UPSC approval is required:

- Proposal must be sent:

At least 2 months before expiry

➤ **Example:** UPSC case → proposal sent 2 months earlier.

📌 **Exam Tip:** UPSC case → 2 months rule.

4. Cooling-Off Period

Cooling-off = Gap required before next deputation

Duration

(i) Joint Secretary & below

- **3 years cooling-off**

(ii) Additional Secretary level

- **1 year cooling-off**

➤ **Example:** JS officer → must wait 3 years before next deputation.

📌 **Exam Tip:** Cooling-off: 3 yrs (JS & below), 1 yr (AS).

Exception

Cooling-off NOT required for:

- Posting in **personal staff of Ministers**

➤ **Example:** Officer directly joins Minister's staff without cooling-off.

📌 **Exam Tip:** Minister staff → no cooling-off.

Special Condition

If officer:

- Joins Minister's staff without cooling-off

Then:

- Must return to parent cadre
- After completion of Minister staff tenure

➤ **Example:** After Minister staff → officer must go back.

📌 **Exam Tip:** Return compulsory after Minister tenure.

Transfer Between Ministers

If officer shifts:

- From one Minister's staff → another

Then:

- Cooling-off not required

Limits

- Total max = **10 years in Minister staff**
- Sub-limit = **5 years as PS/OSD**

➤ **Example:** Officer works under two Ministers → allowed.

📌 **Exam Tip:** 10 years total, 5 years PS/OSD.

Deputation After Minister Staff

If cooling-off already completed:

- Officer can go on deputation again

Conditions:

- Selection required
- Parent cadre NOC required
- Deputation rules apply

BUT:

- Deputation Allowance only up to **5 years from initial deputation**

➤ **Example:** Officer continues deputation after Minister staff.

📌 **Exam Tip:** Allowance limit still 5 years.

5. Eligibility for Deputation

Central Govt employee can go on deputation to:

- State Govt
- UTs
- PSUs
- Autonomous bodies
- International organizations

Conditions

Employee must:

1. Complete **9 years of service**

2. Be **vigilance clear**
3. Not have dealt with borrowing organization in last **5 years**

➤ **Example:** 8-year service → not eligible.

🔴 **Exam Tip:** Eligibility = 9 years + vigilance clearance.

Maximum Limit

Total deputation in entire career:

Maximum = 7 years

➤ **Example:** Already completed 7 years → no further deputation.

🔴 **Exam Tip:** Total deputation = 7 years.

6. Relaxation Rules

Relaxation allowed with Minister approval in following cases:

(a) Special Areas (NER, J&K, A&N, Lakshadweep)

Deputation allowed after:

- **7 years of service**

➤ **Example:** Officer goes to NE region after 7 years.

🔴 **Exam Tip:** Special areas → 7 years service enough.

(b) Spouse Ground

Deputation allowed after:

- **6 years of service**

If:

- Posting is near spouse

➤ **Example:** Officer joins spouse location after 6 years.

🔴 **Exam Tip:** Spouse case → 6 years rule.

Important Condition

Relaxation applicable:

- Only from **18-10-2018 onwards**

7. Special Case (CSS Officers)

If officer:

- Moves from CSS post → Non-CSS post

Then:

- Any:
 - Extension
 - Premature repatriation

Must be approved by:

- **DoP&T**

➤ **Example:** CSS officer on deputation → needs DoP&T approval.

🔴 **Exam Tip:** CSS cases → DoP&T approval mandatory.

(f) Overstayal on Deputation

1. Meaning of Overstayal

Overstayal

Staying on deputation **beyond approved period**

- Without proper extension approval

➤ **Example:** Deputation ends on 31 March, but officer continues without approval.

🔴 **Exam Tip:** Overstayal = staying beyond approved tenure.

2. Consequences of Overstayal)

If officer overstays:

(i) Disciplinary Action

- Subject to:
 - Departmental action

(ii) Service Consequences

(a) Pension Impact

- Overstay period:
 - Will NOT count for pension

(b) Increment Impact

- Increment during overstay:

Deferred

With **cumulative effect**

- Future increments also affected

➤ **Example:** Overstay for 6 months → no pension benefit + increment delayed.

🔴 **Exam Tip:** Overstay → no pension + increment deferred

3. Responsibility for Preventing Overstayal

(i) Borrowing Organization

Primary responsibility:

- Ensure officer is:
 - Relieved on time

(ii) Lending Organization

Must:

- Monitor deputation period
- Inform about expiry

(iii) Deputationist (Employee)

Must:

- Inform authorities about:
 - Expiry of deputation

➤ **Example:** All three parties must track deputation period.

🔴 **Exam Tip:** Responsibility = Borrowing + Lending + Employee.

4. Extension Proposal Rule

Extension must be:

- Initiated **before expiry**
- With sufficient time

➤ **Example:** Proposal sent late → overstay risk.

🔴 **Exam Tip:** Extension must be timely.

(g) Option Regarding Pay on Deputation

1. Available Options to Employee

Employee can choose either:

Option 1: Pay of Deputation Post

- Pay fixed as per:
 - FR 22 rules

Option 2: Pay of Parent Department

- Basic Pay (parent cadre)
- Personal Pay (if any)
- Deputation (Duty) Allowance

➤ **Example:** Officer chooses parent pay + deputation allowance.

🔴 **Exam Tip:** Two options: Deputation Pay OR Parent Pay + Allowance.

2. Special Case: CPSEs

In case of deputation to:

- Central Public Sector Enterprises (CPSEs)

Then:

Option NOT allowed

Pay will be:

- As per Department of Public Enterprises rules

➤ **Example:** PSU deputation → no choice of pay.

☛ **Exam Tip:** CPSE → no option allowed.

3. Time Limit for Exercising Option

Option must be given:

- Within **1 month of joining** deputation post

Responsibility:

- Borrowing authority must obtain option

➤ **Example:** Option submitted within 30 days.

☛ **Exam Tip:** Time limit = 1 month.

4. Finality of Option

Once exercised:

- Option is **FINAL**

➤ **Example:** Cannot change choice later normally.

☛ **Exam Tip:** Option = final.

5. When Option Can Be Revised

Option can be changed ONLY in following cases:

(a) Promotion in Parent Cadre

- Pro forma promotion
- Non-Functional Selection Grade (NFSG)

(b) Reversion

- If reverted to lower post

(c) Pay Revision

- Pay scale revised:
 - Prospectively
 - Retrospectively

➤ **Example:** Promotion → option can be revised.

☛ **Exam Tip:** Only 3 cases for revision

6. Pay Re-fixation Rules

When Pay is Revised

Pay in deputation post:

- Will be **re-fixed**

Based on:

- New option OR same option

Protection Rule

If:

- Initial option = deputation pay

AND

- New pay becomes lower

Then:

Pay already drawn is protected

➤ **Example:** New calculation gives lower pay → old pay protected.

☛ **Exam Tip:** Pay protection available.

7. When Option Cannot Be Changed

Option cannot be revised for:

- DA changes
- HRA changes
- Other allowance changes

➤ **Example:** DA increase → no new option allowed.

☛ **Exam Tip:** Allowance change ≠ option revision.

(h) Rates of Deputation (Duty) Allowance

1. Rates of Deputation Allowance

Deputation (Duty) Allowance depends on:

- Whether deputation is:
 - **Within same station**
 - **Outside same station**

(i) Within Same Station

Allowance = **5% of Basic Pay**

Maximum Limit: **₹4,500 per month**

(ii) Outside Same Station

Allowance = **10% of Basic Pay**

Maximum Limit: **₹9,000 per month**

➤ **Example:** Basic Pay ₹50,000 → 10% = ₹5,000 (allowed, within limit).

☛ **Exam Tip:** Same station = 5%, Outside = 10%.

Increase in Ceiling

The maximum limits:

- Increase by **25%**
- Whenever DA increases by **50%**

➤ **Example:** ₹9,000 becomes ₹11,250 after DA rise.

☛ **Exam Tip:** Ceiling linked with DA

2. Meaning of "Same Station"

Same station means:

- No change in Headquarters

AND

- Includes:
 - Entire **Urban Agglomeration**
 - ➤ **Example:** Delhi to Noida → same station.

☛ **Exam Tip:** Same station includes urban agglomeration.

3. Maximum Pay Ceiling General Case

Total of:

- Basic Pay
- Deputation Allowance

Should NOT exceed: **₹2,25,000 (Apex Level)**

Special Case: Doctors (NPA)

Total of:

- Basic Pay
- NPA
- Deputation Allowance

Should NOT exceed: **₹2,37,500**

➤ **Example:** If total exceeds limit → restricted.

☛ **Exam Tip:** Apex limit = ₹2,25,000.

4. Meaning of Basic Pay (for Calculation)

Basic Pay includes:

- Pay in Pay Matrix (parent cadre)

Does NOT include:

- Personal Pay
- Special Pay
- Other allowances

➤ **Example:** Only Pay Matrix value considered.

☛ **Exam Tip:** Only Basic Pay (no extras).

5. Case of Upgradation (MACP, NFU, NFSG)

If Pay is Upgraded up to Level 13-A

AND officer opts for upgraded pay

Then:

Upgraded pay will NOT be considered

Instead:

- Old Basic Pay (before upgrade) used

Calculation Method

Allowance based on:

- Pre-upgraded pay

Then:

- Annual increments added on **presumptive basis**

➤ **Example:** MACP upgrade → allowance still based on old pay.

📌 **Exam Tip:** Upgrade ignored for allowance

If Upgradation is Level 14 or Above

Officer gets **OPTION**:

Option 1:

- Take upgraded pay
- No deputation allowance

Option 2:

- Take old pay
- ✓ Get deputation allowance

Choose whichever is beneficial

➤ **Example:** Officer chooses higher benefit option.

📌 **Exam Tip:** Level 14+ → option available.

6. Case of Pro Forma Promotion (Next Below Rule)

Case 1: Promotion above Ex-Cadre Post (Up to Level 13-A)

If officer opts upgraded pay:

Not considered for allowance

Allowance based on:

- Old pay (before promotion)

Calculation

Based on:

- Pre-promotion presumptive pay
- Annual increments added

➤ **Example:** NBR promotion → allowance based on old pay.

📌 **Exam Tip:** NBR (above level) → ignore upgraded pay.

Case 2: Promotion Equal or Lower than Ex-Cadre Post

Then:

Allowance calculated on:

- Upgraded pay

➤ **Example:** Promotion at same level → upgraded pay counted.

📌 **Exam Tip:** Equal/lower level → upgraded pay allowed.

Case 3: Promotion to Level 14 or Above

Officer gets **OPTION**:

- Upgraded pay without allowance
OR
- Old pay with allowance

Choose best option

➤ **Example:** Officer compares both and selects higher benefit.

📌 **Exam Tip:** Level 14+ → option again.

7. Reverse Foreign Service Case

If employee is appointed to:

- Organization with:
 - Different pay structure
 - Different DA pattern

Then:

Option NOT available

Cannot choose:

- Parent pay + deputation allowance

➤ **Example:** Different pay system → no option allowed.

📌 **Exam Tip:** Reverse foreign service → no option.

(i) Pay Fixation on Deputation / Foreign Service

1. Basic Rule of Pay Fixation

When an employee on deputation / foreign service:

- Chooses to draw pay of ex-cadre post

Then:

- Pay will be fixed as per prescribed rules

➤ **Example:** Officer chooses deputation post salary instead of parent pay.

📌 **Exam Tip:** Fixation applies only when deputation pay is chosen.

2. Deputation: Central Govt → Central Govt

Case 1: Higher Level Post

If ex-cadre post is:

- Higher than parent post

Step 1:

- Give one increment in parent level

Step 2:

- Place employee in:
 - Equal cell in higher level
 - If exact cell not available:
- Place in next higher cell

➤ **Example:** Level 7 → Level 8 → increment given then placed in Level 8.

📌 **Exam Tip:** Higher level → increment + next cell.

Case 2: Same Level Post

If both levels are same:

- Employee continues with:
 - Same Basic Pay

➤ **Example:** Level 8 → Level 8 → no change in pay.

📌 **Exam Tip:** Same level → no change.

Important Condition

After fixation:

- Pay should NOT exceed:

Maximum of ex-cadre level

➤ **Example:** Pay capped at max of level.

📌 **Exam Tip:** Always check maximum limit.

3. Foreign Service / Reverse Foreign Service

Case (a): Same Pay Structure & DA Pattern

If:

- Pay structure same
- DA pattern same

Then:

Same rule as Central Govt deputation

➤ **Example:** Similar pay system → same fixation method.

📌 **Exam Tip:** Same structure → same rules apply.

Case (b): Different Pay Structure / DA Pattern

If:

- Pay structure different
OR
- DA pattern different

Step 1:

- Add one increment to parent basic pay

If at max:

- Use last increment drawn

Step 2::

- Add
 - DA
 - ADA
 - Interim Relief

Total = Parent emoluments

Step 3:

- Match with:
 - Emoluments in borrowing organization

Step 4:

- Fix pay at:
- Equal stage

stIf no equal age:

- Fix at next higher stage

➤ **Example:** Different DA → pay matched based on total emoluments.

☛ **Exam Tip:** Different structure → emolument matching method.

Reverse Foreign Service Rule

If:

- Pay structure different

Then:

Cannot choose:

- Parent pay + deputation allowance

➤ **Example:** Different pay system → no parent pay option.

☛ **Exam Tip:** Reverse foreign service → no option.

Important Condition

After fixation:

- Pay should NOT exceed:

Maximum of ex-cadre level

➤ **Example:** Even after matching → cap applied.

☛ **Exam Tip:** Always apply maximum cap.

4. Special Case: Ad Hoc Officers in Minister's Staff Situation

Officer holding:

- Ad hoc post

Goes on deputation to:

- Personal staff of Union Minister

Rule 1: Basis of Deputation

Deputation based on:

- Regular post (not ad hoc post)

➤ **Example:** Ad hoc promotion ignored for deputation entry.

☛ **Exam Tip:** Deputation based on regular post.

Rule 2: Notional Continuation of Ad Hoc Promotion

During deputation:

- Ad hoc promotion:

Continued notionally

Purpose:

- Pay fixation after return

➤ **Example:** Promotion counted for future fixation.

☛ **Exam Tip:** Ad hoc promotion → notional continuation.

Rule 3: On Repatriation

Officer will:

- Return to:
 - Post he would have held
 - If he had NOT gone on deputation

➤ **Example:** Returns to expected promoted post.

☛ **Exam Tip:** Return to expected post.

Rule 4: If Ad Hoc Promotion Ends During Deputation

If:

- Ad hoc promotion is terminated

Then:

- Pay revised based on:
 - Lower regular post

After return:

- Officer goes back to:
 - Lower post

➤ **Example:** Promotion cancelled → lower pay fixed.

☛ **Exam Tip:** Ad hoc ends → pay reduced.

(j) General Provisions relating to Deputation / Foreign Service

1. Promotion in Borrowing Department

When an employee is on deputation:

- He cannot be promoted in the borrowing department automatically
- Prior approval (concurrence) of the parent department is mandatory

This ensures that the parent cadre retains control over the employee's career progression.

➤ **Example:** An officer on deputation to a Ministry cannot be promoted there without approval of his parent cadre.

☛ **Exam Tip:** Promotion during deputation requires prior approval of parent department.

2. Pay in Case of Pro Forma Promotion (Next Below Rule)

When an employee gets pro forma promotion:

- His pay is fixed with reference to his immediate junior in the parent cadre
- BUT during deputation:
 - He continues to draw Grade Pay of deputation post

This ensures:

- Seniority protection
- No financial disadvantage

➤ **Example:** Junior gets promoted → senior (on deputation) gets notional pay benefit but continues deputation grade pay.

☛ **Exam Tip:** NBR → pay linked to junior but Grade Pay of deputation post.

3. When Parent Cadre Pay Becomes Higher

During deputation, if employee's parent cadre pay becomes higher due to:

- Pro forma promotion
- Financial upgradation

Then:

- He may continue deputation (with approval)
- Pay will be regulated as follows:

(a) If Parent Grade Pay Becomes Higher

Employee may choose:

- Pay of parent cadre (higher)

In such case:

- Extension of deputation can be considered as per rules

➤ **Example:** Promotion in parent cadre gives higher pay → employee opts for it.

🔴 **Exam Tip:** Higher parent pay → employee may opt for it.

(b) If Employee Continues Deputation Pay

If employee does NOT opt for higher parent pay:

- On return:
 - Pay will be fixed by giving:
 - Notional increments in parent cadre

➤ **Example:** Stayed on deputation pay → gets benefit later on return.

🔴 **Exam Tip:** Notional increments given on reversion.

(c) ACP / MACP Case

If higher pay arises due to:

- ACP / MACP

Then:

- Employee may opt to draw upgraded pay

➤ **Example:** MACP granted → employee can take upgraded pay.

🔴 **Exam Tip:** ACP/MACP benefit allowed during deputation.

4. Excess Pay Situation

If during deputation:

Employee's pay exceeds:

Maximum of deputation post

Then:

- He must be reverted within 6 months

➤ **Example:** Pay exceeds limit → must return within 6 months.

🔴 **Exam Tip:** Exceeding max → compulsory reversion.

5. Restriction on Appointment

If:

- Pay structure OR DA pattern is different

AND

- Parent pay (after 1 increment + DA) exceeds:
 - Maximum pay of deputation post

Then:

Appointment on deputation NOT allowed

Logic:

- Employee should not earn more than maximum of deputation post

➤ **Example:** Parent pay higher than max of Level 7 → cannot be deputed.

🔴 **Exam Tip:** If parent emoluments exceed max → no deputation allowed.

6. Deputation from One Ex-Cadre Post to Another

If employee moves:

- From one deputation post → another

Then:

- Pay fixation will be based on:
 - Parent cadre pay only

Exception:

If both posts are same level:

- Pay should NOT be less than earlier deputation pay

➤ **Example:** Moving from one PSU to another → pay based on parent post.

🔴 **Exam Tip:** Always refer to parent pay for new deputation.

7. Higher Ex-Cadre Post Case

If second deputation post is higher:

- Pay fixed based on parent cadre

If new pay < old deputation pay:

- Difference given as Personal Pay

Condition:

- Employee must have opted deputation pay earlier

➤ **Example:** New post gives lower pay → difference given as personal pay.

🔴 **Exam Tip:** Lower pay → difference = personal pay.

8. Deputation Without Reversion (Same Station)

If employee:

- Moves from one deputation post to another
- Without returning to parent cadre
- At same station

Then:

- Deputation Allowance remains unchanged

➤ **Example:** Same city transfer → allowance same.

🔴 **Exam Tip:** Same station → allowance unchanged.

9. Transfer to Another Station

If:

- Borrowing authority transfers employee to another station

Then:

- Deputation Allowance will be re-fixed

➤ **Example:** Delhi → Mumbai transfer → allowance recalculated.

🔴 **Exam Tip:** Change in station → allowance revised.

10. Deputation Allowance Limitation

Not admissible:

- Beyond prescribed period
- Specifically:
 - Not for excess period
 - Not for 5th year

However:

- If employee opted deputation pay:
 - He continues to draw that pay

➤ **Example:** 6th year → no allowance but pay continues.

🔴 **Exam Tip:** Allowance limited to prescribed tenure.

11. Pension Treatment

Deputation Allowance:

- Not counted for pension

➤ **Example:** DA not included in pension calculation.

🔴 **Exam Tip:** Deputation Allowance excluded from pension.

12. Maximum Age Limit for Deputation

(i) Level 14 and Above

- Maximum age: 58 years

(ii) Below Level 14

- Maximum age: 56 years

➤ **Example:** Level 13 officer → max age 56 years.

📌 **Exam Tip:** 58 yrs (Level 14+), 56 yrs (below).

13. Ineligibility for Lower Post

If employee holds:

- Higher Grade Pay

Then:

Cannot go on deputation to lower Grade Pay post

➤ **Example:** Level 10 officer cannot go to Level 8.

📌 **Exam Tip:** Higher → cannot go to lower (same system).

14. Reverse Deputation (CPF Contribution)

In reverse deputation:

- Employer's CPF contribution:

To be paid by:

- Employee OR Government

As per terms

➤ **Example:** CPF share decided in deputation terms.

📌 **Exam Tip:** CPF liability depends on deputation terms.

15. Special Deputation Allowance (Hard Area)

If special allowance is prescribed:

- For difficult / remote area

Then:

- Employee will get:
 - Higher of:
 - Special allowance

2. Restriction on Deputation to Central Public Enterprises (CPEs)

Basic Rule

Deputation of Government officers to:

- Central Public Enterprises (CPEs)

Not allowed normally on deputation basis

Instead:

✓ Appointment is allowed only on:

Immediate Absorption Basis

Meaning of Immediate Absorption

Employee:

- Leaves Government service
- Joins PSU permanently

➤ **Example:** IAS officer joining PSU must resign and join permanently (not deputation).

📌 **Exam Tip:** CPE → Only immediate absorption (not deputation).

3. Exception to the Rule

Deputation is allowed only in special cases

Eligible Posts:

- Chief Executives
- Regional / Zonal Heads

Conditions:

- Maximum deputation period: 3 years

- Normal deputation allowance

➤ **Example:** Difficult area posting → higher allowance given.

📌 **Exam Tip:** Higher allowance applicable.

(k) Premature Reversion & (l) Restriction on Deputation to Central Public Enterprises

1. Premature Reversion of Deputationist to Parent Cadre

Premature reversion means:

- Returning an employee from deputation
- Before completion of the normal deputation period
- Rule

An employee on deputation:

- Can be sent back to parent department

Condition:

- Minimum 3 months advance notice must be given to:
 - Lending Ministry / Department

Purpose of Notice

This ensures:

- Administrative smoothness
- Proper adjustment in both departments
- Avoids sudden disruption

➤ **Example:** An officer on 5-year deputation is sent back after 3 years → 3 months notice must be given.

📌 **Exam Tip:** Premature reversion requires 3 months prior notice.

- Work requires:
 - Liaison with State Governments
 - Specialized expertise

➤ **Example:** A State-experienced officer posted as PSU regional head for coordination.

📌 **Exam Tip:** Exception → Only for top posts, max 3 years.

4. Inter-PSU Movement Rule

If an employee moves:

- From one PSU → another PSU

Rule:

✓ Must also follow:

Immediate absorption

➤ **Example:** PSU employee shifting to another PSU must join permanently.

📌 **Exam Tip:** PSU to PSU → absorption rule applies.

5. Exemption from Rule

If deputation is still required:

- Special permission needed from:

Department of Public Enterprises (DPE)

➤ **Example:** Special case → approval required from DPE.

📌 **Exam Tip:** Deviation requires DPE approval.

9. TRAVEL ALLOWANCE (TA) RULES

[FR & SR, Part-II]

1. Pay Level of Government Servants

For determining Travelling Allowance (TA) and Daily Allowance (DA), the Government uses the Pay Level of the employee in the Pay Matrix. The term “Pay” means **only Basic Pay** and does not include **Non-Practising Allowance (NPA)**, Military Service Pay (MSP), Special Pay or any other allowances. Thus, TA/DA entitlement is based only on Basic Pay in the Pay Matrix Level.

➤ **Example:** If an employee's Basic Pay is ₹56,100 (Level 10), his TA/DA will be calculated based on Level 10 only.

❖ **Exam Tip:** TA/DA is based only on Basic Pay, not including NPA, MSP or other allowances.

Protection of Existing Entitlements

If revised rules result in lower benefits, the employee will continue to receive higher (old) benefits until he becomes eligible for higher entitlements in the normal course.

➤ **Example:** If earlier AC travel was allowed and new rules reduce it, the employee will continue to get AC travel.

❖ **Exam Tip:** TA/DA benefits cannot be reduced due to revision of rules.

Employee in Transit Between Two Posts

When an employee is transferred, TA/DA entitlement is based on the lower of the two posts.

➤ **Example:** If an officer moves from Level 10 to Level 8, TA will be based on Level 8.

❖ **Exam Tip:** During transfer, entitlement is based on the lower post.

2. Daily Allowance (DA)

Daily Allowance is the amount paid to a Government servant for expenses during official travel (tour). It includes hotel accommodation, food expenses and local travel expenses. DA is given based on the Pay Level of the employee.

➤ **Example:** An officer on tour gets reimbursement for hotel, food and taxi expenses.

❖ **Exam Tip:** DA includes hotel, food and local travel.

DA on Tour (Pay Level-wise Entitlement)

Pay Level	Hotel (₹ per day)	Taxi	Food (₹ per day)
Level 14 and above	9,375	AC Taxi (actual)	1,500
Level 12 & 13	5,625	AC Taxi (50 km/day)	1,250
Level 9 to 11	2,812.5	Non-AC Taxi (₹422.5)	1,125
Level 6 to 8	937.5	Non-AC Taxi (₹281.25)	1,000
Level 5 and below	562.5	Non-AC Taxi (₹141.25)	625

❖ **Exam Tip:** This table is very important for exams.

Important Features of Daily Allowance

(i) Reimbursement System

DA is paid based on actual expenses incurred, subject to limits.

➤ **Example:** If hotel cost is ₹2,000 and limit is ₹2,250, full ₹2,000 is reimbursed.

❖ **Exam Tip:** DA is based on actual expenditure within limits.

(ii) Local Travel Included

Local travel expenses (taxi, auto etc.) are included.

(iii) Separate Limits

Each component (hotel, food, taxi) has separate limits.

➤ **Example:** Low hotel expense does not increase food entitlement.

Special Note: Level 13-A

Level 13-A officers are treated the same as Level 13 for TA/DA purposes.

3. Reimbursement of Hotel Charges

For employees in Level 8 and below, hotel reimbursement can be claimed without bills. Only self-certification is required, mentioning period of stay and name of hotel.

➤ **Example:** Level 7 employee can claim hotel charges without bills.

📌 **Exam Tip:** Levels $\leq 8 \rightarrow$ No vouchers required.

Special Rule for Class 'X' Cities

For Level 8 and below, maximum hotel limit is ₹1,000 per day and bills are compulsory.

➤ **Example:** In Delhi, bills must be submitted.

📌 **Exam Tip:** Class X cities $\rightarrow$ bills compulsory.

Increase Rule

Hotel limits increase by **25%** when DA increases by **50%**.

GST Rule

GST is reimbursed separately over and above the hotel limit.

➤ **Example:** ₹2,000 + GST ₹360 $\rightarrow$ ₹2,360 reimbursed.

📌 **Exam Tip:** GST is extra.

4. Local Travel Reimbursement

For employees up to **Level 11**, reimbursement can be claimed without bills through self-certification.

Important update: From **22-12-2020**, even Level **9–11** employees do not require vouchers.

➤ **Example:** Level 10 officer can claim taxi charges without receipts.

📌 **Exam Tip:** No vouchers required up to Level 11.

Walking Allowance

₹12 per km for walking.

5. DA in Case of Free Boarding/Lodging

If free accommodation or food is provided, the employee can still claim local travel expenses. The earlier **25% DA** rule is discontinued.

6. Reimbursement of Food Charges

Food charges are now given as a fixed lump sum amount. No bills are required.

➤ **Example:** Employee receives fixed ₹900 without bills.

📌 **Exam Tip:** Lump sum system applies.

7. Timing Restrictions

Duration	DA Payable
----------	------------

Less than 6 hours	30%
6 to 12 hours	70%
More than 12 hours	100%

DA is calculated from midnight to midnight on a daily basis.

➤ **Example:** 8 hours $\rightarrow$ **70% DA**.

📌 **Exam Tip:** Very important table for exams.

8. Special Cases

For remote areas such as scientific surveys or travel by boat/mule, DA is equal to food allowance and given without proof of expenditure.

Foreign travel DA is regulated by Ministry of External Affairs.

9. Additional Rules

Local journey $\rightarrow$ DA is half rate.

Enforced halt due to flood, rain or breakdown $\rightarrow$ DA admissible.

Special casual leave during tour $\rightarrow$ DA continues.

No DA is allowed for leave during tour or idle holidays.

Maximum DA period $\rightarrow$ **180** days only.

If multiple tours occur in one day, total DA is limited to one day.

10. Travelling Allowance (TA) on Tour

Travelling Allowance is paid when a Government servant travels outside headquarters for official duty or training. It includes travel expenses and Daily Allowance.

➤ **Example:** Travel from Delhi to Mumbai $\rightarrow$ TA + DA paid.

📌 **Exam Tip:** TA = Travel cost + DA.

Components of TA

(i) Fare for Journey

Includes rail, road, air and sea travel.

(ii) Road Mileage

Given for road travel other than bus.

(iii) Daily Allowance

Paid for entire period including journey time.

Local Transport (Urban Agglomeration Cities)

Taxi or scooter charges from residence to station/airport and back are reimbursable.

11. Travel Entitlements (Within India)

Pay Level	Entitlement
Level 14 and above	Business/Club Class Air OR AC First Class
Level 12 & 13-A	Economy Air OR AC First Class
Level 6 to 11	Economy Air OR AC 2 Tier
Level 5 and below	AC 3 Tier / Chair Car

➤ **Example:** Level 10 officer → Economy Air or AC 2 Tier.

📌 **Exam Tip:** Level 6–11 → Economy Air or AC 2 Tier.

Premium Trains Entitlement

Government employees are permitted to travel in premium category trains such as Premium trains, Premium Tatkal trains, Suvidha trains, Rajdhani, Shatabdi and Durgam trains. The entitlement of travel in these trains is based on the Pay Level of the employee as follows:

Pay Level	Entitlement
Level 12 and above	Executive Class / AC First Class
Level 6 to 11	AC 2 Tier / Chair Car
Level 5 and below	AC 3 Tier / Chair Car

➤ **Example:** A Level 12 officer can travel in Executive Class in Shatabdi.

📌 **Exam Tip:** Premium train entitlement follows the same class pattern as normal train entitlement.

Important Charges (Reimbursement Rules)

The following charges are admissible and reimbursable:

- Premium Tatkal charges
- Dynamic/Flexi fare
- Tatkal charges

➤ **Example:** If a ticket is booked under Tatkal scheme, the extra Tatkal charges will also be reimbursed.

📌 **Exam Tip:** Tatkal, Premium Tatkal and dynamic fares are fully reimbursable.

Tejas Express

Government employees are also allowed to travel by Tejas Express. The entitlement in Tejas Express is the same as that in Shatabdi trains.

➤ **Example:** A Level 10 officer can travel in Chair Car in Tejas Express.

📌 **Exam Tip:** Tejas Express follows Shatabdi rules.

Important Conditions for Travel

(a) Places Not Connected by Rail

Where rail connectivity is not available:

- Level 6 and above → AC Bus
- Other employees → Ordinary/Deluxe Bus

➤ **Example:** If no train is available, an officer may travel by AC bus.

📌 **Exam Tip:** No rail → Bus allowed as per level.

(b) Road Travel Between Rail-Connected Places

Travel by road is allowed between places connected by rail. However, the reimbursement will be limited to the entitled train fare.

➤ **Example:** Taxi may be used if its cost does not exceed train fare.

📌 **Exam Tip:** Road fare must not exceed entitled train fare.

(c) Mileage Points Rule

Any mileage points or reward points earned on tickets belong to the Government and cannot be used for personal purposes.

➤ **Example:** Air travel reward points must be used only for official purposes.

📌 **Exam Tip:** Frequent flyer points belong to Government.

(d) Non-Availability of Seats

If seats are not available in the entitled class, the employee may travel in a lower class.

➤ **Example:** If AC 2 Tier is not available, travel in AC 3 Tier is allowed.

📌 **Exam Tip:** Lower class travel allowed when entitled class is not available.

International Travel Entitlement

For travel outside India, entitlement is based on Pay Level as follows:

Pay Level	Entitlement
Level 17 and above	First Class
Level 14 to 16	Business Class
Level 13-A and below	Economy Class

➤ **Example:** A Level 15 officer is entitled to Business Class travel.

📌 **Exam Tip:** Level 14–16 → Business Class (very important).

Travel by Sea / River

General Cases (Other than Islands)

Pay Level	Entitlement
Level 9 and above	Highest Class
Level 6 to 8	Lower Class
Level 4 and 5	Middle Class
Level 3 and below	Lowest Class

➤ **Example:** A Level 7 officer will travel in Lower Class by ship.

📌 **Exam Tip:** Sea travel entitlement depends on pay level category.

Andaman & Lakshadweep Travel (Special Classification)

For travel to island territories like Andaman & Nicobar Islands and Lakshadweep, a separate classification is followed:

Pay Level	Entitlement
Level 9 and above	Deluxe Class
Level 6 to 8	First Class / A Cabin
Level 4 and 5	Second Class / B Cabin
Level 3 and below	Bunk Class

➤ **Example:** A Level 6 officer is entitled to travel in A Cabin.

📌 **Exam Tip:** Island travel has a separate entitlement system (very important).

Mileage Allowance (Road Travel)

Where Rates Are Prescribed

The entitlement of mileage allowance when prescribed rates exist is as follows:

Pay Level	Entitlement
Level 14 and above	AC Bus OR AC Taxi OR Auto / Own Vehicle Rates

Level 6 to 13-A	Same as above BUT AC Taxi not allowed
Level 4 and 5	Non-AC Bus OR Auto / Own Vehicle
Level 3 and below	Ordinary Bus OR Auto / Scooter

➤ **Example:** A Level 7 officer cannot use AC taxi for travel.

📌 **Exam Tip:** AC Taxi is allowed only for Level 14 and above.

Where No Rates Are Prescribed

If specific rates are not prescribed, the following standard rates apply:

Mode of Travel	Rate
Car / Taxi	₹24 per km
Auto / Scooter	₹12 per km

Increase in Mileage Rates

Where no specific rates are prescribed, mileage rates such as ₹24 per km and ₹12 per km will increase by 25% whenever Dearness Allowance increases by 50%.

➤ **Example:** ₹24 per km becomes ₹30 per km after DA increases by 50%.

📌 **Exam Tip:** Mileage rates increase by 25% when DA increases by 50%.

1. Sharing of Auto / Taxi

If an employee travels in a shared auto or taxi, reimbursement will be limited to the actual share paid, subject to a maximum of 50% of the normal mileage allowance.

➤ **Example:** If full entitlement is ₹200, shared travel reimbursement will be limited to ₹100.

📌 **Exam Tip:** Shared taxi → maximum 50% entitlement.

2. Journey by Tonga, Rickshaw, etc.

The following modes are treated similar to scooter or motorcycle:

- Tonga
- Autorickshaw
- Cycle rickshaw
- Hand-pulled rickshaw

Special Case: Pillion Rider

If an employee travels as a pillion rider on another person's scooter:

Payment will be half of the normal rate or actual fuel cost, whichever is less.

➤ **Example:** Sitting behind a friend on a scooter → only half rate allowed.

🔑 **Exam Tip:** Pillion rider → half rate or actual cost (whichever is lower).

3. Road Journey (No Rail Connectivity)

If places are not connected by rail, the employee can choose to travel by own vehicle or public transport without requiring prior approval. Entitlement will be as per road mileage allowance.

➤ **Example:** If no train is available, an officer can travel by car without permission.

🔑 **Exam Tip:** No rail connectivity → free choice of transport (no approval required).

4. Reservation Charges

Charges for seat or sleeper reservation are fully reimbursable.

➤ **Example:** Train reservation charges are reimbursed.

🔑 **Exam Tip:** Reservation charges are fully admissible.

5. Internet / E-ticket Charges

Charges for booking tickets through official railway websites are reimbursable.

➤ **Example:** Online ticket booking fee is reimbursed.

🔑 **Exam Tip:** E-ticket charges are admissible.

6. Conveyance Charges for Ticket Collection

Expenses incurred for travelling to collect tickets from railway station or booking office are reimbursable.

➤ **Example:** Auto fare to railway booking counter is reimbursed.

🔑 **Exam Tip:** Ticket collection charges are allowed.

7. Agency Charges

Service charges paid to authorized travel agents (such as railways authorized agents) are reimbursable.

➤ **Example:** Authorized railway agent fee is reimbursed.

🔑 **Exam Tip:** Authorized agent charges are admissible.

8. Cancellation Charges

If a journey is cancelled due to official reasons, cancellation charges and reservation charges are reimbursable.

➤ **Example:** Tour cancelled due to official duty → cancellation charges refunded.

🔑 **Exam Tip:** Cancellation charges allowed only for official reasons.

9. Taxes and Levies

All taxes and levies related to travel are reimbursable, including:

- GST
- Service Tax
- Education Cess
- Any similar statutory charges

➤ **Example:** GST on flight ticket is reimbursed.

🔑 **Exam Tip:** All taxes on tickets are admissible.

10. Facilitation Fee (Important)

Facilitation fees charged by travel agents are not reimbursable. Only charges included in official tariff are admissible.

➤ **Example:** Extra service fee charged by agent is not reimbursed.

🔑 **Exam Tip:** Facilitation fee is not allowed.

11. TA for Attendant / Escort

For disabled Government employees, Travelling Allowance is admissible for an attendant or escort. However, only mileage allowance is payable.

➤ **Example:** A disabled officer travelling on duty → escort gets mileage allowance.

🔑 **Exam Tip:** Escort TA = only mileage allowance.

12. TA for Probationers During Training

- No TA for joining training institute
- No TA for training tours
- No DA allowed
- No reimbursement of expenses

After Training

- Only one-side TA is allowed to join duty at place of posting

➤ **Example:** After completing training, probationer gets TA only for travel to first posting station.

🔑 **Exam Tip:** Probationers → only one-side TA after training.

13. TA for Cultural Events

If a Government employee participates in cultural activities such as music, dance or drama under Government-approved programmes, such participation is treated as official duty. Therefore, Travelling Allowance is admissible as per normal tour rules.

➤ **Example:** An employee participating in a Government drama event will receive TA.

📌 **Exam Tip:** Cultural participation under Government programmes is treated as official duty.

14. TA for Sports Events

When a Government employee participates in sports events at national or international level, Travelling Allowance is admissible as per normal TA rules.

➤ **Example:** An employee participating in a national sports event will receive TA.

📌 **Exam Tip:** Sports participation → TA allowed as per normal rules.

4. Journeys by Air

Journey by air means travelling by aeroplane for official purposes such as tour, transfer, training or any official duty. Air travel is allowed only as per prescribed eligibility and Government rules.

➤ **Example:** An officer travelling from Delhi to Mumbai by flight for official work is considered air travel.

📌 **Exam Tip:** Air travel is allowed only as per eligibility and rules.

Special Provision (Tripura)

Employees posted in Tripura are allowed to travel by air between Agartala and Kolkata for tour or transfer.

➤ **Example:** An officer in Tripura can travel by air from Agartala to Kolkata.

📌 **Exam Tip:** Tripura employees → Air travel allowed (Agartala–Kolkata).

Authorization of Air Travel

Air travel is not automatic and must be authorized by the Secretary of the Ministry/Department. The condition is that the expenditure must be within the approved budget.

➤ **Example:** Air travel approved by Secretary for urgent official work.

📌 **Exam Tip:** Air travel requires administrative approval.

Special Cases

(a) Personal Staff of Minister

One non-entitled staff member may travel with a Minister for official or private tour.

➤ **Example:** Minister's assistant travelling by air even if not entitled.

📌 **Exam Tip:** One staff with Minister can travel by air even if not entitled.

(b) Protocol / VIP Duty

One non-entitled officer may travel by air while accompanying VIPs or foreign delegations. Approval is required from the Financial Adviser. If more than one officer is involved, approval of the Finance Ministry is required.

➤ **Example:** Officer accompanying foreign delegation allowed air travel.

📌 **Exam Tip:** Protocol duty requires FA / Finance Ministry approval.

(c) Sports Events

Sports persons, coaches, doctors, etc., participating in international events are allowed to travel by air in Economy class.

➤ **Example:** Coach travelling by air for international sports event.

📌 **Exam Tip:** Sports delegation → Economy class air travel.

Entitlement of Air Travel

(A) Within India

Pay Level	Entitlement
Level 14 and above	Business / Club Class
Level 6 to 13-A	Economy Class

➤ **Example:** A Level 10 officer is entitled to Economy class air travel.

📌 **Exam Tip:** Within India → Level ≥ 14 Business, others Economy.

(B) Outside India

Pay Level	Entitlement
Level 17 and above	First Class
Level 14 to 16	Business Class
Level 13-A and below	Economy Class

➤ **Example:** A Level 15 officer is entitled to Business class for foreign travel.

📌 **Exam Tip:** Foreign travel → Level 17+ First Class, 14–16 Business.

Guidelines on Air Travel

1. Authorized Travel Agents

Air tickets must be booked only through:

- Balmer Lawrie & Co. Ltd.
- Ashok Travels & Tours

- **IRCTC**

- **Example:** Ticket booked through IRCTC is valid.
- 🔑 **Exam Tip:** Only three authorized agents allowed.

2. Best Available Fare

The lowest available fare must be selected based on official tour plan.

- **Example:** Cheapest flight ticket must be chosen.
- 🔑 **Exam Tip:** Government prefers lowest fare.

3. Advance Booking Rule

Tickets should be booked at least 21 days in advance to ensure lower cost.

- **Example:** Booking 21 days earlier reduces fare.
- 🔑 **Exam Tip:** 21-day advance booking rule is very important.

4. Booking Responsibility

Tickets can be booked either by the office or by the employee. No extra service charges are allowed.

- **Example:** Employee books ticket through IRCTC without extra charges.
- 🔑 **Exam Tip:** No additional service charges allowed.

5. Exceptional Cases

If tickets are booked through unauthorized agents, relaxation may be granted by the Financial Adviser or Head of Department.

- **Example:** Emergency booking through other portal approved later.
- 🔑 **Exam Tip:** Unauthorized booking requires special approval.

6. Undertaking Requirement

Employee must submit an undertaking within 7 days after completion of journey.

- **Example:** Undertaking submitted after travel for claim processing.
- 🔑 **Exam Tip:** Undertaking must be submitted within 7 days.

7. Boarding Pass Rule

Boarding pass must be submitted along with TA claim. If not available, self-declaration is allowed (countersigned by Controlling Officer for Level ≤10).

- **Example:** Lost boarding pass → self-declaration submitted.
- 🔑 **Exam Tip:** Boarding pass or declaration is mandatory.

8. Credit Card Charges

Annual credit card charges are reimbursable if the card is used for ticket booking to save cost, with approval of Financial Adviser.

- **Example:** Credit card used for advance booking → charges reimbursed.
- 🔑 **Exam Tip:** Credit card charges reimbursable with FA approval.

9. Cashback Rule Any cashback received on booking must be deposited to the Government.

- **Example:** ₹500 cashback must be returned to Government.
- 🔑 **Exam Tip:** Cashback belongs to Government.

5. Journeys by Sea / River Steamer

Journey by sea or river steamer means travel by ships, boats or steamers for official purposes such as tour, transfer or duty.

- **Example:** Travel to Andaman by ship is treated as sea journey.
- 🔑 **Exam Tip:** Sea journey includes ship, boat and steamer travel.

Entitlement (General Sea Travel)

Pay Level	Entitlement
Level 9 and above	Highest Class
Level 6 to 8	Lower Class
Level 4 and 5	Middle / Lower Class (depending on availability)
Level 3 and below	Lowest Class

- **Example:** A Level 7 officer will travel in lower class.
- 🔑 **Exam Tip:** Level ≥9 → Highest class.

Special Case: Andaman & Lakshadweep Travel

Pay Level	Entitlement
Level 9 and above	Deluxe Class
Level 6 to 8	First Class / A Cabin
Level 4 and 5	Second Class / B Cabin
Level 3 and below	Bunk Class

- **Example:** A Level 6 officer is entitled to A Cabin.
- 🔑 **Exam Tip:** Island travel has separate classification (very important).

6. T.A. for Local Journeys

A local journey means official duty performed within a city or nearby areas beyond 8 km from the duty point. It includes:

- Municipal areas
- Suburban areas
- Urban Agglomeration

➤ **Example:** An officer travels 10 km within the city for official work.

📌 **Exam Tip:** Local journey = beyond 8 km within the same city/area.

Important Rule

Journeys within Urban Agglomeration (UA) are also treated as local journeys.

➤ **Example:** Travel within Delhi NCR is treated as local journey.

📌 **Exam Tip:** UA journeys are treated as local journeys.

1. T.A. for Local Journey

For local journeys, the employee is entitled to:

- Mileage Allowance
- Plus 50% of Daily Allowance (DA)

The employee has an option to claim either:

- TA (Mileage + DA)
OR
- Conveyance charges under financial rules

➤ **Example:** Employee chooses mileage allowance instead of taxi reimbursement.

📌 **Exam Tip:** Local TA = Mileage + 50% DA.

2. Distance Condition

TA is admissible only when the distance travelled is more than 8 km. This applies whether the journey starts from residence or office.

➤ **Example:** A journey of 9 km qualifies for TA.

📌 **Exam Tip:** Minimum distance required = 8 km.

3. Mode of Travel

Normally, travel should be by:

- Bus
- Local train
- Own vehicle

If special transport like taxi or auto is used:

- Prior permission is required
- Employees should share transport where possible

➤ **Example:** Two officers share a taxi for official visit.

📌 **Exam Tip:** Taxi requires prior approval and sharing.

4. Short Distance (Within 8 km)

If the journey is within 8 km:

- Only public transport fare is reimbursed
- No mileage allowance is allowed
- No reimbursement if taxi or own vehicle is used

➤ **Example:** A 5 km journey → only bus fare reimbursed.

📌 **Exam Tip:** ≤ 8 km → no mileage allowance.

5. Calculation of Distance

Reimbursement is based on:

- Actual distance travelled
OR
- Distance between office and duty point
Whichever is less

➤ **Example:** Actual distance = 12 km, official distance = 10 km → payment for 10 km only.

📌 **Exam Tip:** Distance = lower of actual or official.

6. Free Conveyance

If free transport is provided by the office:

- Only DA is admissible
- No mileage allowance is allowed

➤ **Example:** Office vehicle provided → only DA paid.

📌 **Exam Tip:** Free transport → no mileage allowance.

7. DA for Local Journey

Components

- No hotel charges allowed
- Travel allowance as per eligibility
- Food allowance = 50% of normal DA

Time-Based DA

Duration	DA Payable
Less than 6 hours	15%
6 to 12 hours	35%
More than 12 hours	50%

➤ **Example:** 8-hour duty → 35% DA payable.

📌 **Exam Tip:** Local DA = half of normal DA rates.

8. 180 Days Rule

DA is admissible only for the first 180 days. Beyond this period, no DA is allowed.

➤ **Example:** Duty for 200 days → DA only for 180 days.

📌 **Exam Tip:** Maximum DA period = 180 days.

📌 **Exam Tip:** Most important → 8 km rule + 50% DA + 180 days limit.

7. Time-limit for Submission of TA Claims

(Effective from 13-3-2018 & 15-6-2021)

This rule specifies the time within which TA/DA claims must be submitted. If not submitted within the prescribed time, the claim is forfeited permanently.

➤ **Example:** Late submission → TA claim lost.

📌 **Exam Tip:** Late TA claim = forfeited.

1. General Time Limit

TA claims must be submitted within 60 days from the date of completion of journey.

➤ **Example:** Journey completed on 1st January → claim must be submitted by 2nd March.

📌 **Exam Tip:** Time limit = 60 days.

2. TA on Retirement

For retirement travel, the time limit is 180 days (6 months).

➤ **Example:** Retired employee must submit claim within 6 months.

📌 **Exam Tip:** Retirement TA = 180 days.

3. Separate Journey Rule

If the officer and family travel separately, the time limit is calculated separately for each journey.

➤ **Example:** Family travels later → separate 60-day limit applies.

📌 **Exam Tip:** Each journey has separate time limit.

4. Personal Effects & Transport

For transport of luggage or vehicle, the time limit is 60 days from the date of delivery.

➤ **Example:** Goods delivered on 10th January → claim allowed till 10th March.

📌 **Exam Tip:** Delivery date is considered.

5. Date of Submission

Case 1: Officer is his own Controlling Officer → Date counted from submission to Treasury/Cash Section.

Case 2: Officer is not his own Controlling Officer → Date counted from submission to Head of Office.

➤ **Example:** Submitted to Head of Office within time → valid.

📌 **Exam Tip:** Submission date depends on authority.

6. Delay Cases

If claim is delayed but submitted to Head of Office within time, it is still considered valid.

➤ **Example:** Office received claim on time but treasury delay → claim valid.

📌 **Exam Tip:** Office submission date is crucial.

7. Claims Pending for More Than 1 Year

If a claim remains pending for more than one year, the Head of Department will examine it. If found genuine, it may be allowed.

➤ **Example:** Old claim verified and approved later.

📌 **Exam Tip:** Claims > 1 year need special verification.

8. T.A. When Deputed for Training

When a Government employee is deputed for training, refresher course or promotion course, TA/DA is admissible as per prescribed rules.

➤ **Example:** Officer sent for training in another city receives TA/DA.

📌 **Exam Tip:** Training TA is treated similar to tour TA.

1. When Boarding & Lodging NOT Provided

- First **180 days** → Full DA
- Beyond **180 days** → No DA

➤ **Example:** Training for **200 days** → DA only for first 180 days.

📌 **Exam Tip:** Maximum DA = 180 days.

2. When Boarding & Lodging Provided

- First **30 days** → Full DA
- Next **150 days** → Half DA
- Beyond **180 days** → No DA

➤ **Example:** Training with hostel → half DA after 30 days.

📌 **Exam Tip:** 30 days full + 150 days half + then NIL.

3. Training Beyond 180 Days

If training exceeds **180 days**, the employee has an option to choose:

- TA as on Transfer
OR
- TA as on Tour (for first **180 days**)

➤ **Example:** For long training, employee chooses the more beneficial option.

📌 **Exam Tip:** Option available after **180 days**.

4. Training at Different Stations

Case 1: Different Stations

When training is conducted at a different station, the Daily Allowance (DA) starts afresh at the second station.

➤ **Example:** Training shifted to a new city leads to restart of DA.

🔑 **Exam Tip:** New station implies reset of DA.

Case 2: Same Station

When training is conducted at the same station, DA is admissible only for the first 180 days

5. Training + Tour

If an employee proceeds on a tour during the training period:

- Full DA is allowed for the tour period.
- The duration of such tour is included within the 180-day limit.

➤ **Example:** A 5-day tour during training is counted within the 180 days.

🔑 **Exam Tip:** Tour during training is included in the 180-day limit.

6. Training at Headquarters

When training is conducted at the headquarters:

- No Travelling Allowance (TA) is admissible.
- No Daily Allowance (DA) is admissible.

➤ **Example:** Training in the same city results in no allowance.

🔑 **Exam Tip:** Training at headquarters implies no TA/DA.

7. Training within Urban Agglomeration

If training is conducted within the same urban agglomeration:

- No TA is admissible.
- No DA is admissible.
- This rule applies irrespective of distance.

➤ **Example:** Training within Delhi NCR does not allow TA.

🔑 **Exam Tip:** Training within urban agglomeration implies no TA/DA.

8. HRA During Training

House Rent Allowance (HRA) is regulated as follows:

- It is paid as per the rate of the headquarters.
- It continues even after 180 days.
- It continues even when DA is not admissible.

➤ **Example:** Training in another city still results in HRA based on the original headquarters.

🔑 **Exam Tip:** HRA is always based on the parent headquarters.

➤ **Example:** An employee undergoing training with hostel facility receives full DA for the first 30 days and half DA thereafter.

🔑 **Exam Tip:** The most important rule is the 180-day structure with 30 days full DA and remaining 150 days half DA.

9. T.A. on Temporary Transfer

A temporary transfer refers to:

- Transfer of a Government servant for a short duration.
- Generally not exceeding 180 days.
- The employee remains temporarily posted and is not permanently shifted.

➤ **Example:** An officer posted to another city for 4 months is on temporary transfer.

🔑 **Exam Tip:** Temporary transfer refers to short-term transfer not exceeding 180 days.

1. Treatment of Journey

If the transfer duration is 180 days or less:

- Journey from headquarters to temporary station and back is treated as a tour.
- Daily Allowance (DA) is admissible only for the first 180 days.

➤ **Example:** An officer sent for 5 months receives DA as per tour rules.

🔑 **Exam Tip:** Transfer up to 180 days is treated as tour with DA admissible.

2. Joining Time

- No joining time is admissible.
- Only actual travel time is allowed.

➤ **Example:** Employee cannot avail additional joining leave.

🔑 **Exam Tip:** Temporary transfer does not permit joining time.

3. Advance of Pay

- No advance of pay is admissible.

➤ **Example:** Employee cannot take salary advance for shifting.

🔑 **Exam Tip:** No advance of pay is allowed in temporary transfer.

4. Change in Duration (Important Case 1)

Situation	Rule
-----------	------

Initially more than 180 days, later reduced to 180 days or less	TA already paid will not be reduced
---	-------------------------------------

➤ **Example:** Transfer planned for 1 year but reduced to 5 months leads to no recovery.

📌 **Exam Tip:** Reduction in duration does not disadvantage the employee.

5. Extension of Temporary Transfer (Important Case 2)

Situation	Rule
Initially 180 days or less, later extended beyond 180 days	TA already received will be adjusted and DA allowed only up to revised order

➤ **Example:** A 4-month transfer extended to 8 months results in TA adjustment.

📌 **Exam Tip:** Extension beyond 180 days leads to TA adjustment and DA restriction.

Important Concept

Duration	Nature
Up to 180 days	Treated as Tour
More than 180 days	Treated as Transfer

➤ **Example:** 6 months follows tour rules, 8 months follows transfer rules.

📌 **Exam Tip:** 180 days is the most important boundary.

10. T.A. on Transfer

(As per FR & SR, Part-II — Complete Detailed Explanation)

(a) Meaning of Transfer

Transfer refers to:

- Movement of a Government employee from one headquarters to another.
- It may be for taking charge of a new post or due to change of headquarters.

➤ **Example:** Transfer from Jaipur headquarters to Delhi headquarters.

📌 **Exam Tip:** Transfer always involves change of headquarters.

(b) Admissibility of Transfer TA

Condition	TA Admissibility
Transfer in public interest	Allowed
Transfer on own request	Not allowed

➤ **Example:** Voluntary transfer does not allow TA.

📌 **Exam Tip:** Public interest transfer allows TA.

(c) Special Rule – Department of Posts

- Posting to a place of choice after completion of tenure is not treated as own request transfer.
- TA is admissible in such cases.

➤ **Example:** Postal employee choosing place after tenure still receives TA.

📌 **Exam Tip:** Department of Posts is an exception.

(d) Components of Transfer TA

Components Overview

Component	Description
CTG	Composite Transfer Grant
Travel Entitlement	For self and family
Road Mileage	When no rail connectivity
Personal Effects	Household goods shifting
Conveyance	Vehicle transport

(i) Composite Transfer Grant (CTG)

- Equal to 80% of last month's Basic Pay.
- Only Basic Pay is considered.

Special Case:

- For Andaman & Nicobar and Lakshadweep: 100% of Basic Pay.

Restriction:

- Not admissible if there is no change of residence.

➤ **Example:** Basic Pay ₹60,000 results in CTG of ₹48,000.

📌 **Exam Tip:** CTG equals 80% of Basic Pay.

(ii) Travel Entitlement

- Applicable for self and family.
- Modes include rail, air, road, or steamer.

➤ **Example:** Family train fare is reimbursed.

📌 **Exam Tip:** Family travel is included.

(iii) Road Mileage

- Allowed only when places are not connected by rail.

➤ **Example:** Mileage allowed for village posting.

🔴 **Exam Tip:** Mileage applies only in absence of rail connectivity.

(iv) Transportation of Personal Effects

- Covers shifting of household goods from old residence to new residence.

➤ **Example:** Furniture shifting cost is reimbursed.

🔴 **Exam Tip:** Personal effects refer to household goods.

(v) Transportation of Conveyance

- Includes car, scooter, or motorcycle.

➤ **Example:** Car transported by train is reimbursed.

🔴 **Exam Tip:** Vehicle transportation is allowed.

Important Rule – Family Eligibility

- Grade is determined on date of transfer.
- Number of fares is determined on date of journey.
- No TA is admissible for members added after transfer.

➤ **Example:** Child born after transfer is not eligible.

🔴 **Exam Tip:** Family is counted as on transfer date.

(e) CTG & Personal Effects – Date Rule

Case	CTG	Personal Effects
Transfer & joining before 1-7-2017	Old rates	New rates (if shifted later)
Transfer before 1-7-2017, joining after	New rates	New rates

➤ **Example:** Shifting after 2017 applies new rates.

🔴 **Exam Tip:** Date of joining affects CTG.

Additional Fare

- Allowed when family is left behind due to non-availability of accommodation.
- Also allowed when family travels later due to genuine reasons.

➤ **Example:** Officer joins first and family follows later, additional fare is allowed.

🔴 **Exam Tip:** Extra fare is allowed for delayed family movement.

Option for Employee

- Employee may choose to claim TA either for initial journey or for later journey with family.

➤ **Example:** Employee claims TA only when family joins later.

🔴 **Exam Tip:** Employee has an option.

(f) Transfer at Same Station

Condition	Entitlement
No change of residence	No TA
Change of residence	Transport cost + 1/3 CTG

➤ **Example:** Same city shifting results in partial TA.

🔴 **Exam Tip:** Same station allows only 1/3 CTG.

(g) Transfer within 20 km

Condition	Entitlement
No change of residence	No TA
Change of residence	Full TA + 1/3 CTG

➤ **Example:** 15 km shift results in reduced CTG.

🔴 **Exam Tip:** Transfer within 20 km allows reduced CTG.

(h) Husband and Wife Transfer Rule

Time Gap	CTG Entitlement
Within 60 days	No second CTG
After 60 days (within 6 months)	First: Full CTG, Second: 50% CTG

➤ **Example:** Spouse transferred later receives 50% CTG.

🔴 **Exam Tip:** Spouse rule involves 50% CTG.

(i) Definition of Family

Includes:

- Spouse
- Children (maximum 2, with exceptions)
- Adopted children
- Widowed daughters
- Parents and stepmother
- Unmarried sisters
- Minor brothers
- Widowed sisters (subject to conditions)

Conditions:

- Spouse must reside with the employee.
- Others must reside with and be wholly dependent.

➤ **Example:** Dependent parents are included.

🔴 **Exam Tip:** Family requires both residence and dependency.

Special Case: Children Studying Away

- Treated as family if they join during vacation.

➤ **Example:** Child studying in hostel is eligible.

📌 **Exam Tip:** Hostel children are included.

Wards

- Treated as children if legally adopted or included in will.

➤ **Example:** Adopted ward is eligible.

📌 **Exam Tip:** Ward is treated as child.

(j) Definition of Dependent

- Income should not exceed ₹9,000 per month.

➤ **Example:** Parent earning ₹8,500 is dependent.

📌 **Exam Tip:** Dependency limit is ₹9,000.

(k) Travel Entitlement

- Same as tour rules.

➤ **Example:** Level 10 is entitled to AC 2-tier travel.

📌 **Exam Tip:** Transfer travel follows tour rules.

(l) Road Mileage Rules

Not Connected by Rail

Family Members	Mileage Allowed
Self/ 1 member	1 mileage
2 members	2 mileage
More than 2 members	3 mileage

➤ **Example:** Family of 5 gets 3 mileage.

📌 **Exam Tip:** Maximum mileage is 3.

Connected by Rail

- Reimbursement is limited to rail fare.

➤ **Example:** Taxi fare exceeding train fare is restricted.

📌 **Exam Tip:** Rail connectivity limits reimbursement.

(n) Family Travel Options

Family may travel:

- Old headquarters to new headquarters
- Any place to new headquarters
- Old headquarters to any place

Claim is restricted to the official route.

➤ **Example:** Travel from hometown is limited to official route claim.

📌 **Exam Tip:** Claim is restricted to official route.

(o) Time Limit for Family Travel

Period	Limit
Before transfer	Up to 1 month
After joining	Up to 6 months

➤ **Example:** Family joining after 4 months is allowed.

📌 **Exam Tip:** Time limit is 1 month before and 6 months after.

(p) Transportation of Personal Effects

Weight Limits

Level	Maximum Weight
Level 12 and above	6000 kg
Level 6 to 11	6000 kg
Level 5	3000 kg
Level 4 and below	1500 kg

Rates

Level	Rate
Level 6 and above	₹50/km
Level 5	₹25/km
Level 4 and below	₹15/km

➤ **Example:** Level 10 allows transportation of up to 6000 kg.

📌 **Exam Tip:** Weight limits are frequently asked in exams.

Increase Rule

- Rates increase by 25% when DA increases by 50%.

➤ **Example:** ₹50/km becomes ₹62.5/km.

📌 **Exam Tip:** 25% increase rule is important.

(q) Receipts Requirement

- Bills and vouchers are mandatory for reimbursement.

➤ **Example:** Absence of receipt leads to no reimbursement.

📌 **Exam Tip:** Receipts are compulsory.

Transportation of Conveyance

Eligibility

Level	Vehicle
-------	---------

Level 6 and above	Car / Scooter
Level 5 and below	Scooter / Bicycle

Modes

Mode	Rule
Rail	Actual freight reimbursed
Road	Lower of actual cost or prescribed rate
Own driving	Mileage allowed

➤ **Example:** Driving own car results in mileage payment.

🔑 **Exam Tip:** Own propulsion rule is important.

Bicycle Rule

Condition	Reimbursement
Rail connected	Actual freight
Not rail connected	₹1.20/km

➤ **Example:** Bicycle transport reimbursed at ₹1.20/km.

🔑 **Exam Tip:** Bicycle rate is ₹1.20/km.

Important Rule: Family Eligibility

The following principles determine eligibility of family members for Travelling Allowance:

- Grade of the employee is determined on the date of transfer.
- Number of fares is determined on the date of journey.
- Travelling Allowance is not admissible for members added after the transfer.

➤ **Example:** A child born after the date of transfer is not eligible for TA.

🔑 **Exam Tip:** Family is considered as on the date of transfer.

(e) CTG and Personal Effects – Date Rule

The applicability of rates depends on the date of transfer and date of joining, as shown below:

Case	CTG	Personal Effects
Transfer before 01-07-2017 and joining before 01-07-2017	Old rates	New rates (if shifted later)

Transfer before 01-07-2017 and joining after 01-07-2017	New rates	New rates
---	-----------	-----------

➤ **Example:** If goods are shifted after 2017, new rates are applicable.

🔑 **Exam Tip:** Date of joining plays a key role in determining CTG.

Additional Fare

Additional fare is admissible under the following circumstances:

- When the employee leaves the family behind due to non-availability of Government accommodation.
- When the family travels later due to genuine reasons.

➤ **Example:** An officer joins first and the family joins later; additional fare is admissible.

🔑 **Exam Tip:** Extra fare is allowed for delayed movement of family.

Option for Employee

If the family does not accompany the employee initially, the employee has the following option:

- Claim TA for the initial journey, or
- Claim TA when the family travels later

➤ **Example:** The employee claims TA only when the family joins later.

🔑 **Exam Tip:** Employee has flexibility to choose.

(f) Transfer at Same Station

Situation	Entitlement
No change of residence	No TA admissible
Change of residence	Transport cost + 1/3 of CTG

➤ **Example:** Shifting within the same city allows partial TA.

🔑 **Exam Tip:** Same station transfer allows only one-third CTG.

(g) Transfer within 20 km

Situation	Entitlement
No change of residence	No TA admissible
Change of residence	Full TA + 1/3 of CTG

➤ **Example:** A transfer within 15 km allows reduced CTG.

📌 **Exam Tip:** Transfer within 20 km results in reduced CTG.

(h) Husband and Wife Transfer Rule

Time Gap Between Transfers	CTG Entitlement
Within 60 days	Second CTG not admissible
After 60 days (within 6 months)	First: Full CTG, Second: 50% CTG

➤ **Example:** If the spouse is transferred later, only 50% CTG is allowed.

📌 **Exam Tip:** Spouse transfer rule commonly tested for 50% CTG.

(i) Definition of Family

Family includes the following members:

- Spouse (residing with the employee)
- Children (maximum two, with certain exceptions)
- Adopted children
- Widowed daughters
- Parents and stepmother
- Unmarried sisters
- Minor brothers
- Widowed sisters (subject to conditions)

Conditions

- Spouse must be residing with the employee.
- Other members must be both residing with and wholly dependent on the employee.

➤ **Example:** Dependent parents residing with the employee are included.

📌 **Exam Tip:** Family requires both residence and dependency.

Special Case: Children Studying Away

Children studying away from home are still treated as family:

- If they join the employee during vacation

➤ **Example:** A child studying in a hostel is still eligible.

📌 **Exam Tip:** Hostel children are included.

Wards

Wards are treated as children if:

- Legally adopted, or
- Included in the will

➤ **Example:** An adopted ward is treated as a family member.

📌 **Exam Tip:** Ward is treated as a child.

(j) Definition of Dependent

A dependent is defined as:

- A family member whose income does not exceed ₹9,000 per month

➤ **Example:** A parent earning ₹8,500 per month is considered dependent.

📌 **Exam Tip:** Dependency limit is ₹9,000 per month.

(k) Travel Entitlement

- Travel entitlement for transfer is the same as that applicable for tour.

➤ **Example:** An employee at Level 10 is entitled to AC 2-tier travel.

📌 **Exam Tip:** Transfer travel follows tour rules.

(l) Road Mileage Rule

Not Connected by Rail

Number of Family Members	Mileage Allowed
Self or one member	1 mileage
Two members	2 mileage
More than two members	3 mileage

➤ **Example:** A family of five members is entitled to three mileage units.

📌 **Exam Tip:** Maximum mileage allowed is three.

Connected by Rail

- Reimbursement is limited to rail fare.

➤ **Example:** If taxi fare exceeds train fare, reimbursement is restricted to train fare.

📌 **Exam Tip:** Rail connectivity restricts reimbursement.

(n) Family Travel Options

Family may travel under the following options:

- From old headquarters to new headquarters
- From any place to new headquarters
- From old headquarters to any place

However, reimbursement is restricted to the official route.

➤ **Example:** Travel from hometown is reimbursed only up to official route limit.

📌 **Exam Tip:** Reimbursement is restricted to official route.

(o) Time Limit for Family Travel

Period	Time Limit
Before transfer	Up to 1 month
After joining	Up to 6 months

➤ **Example:** Family joining after four months is admissible.

📌 **Exam Tip:** Time limit is 1 month before and 6 months after.

(p) Transportation of Personal Effects

Weight Limits

Level	Maximum Weight
Level 12 and above	6000 kg
Level 6 to 11	6000 kg
Level 5	3000 kg
Level 4 and below	1500 kg

Rates

Level	Rate
Level 6 and above	₹50 per km
Level 5	₹25 per km
Level 4 and below	₹15 per km

➤ **Example:** An employee at Level 10 is entitled to transport up to 6000 kg.

📌 **Exam Tip:** Weight limits are frequently asked in exams.

Increase Rule

- Rates increase by 25% when Dearness Allowance increases by 50%.

➤ **Example:** ₹50 per km increases to ₹62.5 per km.

📌 **Exam Tip:** The 25% increase rule is important.

(q) Receipts Requirement

- Submission of bills and vouchers is mandatory for reimbursement.

➤ **Example:** In the absence of receipts, reimbursement is not allowed.

📌 **Exam Tip:** Receipts are compulsory.

Transportation of Conveyance

Eligibility

Level	Vehicle
-------	---------

Level 6 and above	Car or scooter
Level 5 and below	Scooter or bicycle

Modes of Transport

Mode	Rule
Rail	Actual freight reimbursed
Road	Lower of actual cost or prescribed rate
Own driving	Mileage allowed

➤ **Example:** Driving one's own car results in mileage payment.

📌 **Exam Tip:** Own propulsion rule is important.

Bicycle Rule

Condition	Reimbursement
Rail-connected	Actual freight
Not connected by rail	₹1.20 per km

➤ **Example:** Bicycle transport is reimbursed at ₹1.20 per km where no rail connectivity exists.

📌 **Exam Tip:** Bicycle rate is ₹1.20 per km.

11. T.A. on Retirement

1. Entitlements on Retirement

Case 1: Settlement at Place Other Than Last Station

- Entitlements are the same as Transfer TA.
- Includes CTG, travel expenses, personal effects, and conveyance transport.
- Air travel is also permitted.

Employee and family may travel:

- From last headquarters to hometown, or
- From last headquarters to any selected place for settlement

➤ **Example:** A retired officer shifting from Delhi to Jaipur is entitled to full TA like transfer.

📌 **Exam Tip:** Retirement TA is same as Transfer TA.

Case 2: Settlement at Same Station or Other Place with Change of Residence

(a) Travel of Self and Family

- Actual travel cost is reimbursed.
- Limited to road mileage admissible under transfer rules.

➤ **Example:** Taxi cost is reimbursed but restricted by mileage limits.

🔹 **Exam Tip:** Travel is limited to road mileage rules.

(b) Transportation of Personal Effects

- Actual cost is reimbursed.
- Limited to transfer rules.

➤ **Example:** Household shifting cost is reimbursed within limits.

🔹 **Exam Tip:** Personal effects follow transfer rules.

(c) Transportation of Conveyance

- Allowed at prescribed rates (taxi, auto, etc.).

Important Conditions:

- If allowance is claimed, no mileage is allowed.
- If family travels in the same vehicle, no mileage is allowed for family.

➤ **Example:** Use of own car does not allow additional mileage claim.

🔹 **Exam Tip:** Double benefit is not allowed.

(d) Composite Transfer Grant (CTG)

- Equal to 80% of last Basic Pay.
- Requires self-declaration of change of residence.

Special Case:

- Island transfer allows 100% of Basic Pay.

➤ **Example:** Basic Pay ₹50,000 results in CTG of ₹40,000.

🔹 **Exam Tip:** CTG equals 80% of Basic Pay.

Special Rule (Date-based)

- If retirement occurred before 01-07-2017: CTG at old rates.
- If goods are shifted after 01-07-2017: new rates apply.

➤ **Example:** Retirement earlier but shifting later results in new rates for goods.

🔹 **Exam Tip:** Date of shifting is important.

Important Note

- Last station of duty includes the entire Urban Agglomeration.

➤ **Example:** Delhi includes NCR region.

🔹 **Exam Tip:** Headquarters includes Urban Agglomeration.

2. When TA is Not Admissible

TA on retirement is not admissible in the following cases:

- Resignation
- Dismissal
- Removal
- Compulsory retirement as punishment

➤ **Example:** Employee resigning is not entitled to TA.

🔹 **Exam Tip:** Only normal retirement allows TA.

3. Admissibility to Temporary Employees

Temporary employees are eligible for TA if:

- They have completed at least 10 years of service, and
- They retire on superannuation, or
- They are invalidated, or
- They are retrenched without alternative employment

➤ **Example:** A temporary employee with 12 years of service is eligible.

🔹 **Exam Tip:** Temporary employees require 10 years of service.

4. Time Limit

TA must be availed:

- During Leave Preparatory to Retirement (LPR), or
- Within 1 year after retirement

Extension may be granted:

- By Ministry or Department
- With approval of Financial Adviser

➤ **Example:** Claim made after 8 months is valid.

🔹 **Exam Tip:** Time limit is 1 year.

5. Advances

When Allowed

- Only during Leave Preparatory to Retirement

Conditions

- Limited to admissible TA amount
- Must be adjusted after submission of claim

When Not Allowed

- Not allowed if journey is undertaken after retirement

➤ **Example:** No advance is allowed after retirement.

🔹 **Exam Tip:** Advance is allowed only during LPR.

6. T.A. for Re-employed Pensioners

Case (a): TA Already Claimed at the Time of Retirement

When a pensioner has already claimed TA at the time of retirement and is subsequently re-employed:

(i) TA for Joining New Post

TA is admissible if:

- The posting is at a different place, or
- There is a change of residence

(ii) TA After Completion of Re-employment

- TA is also admissible after completion of re-employment
- It is paid by the new organization

➤ **Example:** A re-employed officer shifting to another city is entitled to TA.

🔑 **Exam Tip:** TA is allowed both at the time of joining and after completion of re-employment.

Case (b): TA Not Claimed Earlier

When TA was not claimed earlier:

- Not claimed within one year, and
- Re-employment takes place within one year

(i) TA for Joining

TA is admissible if:

- Posting is at a new station, or
- There is a change of residence

(ii) TA After Completion of Re-employment Payment Responsibility

Stage	Responsibility
Joining TA	Old organization
Completion TA	New organization

➤ **Example:** Joining TA is paid by the previous office.

🔑 **Exam Tip:** Distinction between old and new organization is important.

Case (c): Re-employed from Non-Central Government

- TA is admissible as per the equivalent Central Government post

➤ **Example:** A PSU employee joining Government service gets TA based on equivalent level.

🔑 **Exam Tip:** Equivalence principle is applied.

12. T.A. to the Family of a Deceased Employee

1. Entitlements

- Entitlements are the same as those applicable in case of retirement.

2. Travel of Family

- Family may travel from the last headquarters of the employee:
 - To the home town, or
 - To any other selected place of residence

3. Member Located at Another Station

- If any family member is at a station other than headquarters at the time of death:
 - That member may travel from that station to the home town or selected place
- However, reimbursement is restricted to:
 - The amount admissible from last headquarters to the home town or selected place

4. Travel to Place Other Than Selected Residence

- If a family member travels to a place other than the selected place of residence:
 - Reimbursement is restricted to the admissible amount up to the selected place

5. Time Limit

Condition	Time Limit
Completion of journey	Within 1 year from date of death
Extension	Allowed by Ministry/Department with approval of Financial Adviser

➤ **Example:** Journey completed within one year is admissible.

🔑 **Exam Tip:** Time limit is 1 year from date of death.

6. Cases Where TA is Not Admissible

TA is not admissible to families of:

- Employees who die while on Leave Preparatory to Retirement
- Retired employees who are re-employed
- Temporary employees who have not completed 3 years of continuous service

7. Advance of T.A. to Family

(a) Amount

- Limited to three-fourths of the probable admissible travelling expenses

(b) Conditions

- Only one member of the family can receive the advance on behalf of all
- Only one advance is admissible
- Surety of a permanent employee of comparable or higher status is required
- Undertaking for recovery must be given

(c) Recovery

Situation	Rule
Single batch travel	Account to be rendered within 1 month
Multiple batches	Account after last batch within 1 month
Maximum limit	Journey within 1 year + account within 1 month

- If conditions are not fulfilled, the amount must be refunded

➤ **Example:** If accounts are not submitted, advance must be returned.

📌 **Exam Tip:** Recovery rules are strictly time-bound.

ADVANCE OF TRAVELLING ALLOWANCE (T.A.)

13. Advance of T.A. on Tour

1. Amount

(1) Normal Tour

Advance includes:

- Daily Allowance (DA)
- Road / Rail / Air fare
- Journey expenses for onward and return

| Duration Covered | 1 Month |

(2) Prolonged Tour (Interior / Difficult Areas)

Advance includes:

- Daily Allowance (DA)
- Travel fare
- Contingent charges such as:
 - Hire of conveyance
 - Transport of records
 - Tents, etc.

| Duration Covered | 6 Weeks |

2. Eligibility

- Admissible in all cases where TA is allowed for tour journey

3. Conditions

- Advance must be adjusted within 15 days:
 - After completion of tour, or
 - After rejoining duty (if leave is taken after tour)

Second Advance Rule

Rule	Description
General rule	Second advance not allowed until first is adjusted
Exception	Allowed if second journey starts immediately and bill cannot be submitted

4. Recovery

- Recovered through submission of T.A. Bill after completion of journey

14. Advance of T.A. on Transfer

1. Amount

- Advance is allowed for self and family
- It may be drawn:
 - In one instalment, or
 - In two instalments (separately)

2. Eligibility

Allowed for:

- Employees under transfer orders (including those on leave)
- Employees proceeding on foreign service within India
- Employees returning from foreign service

3. Not Admissible

TA advance is not admissible if:

- Transfer is on employee's own request (not in public interest)
- Transfer is within the same station

4. Recovery

- Entire advance is recovered from the T.A. Bill

10. THE CENTRAL CIVIL SERVICES (CLASSIFICATION, CONTROL AND APPEAL) RULES, 1965

CCS (CCA)-1965

CONSTITUTIONAL BASIS OF THESE RULES

These rules are made under:

- **Article 309** → Power to make service rules for Government employees
- **Article 148(5)** → In consultation with CAG for Audit & Accounts staff

Meaning → These rules are **legally valid and constitutionally backed**.

➤ **Example:** Disciplinary action against a Central Government employee is taken under rules framed under Article 309.

📌 **Exam Tip:** CCS (CCA) Rules are framed under **Article 309**

PART I – GENERAL

RULE 1 – SHORT TITLE AND COMMENCEMENT

1. Short Title

These rules are called:

Central Civil Services (Classification, Control and Appeal) Rules, 1965

They are commonly known as: **CCS (CCA) Rules, 1965**

➤ **Example:** Suspension, charge-sheet and penalties are governed by CCS (CCA) Rules, 1965.

📌 **Exam Tip:** CCA = **Classification + Control + Appeal**.

2. Commencement

These rules came into force on: **1st December 1965**

➤ **Example:** Any disciplinary proceeding after 1-12-1965 is governed by these rules.

📌 **Exam Tip:** Remember date → **1 December 1965**.

RULE 2 – INTERPRETATION (DEFINITIONS)

This rule explains important terms used throughout the CCS (CCA) Rules.

(a) APPOINTING AUTHORITY

This is the authority that has the power to make appointment.

It may be:

1. Authority that appoints to the service
2. Authority that appoints to the post
3. Authority that actually appointed the employee
4. Authority that appointed him to his previous permanent post (in case of transfer)

Important Principle

Whichever authority is highest will be the appointing authority

Why it is important?

Because:

- It can impose major penalties
- It can remove or dismiss

➤ **Example:** If President appoints an officer, only President or higher authority can dismiss him.

📌 **Exam Tip:** Appointing authority = **Highest among the four**.

(b) CADRE AUTHORITY

Cadre authority means: The authority that controls a particular service.

Defined in the service rules of that cadre.

➤ **Example:** For IAS, cadre authority is the Central Government.

📌 **Exam Tip:** Cadre authority = Service controlling authority.

(c) CENTRAL CIVIL SERVICE / CIVIL POST

It includes:

✓ Civilian posts in Defence Services of the same Group.

➤ **Example:** A civilian clerk in Defence Accounts is covered.

📌 **Exam Tip:** Civilian defence employees are included.

(d) COMMISSION

Commission means: **Union Public Service Commission (UPSC)**

➤ **Example:** Consultation with UPSC is required in certain disciplinary cases.

📌 **Exam Tip:** Commission = UPSC.

(e) DEFENCE SERVICES

These are: Services under Ministry of Defence
BUT

✗ Not governed by:

- Army Act
- Navy Act
- Air Force Act

So → Only **civilian defence employees** are included.

➤ **Example:** Defence civilian accounts officer comes under CCS (CCA).

📌 **Exam Tip:** Uniformed forces are NOT included.

(f) DEPARTMENT OF GOVERNMENT OF INDIA

Any organisation declared by: President through notification as a Department.

➤ **Example:** Ministry of Health is a Department of Government of India.

📌 **Exam Tip:** Department status → By Presidential notification.

(g) DISCIPLINARY AUTHORITY

This is the authority which can: Impose penalties under Rule 11

It may or may not be the appointing authority.

➤ **Example:** Head of Department imposing minor penalty.

📌 **Exam Tip:** Disciplinary authority = Penalty imposing authority.

(h) GOVERNMENT SERVANT

Includes:

1. **Central Government employee** (including on deputation/foreign service)
2. **State Government employee on deputation to Centre**
3. **Local body employee on deputation to Centre**

Meaning

Anyone serving under the **control of Central Government**.

➤ **Example:** State Government officer on Central deputation is covered.

📌 **Exam Tip:** Deputation cases are included.

(i) HEAD OF THE DEPARTMENT

Authority declared as HOD under:

- Fundamental Rules
- OR
- Civil Service Regulations

for exercising:

- Appointing power
- Disciplinary power
- Appellate power

➤ **Example:** Director of a Department acting as disciplinary authority.

📌 **Exam Tip:** HOD defined under FR/SR.

(j) HEAD OF THE OFFICE

Authority declared as Head of Office under: **General Financial Rules (GFR)**

➤ **Example:** Principal of a Government college as Head of Office.

📌 **Exam Tip:** HOO → Defined under GFR.

(k) SCHEDULE

Schedule means: The Schedule attached to these rules. It contains:

- Classification of posts
- Appointing authorities
- Appellate authorities

📌 **Exam Tip:** Schedule is very important for exams.

(l) SECRETARY

Secretary includes:

- Secretary to GOI
- Special Secretary
- Additional Secretary
- Joint Secretary (independent charge)

Also includes Secretaries of:

- Cabinet Secretariat
- PMO
- President's Secretariat
- Planning Commission (now NITI Aayog equivalent contextually)

➤ **Example:** Additional Secretary is treated as Secretary under these rules.

📌 **Exam Tip:** Secretary includes Special/Additional Secretary.

(m) SERVICE

Service means: A **Civil Service of the Union**

➤ **Example:** Central Secretariat Service.

📌 **Exam Tip:** Service = Civil service under Union.

RULE 3 – APPLICATION

This rule tells **to whom the CCS (CCA) Rules apply and to whom they do NOT apply**.

Persons to whom these rules APPLY

These rules apply to:

- ✓ Every Central Government servant
- ✓ Civilian employees in Defence Services

➤ **Example:** A Central Secretariat Assistant is governed by CCS (CCA) Rules.

📌 **Exam Tip:** Civilian defence staff are included.

✗ **Persons to whom these rules DO NOT APPLY**

(a) Railway servants

They are governed by **Railway Servants (D&A) Rules**.

(b) All India Services

IAS, IPS, IFoS → Have separate rules.

(c) Casual employees

Daily wage / casual labour → Not covered.

(d) Employees removable with less than one month notice

Temporary short-term staff.

(e) Persons having special rules

If separate law or agreement exists.

➤ **Example:** IAS officer is not governed by CCS (CCA) Rules.

📌 **Exam Tip:** IAS/IPS → Always excluded.

Special Power of President

President can: Exclude any group of employees from these rules.

Temporary Transfer Case (VERY IMPORTANT)

If a Government servant is:
Temporarily transferred to a post where these rules normally do not apply,
➡ These rules will **STILL** apply to him.
Because his parent service is covered.

➤ **Example:** A Central Government officer sent temporarily to Railways will still be governed by CCS (CCA).

📌 **Exam Tip:** Temporary transfer → Parent rules apply.

Doubt regarding applicability ?

Decision will be taken by: **President**
and his decision is final.

📌 **SUMMARY – RULE 3**

Apply	Not Apply
Central Govt employees	Railway servants
Civilian defence staff	IAS/IPS/IFoS
Casual employees	
Short-term notice staff	

PART II – CLASSIFICATION

This part divides services and posts into **Groups**.

RULE 4 – CLASSIFICATION OF SERVICES

Civil Services are divided into:

Group	Level
Group A	Highest level
Group B	Gazetted (middle level)
Group C	Non-gazetted staff
Group D	Earlier lowest level (now mostly merged in C)

Important Concept

A service having different grades may fall in different groups.

➤ **Example:** Same department may have Group A and Group B officers.

📌 **Exam Tip:** Classification is grade-wise, not service-wise.

RULE 5 – CONSTITUTION OF CENTRAL CIVIL SERVICES

Which service belongs to which group?
Given in the **Schedule**.
So the Schedule is the **master list of services**.

➤ **Example:** Indian Economic Service is listed in Group A in the Schedule.

📌 **Exam Tip:** For service classification → Refer Schedule.

RULE 6 – CLASSIFICATION OF POSTS

This rule is about **posts**, not services.
Every civil post under the Union is classified into:

- Group A
- Group B
- Group C
- Group D

Classification is done by:

President

through general or special order.

➤ **Example:** Section Officer post is classified as Group B.

📌 **Exam Tip:** Post classification → By President.

RULE 6A – OLD CLASS → NEW GROUP CONVERSION

Old system:

Old	New
Class I	Group A
Class II	Group B
Class III	Group C
Class IV	Group D

This rule says:

All old references will now mean the new Group system.

➤ **Example:** Class I officer = Group A officer.

📌 **Exam Tip:** Class I = Group A (very common MCQ).

RULE 7 – GENERAL CENTRAL SERVICE

This rule covers posts which:

✗ Do not belong to any specific service.

Such posts are automatically included in:

General Central Service of that group.

And the employee becomes its member.

Why this rule?

So that every post belongs to some service.

➤ **Example:** A newly created Group B post not attached to any service will be part of General Central Service Group B.

📌 **Exam Tip:** Default service = General Central Service.

GROUP STRUCTURE – CONCEPTUAL TABLE

Basis	Service	Post
Who classifies	Schedule	President
Member becomes	Member of service	Holder of post

PART III – APPOINTING AUTHORITY

This Part tells us **who has the legal power to make appointments** to different posts and services.

This is very important because:

- The appointing authority can impose **major penalties**
- It plays a key role in **disciplinary matters**

RULE 8 – APPOINTMENTS TO GROUP ‘A’ SERVICES & POSTS

Main Rule

All appointments to:

- Central Civil Services – Group ‘A’
- Central Civil Posts – Group ‘A’

are made by: **THE PRESIDENT OF INDIA**. This shows that Group A is the **highest level of civil service**.

Delegation of Power

The President can:

✓ Delegate this power to another authority

through:

- General order
- or
- Special order

with conditions.

⌘ Meaning

Although the President is the appointing authority:

In practice → Appointment letters are issued by Ministries/Departments because power is delegated.

➤ **Example:** Appointment of an IAS (Central deputation post – Group A) is in the name of the President.

📌 **Exam Tip:** Group A appointing authority = President (with delegation provision).

RULE 9 – APPOINTMENTS TO OTHER SERVICES & POSTS

This rule covers:

- Group B
- Group C
- Group D

9(1) – For SERVICES (not General Central Service)

Appointments are made by: Authorities given in the **Schedule**

Special provision for Defence civilian posts

For Group C & D: Appointments may be made by: Officers authorised by the appointing authority.

➤ **Example:** Appointment of an LDC is done by the authority mentioned in the Schedule.

📌 **Exam Tip:** For Group B/C/D services → Refer Schedule.

9(2) – For POSTS in GENERAL CENTRAL SERVICE

Appointments are made by:

Either

1. Authority specified by President
OR
2. Authority given in Schedule (if no order exists)

Concept

Service ≠ Post

This sub-rule is for **posts not belonging to any organised service**.

➤ **Example:** A Group C post in a small office (not part of any organised service) is filled by an authority notified by the President.

🔑 **Exam Tip:** General Central Service post → Authority decided by President.

REVISION TABLE – APPOINTING AUTHORITY

Category	Appointing Authority
Group A	President
Group B/C/D (Service)	As per Schedule
Group B/C/D (GCS Post)	By President's order / Schedule

PART IV – SUSPENSION

RULE 10 – SUSPENSION

Suspension is: **A temporary removal from duty** (not a punishment)

It is used when:

- Inquiry is needed
- Case is serious

RULE 10(1) – WHEN CAN A GOVERNMENT SERVANT BE SUSPENDED?

A Government servant can be suspended by:

Authorities:

- Appointing authority
- Authority subordinate to it
- Disciplinary authority
- Any authority empowered by President

⚡ GROUNDS FOR SUSPENSION

(a) Disciplinary proceedings

When:

- Inquiry is contemplated
OR
- Inquiry is pending

(aa) Security of the State

If activities are: Against national security

(b) Criminal case

When:

- Investigation
- Inquiry
- Trial

is going on.

➤ **Example:** An officer arrested in a corruption case is placed under suspension.

🔑 **Exam Tip:** Suspension possible even at **contemplation stage**.

Reporting requirement

If suspension is ordered by a lower authority: ➡ It must immediately report to the appointing authority.

RULE 10(2) – DEEMED SUSPENSION

This is **automatic suspension by law**.

(a) Detention in custody > 48 hours

Suspension starts from: Date of detention

(b) Conviction & imprisonment > 48 hours

Suspension starts from: Date of conviction

➤ **Example:** If an employee is in police custody for 3 days → Automatically suspended.

🔑 **Exam Tip:** 48 hours custody = Deemed suspension.

RULE 10(3) – WHEN PENALTY IS SET ASIDE IN APPEAL

If:

- Dismissal / removal / compulsory retirement is set aside
AND
- Case sent for fresh inquiry

Then: Suspension continues from original date.

RULE 10(4) – WHEN COURT SETS ASIDE PENALTY

If: Court cancels penalty on **technical ground** and fresh inquiry is ordered,

then:

Employee is deemed suspended from original date.

! Condition

Fresh inquiry only when: Court decision is on **technical ground**, not on merit.

RULE 10(5) – PERIOD OF SUSPENSION

Suspension continues: ✓ Till modified or revoked

Multiple proceedings

If a second inquiry starts during suspension: Authority may order continuation of suspension.

Revocation

Suspension can be revoked by:

- Same authority
OR
- Higher authority

RULE 10(6) – REVIEW OF SUSPENSION (VERY IMPORTANT)

Suspension must be reviewed:

Before 90 days

By: Review Committee Decision:

- Extend
OR
- Revoke

Extension limit

Each extension: Maximum 180 days

➤ **Example:** If suspension is not reviewed within 90 days → It becomes invalid.

🔹 **Exam Tip:** 90 days review = Mandatory.

RULE 10(7) – VALIDITY OF SUSPENSION

Suspension becomes **invalid after 90 days** if: ✗ Not reviewed and extended.

Exception – Deemed suspension

No review needed if:

Employee is still in custody.

90 days will count from:

- Date of release
OR
- Date of intimation of release

(whichever is later)

CONCEPT OF PENALTY

A **penalty** is a punishment imposed on a Government servant:

- for misconduct
- for negligence

- for violation of rules

It can be imposed **only for good and sufficient reasons** and **only by following the prescribed procedure**.

🔹 **Exam Tip:** Penalty without procedure = Invalid.

TWO TYPES OF PENALTIES

Type	Nature	Procedure
Minor	Less severe	Rule 16 procedure
Major	Very serious	Rule 14 inquiry

MINOR PENALTIES

These are lighter punishments and **do not normally require full-fledged inquiry**.

(i) CENSURE

This is a **formal written warning**.

- It becomes part of service record
- Affects promotion and reputation

➤ **Example:** Written warning for misbehaviour with public.

🔹 **Exam Tip:** Censure = Lightest penalty.

(ii) WITHHOLDING OF PROMOTION

Employee becomes:

✗ Ineligible for promotion for a specific period.

➤ **Example:** Promotion withheld for 2 years due to poor performance.

🔹 **Exam Tip:** Promotion withheld ≠ reduction in rank.

(iii) RECOVERY FROM PAY

Recovery of loss caused to Government due to:

- Negligence
- Breach of orders

➤ **Example:** Recovery for loss of government laptop due to carelessness.

🔹 **Exam Tip:** Recovery only for financial loss.

(iii-A) REDUCTION BY ONE STAGE (WITHOUT CUMULATIVE EFFECT)

This is a **minor penalty** because:

- Only one stage reduction
- Maximum 3 years
- No effect on pension

- No cumulative effect

➤ **Example:** Pay reduced from ₹50,000 to ₹48,500 for 2 years.

📌 **Exam Tip:** Without cumulative effect = Minor penalty.

(iv) WITHHOLDING OF INCREMENTS

Annual increment stopped for a period.

Two types:

- With cumulative effect
- Without cumulative effect

(But treated as minor penalty unless it changes pay permanently.)

➤ **Example:** One increment stopped for one year.

📌 **Exam Tip:** Increment withholding is very common penalty.

MAJOR PENALTIES

These are serious punishments and require: Regular departmental inquiry.

(v) REDUCTION TO LOWER STAGE IN TIME SCALE (MAJOR FORM)

This is different from minor reduction because:

- May affect future increments
- May have cumulative effect

Authority must specify:

1. Period of reduction
2. Whether increments will be earned
3. Effect on future increments

➤ **Example:** Pay reduced for 5 years with postponement of future increments.

📌 **Exam Tip:** With cumulative effect = Major penalty.

(vi) REDUCTION TO LOWER POST / GRADE / SERVICE

This is **demotion**.

Effects:

- Bar on promotion for specified period
- Seniority issues
- Pay reduction

Authority must clarify:

- Future increments
- Restoration of seniority

➤ **Example:** Section Officer reduced to Assistant for 3 years.

📌 **Exam Tip:** Reduction in rank = Major penalty.

(vii) COMPULSORY RETIREMENT

Employee is forced to retire:

✓ Pension allowed

✗ Service ends

Not a removal from service.

➤ **Example:** Compulsory retirement after proved misconduct.

📌 **Exam Tip:** Compulsory retirement = Major penalty (punishment).

(viii) REMOVAL FROM SERVICE

Service ends.

BUT: ✓ Can get future Government job.

➤ **Example:** Removed for misconduct but allowed to apply for fresh job.

📌 **Exam Tip:** Removal ≠ disqualification.

(ix) DISMISSAL FROM SERVICE

Most severe punishment.

Effects:

- ✗ Job lost
- ✗ Disqualified from future Government employment

➤ **Example:** Dismissal for corruption case.

📌 **Exam Tip:** Dismissal = Permanent disqualification.

SPECIAL PROVISION – CORRUPTION CASES

If charges proved:

- Disproportionate assets
- Bribe taking

Then normally: Removal or dismissal must be imposed.

Only in **exceptional cases** a lesser penalty can be given with written reasons.

📌 **Exam Tip:** Corruption → Removal/Dismissal is the rule.

WHAT IS NOT A PENALTY

These actions look like punishment but **are NOT penalties**.

(i) Increment stopped for not passing exam

If: Departmental exam is compulsory and employee fails → Increment withheld

This is NOT a penalty.

(ii) Stoppage at Efficiency Bar

If employee is unfit to cross EB → Not a penalty.

(iii) Non-promotion after DPC

If promotion denied after consideration → Not a penalty.

(iv) Reversion from officiating post

If employee found unsuitable → Not a penalty.

(v) Reversion of probationer

If sent back to parent post → Not a penalty.

➤ **Example:** Probationer reverted to lower post due to unsatisfactory work.

📌 **Exam Tip:** Reversion on administrative ground ≠ penalty.

DIFFERENCE – REMOVAL vs DISMISSAL

Point	Removal	Dismissal
Future job	Allowed	Not allowed
Severity	Less	Highest
Stigma	Yes	Very high

DIFFERENCE – MINOR vs MAJOR REDUCTION IN PAY

Minor	Major
1 stage	Any stage
Max 3 years	Any period
No cumulative effect	May be cumulative
No pension effect	May affect

RULE 11 – ITEMS WHICH ARE NOT PENALTIES (CONTINUED)

These actions may look like punishment but **legally they are NOT penalties**, so:

- Rule 14 / Rule 16 procedure is **not required**
- No stigma of punishment

(vi) RETURN TO PARENT DEPARTMENT (BORROWED EMPLOYEE)

When services of a Government servant:

- Are taken on deputation from a State Government and later
- Sent back to that State Government

➡ This is **not a penalty**

Because it is only **repatriation**, not punishment.

➤ **Example:** A State Government officer on Central deputation is sent back to his State cadre.

📌 **Exam Tip:** Repatriation ≠ penalty.

(vii) COMPULSORY RETIREMENT ON SUPERANNUATION

Retirement:

- On reaching retirement age
OR
- Under normal retirement rules

is **not a penalty**.

⚠ Do not confuse with:

Compulsory retirement **as a punishment** under Rule 11 (that is a major penalty).

➤ **Example:** Retirement at age 60 is not a penalty.

📌 **Exam Tip:** Normal retirement ≠ major penalty compulsory retirement.

(viii) TERMINATION OF SERVICE IN CERTAIN CASES

Termination is **not a penalty** when done as per rules:

(a) Probationer

Termination during or at the end of probation:

- ✓ If work is unsatisfactory
 - ✓ As per appointment rules
- Not a penalty.

(b) Temporary Government servant

Termination under: CCS (Temporary Service) Rules.

(c) Contract employee

Termination as per: Terms of agreement.

➤ **Example:** Probationer discharged due to unsatisfactory performance.

📌 **Exam Tip:** Termination simpliciter ≠ penalty.

(ix) COMPENSATION IN SEXUAL HARASSMENT CASE

Compensation awarded to victim:

➡ Is **not a penalty** for the accused.

It is a **relief measure**.

➤ **Example:** Payment of compensation to complainant in sexual harassment case.

📌 **Exam Tip:** Compensation ≠ penalty.

REVISION – NOT A PENALTY

Situation	Why not a penalty
Repatriation	Administrative action
Normal retirement	Service condition
Probation termination	Suitability test

Temporary service termination	As per rules
Contract termination	As per agreement
Compensation (POSH)	Relief, not punishment

RULE 12 – DISCIPLINARY AUTHORITIES

WHO CAN IMPOSE PENALTY?

RULE 12(1) – POWER OF THE PRESIDENT

The President:

✓ Can impose **any penalty** on

✓ Any Government servant.

This is the **supreme disciplinary power**.

➤ **Example:** Dismissal order issued in the name of the President.

📌 **Exam Tip:** President = Highest disciplinary authority.

RULE 12(2) – GENERAL DISCIPLINARY AUTHORITIES

(a) For CENTRAL CIVIL SERVICE (NOT GCS)

Penalty can be imposed by:

1. Appointing authority
2. Authority in Schedule
3. Authority empowered by President

(b) For GENERAL CENTRAL SERVICE POSTS

Penalty imposed by:

1. Authority specified by President
OR
2. Appointing authority
OR
3. Authority in Schedule

➤ **Example:** Head of Department imposing minor penalty as per Schedule.

📌 **Exam Tip:** Always check Schedule for disciplinary authority.

RULE 12(3) – SPECIAL POWER FOR GROUP ‘C’ & ‘D’

For:

- Group C (except CSCS)
- Group D

Penalty may be imposed by:

(a) In Ministry/Department

Secretary to Government of India

(b) In attached/subordinate office

Head of Office

BUT only if:

They are **not lower in rank** than the prescribed authority.

➤ **Example:** Head of Office imposing censure on Group C employee.

📌 **Exam Tip:** HOO can be disciplinary authority for Group C.

RULE 12(4) – IMPORTANT RESTRICTIONS

(a) MAJOR PENALTY BY LOWER AUTHORITY – NOT ALLOWED

Major penalties (Rule 11 clauses v to ix):

✗ Cannot be imposed by an authority subordinate to the appointing authority.

△ Exception → CAG for IA&AS (limited case)

➤ **Example:** Major penalty cannot be imposed by an officer lower than appointing authority.

📌 **Exam Tip:** Major penalty → Minimum level = Appointing authority.

(b) EMPLOYEE TEMPORARILY WORKING IN ANOTHER SERVICE

If an employee is: Working temporarily in another department,

Then:

Before imposing major penalty →

Consult his **parent department's competent authority**.

➤ **Example:** A Group B officer on deputation — parent cadre must be consulted before major penalty.

📌 **Exam Tip:** Deputation case → Consultation required.

(c) PROBATIONERS AT LBSNAA

For probationers under training at:

Lal Bahadur Shastri National Academy of Administration

The authority for: Minor penalties (Censure & Recovery)

Is: Director of the Academy.

Procedure: Rule 16.

EXPLANATIONS TO RULE 12

EXPLANATION I – MEANING OF PROBATIONER

A person:

✓ Appointed to a service

✓ On probation

EXPLANATION II – PROMOTION TO HIGHER GROUP

If an employee is:

Promoted to higher group (even temporarily),

Then for disciplinary purposes: He will be treated as member of the higher group.

➤ **Example:** Group B officer promoted to Group A (officiating) → Treated as Group A for penalty.

📌 **Exam Tip:** Promotion changes disciplinary level.

COMPLETE HIERARCHY – DISCIPLINARY AUTHORITY

Authority	Power
President	All penalties
Appointing authority	All penalties
Lower authority	Only as per Schedule
HOO / Secretary	For Group C/D (with conditions)

RULE 13 – AUTHORITY TO INSTITUTE DISCIPLINARY PROCEEDINGS

This rule answers a very important practical question:

WHO CAN START DISCIPLINARY PROCEEDINGS?

Starting proceedings = issuing charge sheet. This is different from: ➡ imposing penalty.

RULE 13(1)

The following authorities can start disciplinary proceedings:

(A) THE PRESIDENT

He can:

✓ Start proceedings himself

OR

✓ Direct any disciplinary authority to start proceedings

(B) ANY AUTHORITY EMPOWERED BY THE PRESIDENT

Through:

- General order
or
- Special order

➤ **Example:** President directs a Ministry to initiate inquiry against a Group A officer.

📌 **Exam Tip:** Power to initiate ≠ power to impose penalty.

RULE 13(2) – VERY IMPORTANT CONCEPT

A disciplinary authority who can impose **minor penalty**:
Can start proceedings for **major penalty**

Even though: ✗ He cannot impose the major penalty.

Meaning: **Initiating authority and penalty imposing authority can be different.**

➤ **Example:** Head of Office (minor penalty authority) issues charge sheet for major penalty.

📌 **Exam Tip:** Minor penalty authority can initiate major penalty proceedings.

CONCEPT TABLE

Stage	Authority
Initiate proceedings	Minor penalty authority also
Impose major penalty	Only competent authority

PART VI – PROCEDURE FOR IMPOSING MAJOR PENALTIES

RULE 14 – HEART OF DEPARTMENTAL EXAM

This rule explains:

HOW MAJOR PENALTY INQUIRY IS CONDUCTED

It is based on:

PRINCIPLES OF NATURAL JUSTICE

- Right to know charges
- Right to defend
- Right to evidence
- Fair hearing

RULE 14(1) – INQUIRY IS COMPULSORY

Major penalty cannot be imposed: ✗ Without inquiry
Inquiry can be under:

- Rule 14 procedure
OR
- Public Servants Inquiries Act, 1850

➤ **Example:** Dismissal without inquiry is illegal.

📌 **Exam Tip:** Major penalty → Inquiry mandatory.

RULE 14(2) – WHO WILL CONDUCT INQUIRY?

Two options: **1. Disciplinary authority itself**

OR

2. Inquiry Officer (IO) appointed

SPECIAL CASE – SEXUAL HARASSMENT

The: **Internal Complaints Committee (ICC)**

becomes: Inquiry Authority automatically.

RULE 14(3) – PREPARATION OF CHARGE SHEET

This is the most important stage.
The disciplinary authority prepares:

(i) Articles of Charge

These are:

- Clear
- Separate
- Specific

allegations.

(ii) Statement of Imputations

This contains:

- (a) All relevant facts**
- (b) Admission/confession (if any)**
- (c) List of documents**
- (d) List of witnesses**

➤ **Example:** Charge: “Unauthorised absence for 30 days.”

📌 **Exam Tip:** Charge must be definite and distinct.

RULE 14(4) – SERVICE OF CHARGE SHEET

The Government servant receives:

- Articles of charge
- Statement of imputations
- List of documents
- List of witnesses

TIME FOR WRITTEN STATEMENT

Initial time → **15 days**

Extension → Maximum **45 days total**

➤ **Example:** Employee submits written defence within 30 days.

📌 **Exam Tip:** Written statement max time = 45 days.

RULE 14(5) – AFTER RECEIVING WRITTEN STATEMENT

THREE POSSIBILITIES Charges

✓ (A) admitted

No inquiry needed. Disciplinary authority records findings.

✓ (B) Charges denied

Inquiry will be conducted.

✓ (C) No written statement submitted

Inquiry will still proceed.

PRESENTING OFFICER (PO)

Disciplinary authority may appoint: Presenting Officer to present the case.

➤ **Example:** PO presents departmental witnesses.

📌 **Exam Tip:** PO represents department.

RULE 14(6) – RECORDS SENT TO INQUIRY OFFICER

The following are sent:

1. Charge sheet
2. Written statement
3. Witness statements
4. Proof of delivery of documents
5. PO appointment order

RULE 14(7) – FIRST HEARING

The charged officer must appear:

Within 10 working days

Extension → further 10 days.

RULE 14(8) – DEFENCE ASSISTANT (VERY IMPORTANT)

The charged employee may take assistance of: ✓
Another Government servant

Conditions:

- From same station (normally)
- Max 3 pending cases rule

✓ Retired Government servant (allowed)

✗ Legal practitioner not allowed

Except when:

1. PO is a legal practitioner
OR
2. Disciplinary authority permits

➤ **Example:** Assistant takes help of colleague as Defence Assistant.

📌 **Exam Tip:** Legal practitioner only in exceptional cases.

FULL FLOW OF MAJOR PENALTY PROCEEDING

Misconduct → Charge sheet → Written statement
→ IO appointment → PO appointment → Inquiry
→ Report → Final order

POSITION OF THESE SUB-RULES IN THE INQUIRY

Up to sub-rule (8) we have:

- ✓ Charge-sheet
- ✓ Written statement
- ✓ Appointment of IO & PO
- ✓ Defence Assistant

Now these sub-rules explain:

HOW THE ACTUAL INQUIRY IS CONDUCTED

This is the **core of the departmental inquiry process**.

SUB-RULE 9 – PLEA OF GUILTY

When the charged Government servant appears before the Inquiry Officer:
The IO asks: Do you accept the charges or not?

✓ If the employee pleads guilty

Then:

- IO records the plea
- IO signs it
- Employee signs it

This becomes **legal evidence**.

➤ **Example:** Employee admits unauthorised absence.

🔴 **Exam Tip:** Plea of guilty → No need to prove that charge.

SUB-RULE 10 – FINDING ON ADMITTED CHARGES

If a charge is admitted: IO gives finding of “**proved**” for that charge.
No further evidence required.

SUB-RULE 11 – IF EMPLOYEE DOES NOT APPEAR / DENIES CHARGES

This is a very important stage.
The IO will:

Step 1 – Ask Presenting Officer to produce evidence

Step 2 – Give opportunity to employee to prepare defence

Employee is allowed: (i) **INSPECTION OF DOCUMENTS**

Within: ✓ 5 days
(+ 5 days extra maximum)

(ii) **SUBMIT LIST OF DEFENCE WITNESSES**

(iii) **ASK FOR ADDITIONAL DOCUMENTS**

Within: ✓ 10 days
(+ 10 days extra)

But employee must: Explain relevance of those documents.

SUPPLY OF WITNESS STATEMENTS

Must be given: At least 3 days before examination of witnesses.

➤ **Example:** Employee inspects attendance register relied upon by department.

🔴 **Exam Tip:** Right to inspect documents = Natural justice.

SUB-RULE 12 – REQUISITION OF DOCUMENTS

If employee asks for Government documents:
IO sends requisition to: Custodian of those documents.
But IO may refuse if:
✗ Document is not relevant.
Reasons must be recorded in writing.

SUB-RULE 13 – PRODUCTION OF DOCUMENTS

The custodian authority must:

- ✓ Produce documents

OR

- ✓ Give non-availability certificate

Within: **1 month**

! **Exception – PUBLIC INTEREST / STATE SECURITY**

Documents may be refused if:
Their disclosure is against:

- Public interest
- Security of State

Employee must be informed.

➤ **Example:** Secret intelligence record not supplied due to national security.

🔴 **Exam Tip:** Public interest privilege is allowed.

SUB-RULE 14 – PRODUCTION OF PROSECUTION EVIDENCE

Now the **regular hearing starts**.

Order of examination:

1. Departmental witnesses examined by PO
2. Cross-examined by employee
3. Re-examined by PO
4. Questions by IO

IMPORTANT RIGHTS

Employee has:

- ✓ Right of cross-examination
- ✓ Right to challenge documents

This is the **heart of natural justice**.

➤ **Example:** Employee cross-examines the complainant.

🔴 **Exam Tip:** No cross-examination = Inquiry vitiated.

SUB-RULE 15 – PRODUCTION OF NEW EVIDENCE

New evidence allowed only when: ✓ There is a defect in earlier evidence

NOT to fill gaps.

Employee must get:

- Copy of new evidence list
- 3 clear days time
- Right to inspect documents

➤ **Example:** Missing original document produced later.

📌 **Exam Tip:** New evidence cannot fill loopholes.

SUB-RULE 16 – DEFENCE STATEMENT

After department closes its case:

Employee states his defence:

✓ Oral

OR

✓ Written

Copy given to PO.

SUB-RULE 17 – DEFENCE EVIDENCE

Now employee can:

✓ Produce witnesses

✓ Produce documents

✓ Examine himself

Department gets right to cross-examine.

➤ **Example:** Employee produces medical certificate and doctor as witness.

📌 **Exam Tip:** Employee can be his own witness.

SUB-RULE 18 – QUESTIONING BY INQUIRY OFFICER

If employee has not examined himself:

IO will: Question him on evidence against him.

Purpose:

To give opportunity to explain.

This is mandatory in practice.

SUB-RULE 19 – FINAL HEARING

Both sides can:

✓ Argue orally

OR

✓ Submit written brief

SUB-RULE 20 – EX-PARTE INQUIRY

If employee:

- Does not file defence
- Does not appear
- Does not cooperate

Then: Inquiry proceeds **ex-parte**

But:

Charges still must be proved by evidence.

➤ **Example:** Employee repeatedly absent from inquiry → Ex-parte proceedings.

📌 **Exam Tip:** Ex-parte ≠ automatic guilt.

WHERE WE ARE IN THE MAJOR PENALTY PROCESS

So far:

✓ Charge-sheet issued

✓ Inquiry conducted

✓ Evidence recorded

✓ Hearing completed

Now we are at:

FINAL STAGE OF INQUIRY → REPORT → DECISION → PENALTY

This stage decides:

“Proved / Not proved”

and

What punishment will be given

RULE 14(21) – WHEN INQUIRY IS DONE BY A LOWER DISCIPLINARY AUTHORITY

This is a very important **administrative situation**.

RULE 14(21)(a)

If the authority conducting inquiry:

✓ Can impose **minor penalty only**

BUT

finds that: Major penalty is required

Then:

➡ It **cannot impose major penalty**

It must:

Forward the entire record to the competent authority.

➤ **Example:** Head of Office conducts inquiry but recommends dismissal → sends case to appointing authority.

📌 **Exam Tip:** Minor penalty authority cannot impose major penalty.

RULE 14(21)(b)

The competent authority: Has two options:

✓ **Decide on existing evidence**

OR

✓ **Recall witnesses for further examination**

Then impose appropriate penalty.

RULE 14(22) – CHANGE OF INQUIRY OFFICER

If Inquiry Officer changes during inquiry:

The new IO can:

- ✓ Continue from previous stage
- ✓ Use earlier recorded evidence
- BUT if needed: ✓ Recall witnesses

➤ **Example:** IO transferred → New IO continues the same inquiry.

📌 **Exam Tip:** Fresh inquiry not required on change of IO.

RULE 14(23) – INQUIRY REPORT (MOST IMPORTANT FOR EXAM)

This is the **final product of the inquiry**.

CONTENTS OF INQUIRY REPORT

The report must contain:

- (a) Articles of charge
- (b) Defence of employee
- (c) Assessment of evidence
- (d) Findings with reasons

This ensures: ➤ Speaking order

- Transparency
- Judicial scrutiny possible

➤ **Example:** IO writes “Charge 1 – Proved because attendance register and witness confirm absence.”

📌 **Exam Tip:** Findings must be reasoned.

NEW CHARGE EMERGING DURING INQUIRY

IO can record finding on new charge only if: ✓

Employee admitted facts

OR

- ✓ Opportunity of defence given

RECORDS SENT TO DISCIPLINARY AUTHORITY

These include:

1. Inquiry report
2. Written defence
3. Oral & documentary evidence
4. Written briefs
5. Orders passed during inquiry

Normal time → 6 months

TIME LIMIT FOR INQUIRY

Extension:

- ✓ Additional 6 months at a time
- ✓ With written reasons

➤ **Example:** Complex vigilance case → Extension granted.

📌 **Exam Tip:** Inquiry time limit = 6 months.

RULE 15 – ACTION ON INQUIRY REPORT

This is the stage where:

FINAL DECISION IS TAKEN

RULE 15(1) – FURTHER INQUIRY

If disciplinary authority finds:

Inquiry incomplete or defective

It may: ➤ Send case back for further inquiry.

RULE 15(2) – SUPPLY OF INQUIRY REPORT TO EMPLOYEE

Very important stage.

Employee must be given:

- ✓ Copy of inquiry report
- ✓ Disagreement note (if any)

Employee gets:

15 days to submit representation

Whether report is:

- ✓ Favourable
- OR
- ✓ Unfavourable

➤ **Example:** DA disagrees with IO → gives disagreement note to employee.

📌 **Exam Tip:** Supply of inquiry report is mandatory.

RULE 15(3) – CONSULTATION WITH UPSC

Where UPSC consultation is required:

DA sends to UPSC:

1. Inquiry report
2. Disagreement note
3. Employee's representation
4. Case records

After UPSC advice

Copy must be given to employee.

Employee gets: **15 days for representation.**

📌 **Exam Tip:** UPSC advice must be supplied to employee.

RULE 15(4) – CONSIDERATION OF REPRESENTATION

DA must consider:

- Inquiry report
- Employee's reply
- UPSC advice (if any)

Then record findings.

RULE 15(5) – IF MINOR PENALTY IS TO BE IMPOSED

DA can directly impose minor penalty.

Rule 16 procedure is **not required again**.

RULE 15(6) – IF MAJOR PENALTY IS TO BE IMPOSED

DA imposes major penalty directly.

△ No second show-cause notice on penalty.

(This is post-42nd Constitutional Amendment position.)

➤ **Example:** After considering reply, DA imposes dismissal.

🔴 **Exam Tip:** No second opportunity on penalty..

RULE 16 – PROCEDURE FOR IMPOSING MINOR PENALTIES

This rule explains:

HOW MINOR PENALTIES ARE IMPOSED

Minor penalties are:

- Censure
- Withholding of promotion
- Recovery from pay
- Withholding of increments

△ These normally do **not require full departmental inquiry**.

RULE 16(1) – BASIC PROCEDURE

Before imposing a minor penalty, the following steps are compulsory:

(a) ISSUE OF MEMORANDUM (SHOW CAUSE NOTICE)

The Government servant must be:

- ✓ Informed in writing
- ✓ Told the allegations (imputations)
- ✓ Given opportunity to submit representation

This is called:

“Opportunity of representation”

➤ **Example:** Memo issued for negligence in maintaining records.

🔴 **Exam Tip:** Written notice is mandatory for minor penalty.

(b) INQUIRY – ONLY IF REQUIRED

A full Rule 14 inquiry is **not compulsory in every minor penalty case**.

It is held only when: Disciplinary authority thinks it is necessary.

(c) CONSIDERATION OF REPRESENTATION

Disciplinary authority must consider:

- Employee's reply
- Inquiry record (if inquiry held)

(d) CONSULTATION WITH UPSC (WHERE REQUIRED)

If consultation is necessary:

- ✓ UPSC advice must be given to employee
- ✓ 15 days time for representation

(e) RECORDING OF FINDINGS

Final order must contain: ✓ Finding on each allegation.

RULE 16(1-A) – VERY IMPORTANT EXCEPTION

Inquiry becomes **compulsory** when increment withholding:

1. Affects pension
2. Is for more than 3 years
3. Is with cumulative effect

In such cases: Rule 14 full inquiry must be held.

➤ **Example:** Increment stopped for 5 years with cumulative effect → Full inquiry required.

🔴 **Exam Tip:** Increment > 3 years or cumulative → Major penalty procedure.

RULE 16(2) – RECORD OF PROCEEDINGS

The disciplinary file must contain:

1. Memo issued to employee
2. Statement of imputations
3. Employee's representation
4. Evidence (if inquiry held)
5. UPSC advice (if any)
6. Employee's reply to UPSC
7. Findings
8. Final order with reasons

FLOW OF MINOR PENALTY

Memo → Representation → (Optional inquiry) → Findings → Penalty order

RULE 17 – COMMUNICATION OF ORDERS

This rule ensures:

TRANSPARENCY & NATURAL JUSTICE

Final order must be communicated to the employee.

WHAT MUST BE SUPPLIED TO THE EMPLOYEE?

✓ Copy of findings on each charge

If DA ≠ IO: ✓ DA's disagreement note with reasons

✓ Copy of UPSC advice (if any)

If DA disagrees with UPSC: ✓ Reasons must be given.

➤ **Example:** DA disagrees with IO → Employee gets reasoned disagreement note.

📌 **Exam Tip:** Supply of findings is mandatory.

RULE 18 – COMMON PROCEEDINGS

This rule applies when: **TWO OR MORE EMPLOYEES ARE INVOLVED IN SAME CASE**

Example:

- Joint fraud
- Group misconduct
- Conspiracy cases

Instead of separate inquiries: One **common inquiry** can be held.

WHO CAN ORDER COMMON PROCEEDING?

Authority competent to impose: **Dismissal on all employees.**

If different disciplinary authorities exist:

Highest authority will order:

✓ With consent of others.

➤ **Example:** Fraud case involving 3 officials → One common inquiry.

📌 **Exam Tip:** Common proceeding → Ordered by highest DA.

ORDER MUST SPECIFY

The order for common proceeding must clearly mention:

- Who will act as disciplinary authority
- What penalties he can impose
- Which procedure will apply

- Rule 14 → Major penalty
OR
- Rule 16 → Minor penalty

ADVANTAGES OF COMMON PROCEEDINGS

Benefit	Explanation
Avoids conflicting decisions	Same evidence considered once
Saves time	Single inquiry
Ensures uniform penalty	Fairness

RULE 19 – SPECIAL PROCEDURE IN CERTAIN CASES

This rule is an **exception to the normal inquiry procedure.**

Normally: Major penalty → Rule 14 inquiry compulsory
But in these **three special situations**, inquiry is **not required**.

WHEN RULE 19 APPLIES

(i) CONVICTION ON CRIMINAL CHARGE

If a Government servant is:

✓ Convicted by a court

Then:

Department **need not conduct a full inquiry.**

Because:

Court trial already proved misconduct.

➤ **Example:** Employee convicted in corruption case by CBI court → Department can dismiss without Rule 14 inquiry.

📌 **Exam Tip:** Criminal conviction → Inquiry not required.

(ii) NOT REASONABLY PRACTICABLE TO HOLD INQUIRY

When inquiry cannot be held due to:

- Threat to witnesses
- Terror situation
- Violent atmosphere
- Employee absconding

Disciplinary authority must: ✓ Record reasons in writing.

➤ **Example:** Witnesses are being threatened → Inquiry dispensed with.

📌 **Exam Tip:** “Not reasonably practicable” → Reasons must be recorded.

(iii) SECURITY OF THE STATE

If the: **President is satisfied**

that inquiry is against: National security

Then inquiry is **completely avoided**.

➤ **Example:** Intelligence officer involved in sensitive espionage case.

📌 **Exam Tip:** Only President can invoke security of State clause.

OPPORTUNITY OF REPRESENTATION (IMPORTANT)

In case of: **Criminal conviction**

Employee must be given: Opportunity to represent on proposed penalty.
(No need for full inquiry.)

UPSC CONSULTATION

Where required:

✓ UPSC advice must be taken

✓ Given to employee for representation

RULE 20 – GOVERNMENT SERVANT LENT TO ANOTHER AUTHORITY

This rule applies when: A Central Government employee is: Sent on deputation (services lent)

to:

- Another department
- State Government
- Local authority

POWER OF BORROWING AUTHORITY

Borrowing authority can:

- ✓ Suspend the employee
- ✓ Conduct disciplinary proceedings

But must: Inform the lending authority immediately.

➤ **Example:** Central Government officer on deputation to State → State can suspend him.

🔑 **Exam Tip:** Borrowing authority = Suspension power.

AFTER INQUIRY – TWO SITUATIONS

(i) MINOR PENALTY CASE

Borrowing authority can:

- ✓ Impose minor penalty

But only:

After consultation with lending authority.

If disagreement:

➡ Employee sent back to lending authority.

(ii) MAJOR PENALTY CASE

Borrowing authority: ✗ Cannot impose major penalty

It must:

- ➡ Send employee back to lending authority
- ➡ Send inquiry records

Then:

Lending authority will pass final order.

➤ **Example:** Major penalty recommended → Officer repatriated to parent department.

🔑 **Exam Tip:** Major penalty → Only lending authority.

RULE 21 – OFFICER BORROWED FROM STATE / OTHER AUTHORITY

This is the reverse situation.

Here:

Central Government **borrow**s an officer.

FIRST STEP – INTIMATION

Lending authority must be informed:

- ✓ About suspension
- ✓ About disciplinary proceedings

AFTER INQUIRY

(i) MINOR PENALTY

Can be imposed:

✓ After consultation with lending authority.

If disagreement:

➡ Officer sent back to lending authority.

(ii) MAJOR PENALTY

Cannot be imposed by borrowing department.

Officer must be:

➡ Repatriated to lending authority for final decision.

➤ **Example:** State cadre officer working in Centre → Major penalty → Sent back to State.

🔑 **Exam Tip:** Borrowed officer → Major penalty by parent department.

RULE 20 vs RULE 21

Point	Rule 20	Rule 21
Person belongs to	Central Govt	State / other authority
Who conducts inquiry	Borrowing authority	Borrowing authority
Minor penalty	After consultation	After consultation
Major penalty	By lending authority	By lending authority

CORE PRINCIPLE OF DEPUTATION CASES

MAJOR PENALTY ALWAYS BY PARENT DEPARTMENT

Because:

Parent department is:

- ✓ Appointing authority
- ✓ Custodian of service record

PRACTICAL FILE MOVEMENT (DEPUTATION CASE)

Misconduct → Borrowing authority inquiry → Recommendation → Repatriation → Parent department final order

CONCEPT OF APPEAL

An **appeal** is a statutory right given to a Government servant to:

- ➡ Challenge an order
- ➡ Get it reviewed by a higher authority

This ensures:

- Natural justice
- Protection against arbitrary punishment

- Administrative fairness

📌 **Exam Tip:** Appeal is a **right**, not a favour.

RULE 22 – ORDERS AGAINST WHICH NO APPEAL LIES

This rule tells us:

IN WHICH CASES APPEAL IS NOT ALLOWED

(i) ORDER MADE BY THE PRESIDENT

If the order is passed by: **The President**

Then:

✗ No appeal lies.

Because: President is the **highest authority**.

➤ **Example:** Dismissal order passed by the President → No appeal.

📌 **Exam Tip:** No appeal against President's order.

(ii) INTERLOCUTORY ORDERS

These are: **Interim / procedural orders**

Such as:

- Calling for documents
- Fixing date of hearing
- Appointment of Inquiry Officer

These are only: Steps in inquiry

So: ✗ No appeal allowed.

△ EXCEPTION

Order of: ✓ Suspension → Appeal allowed.

➤ **Example:** Order appointing Presenting Officer → No appeal.

📌 **Exam Tip:** Suspension is always appealable.

(iii) ORDER OF INQUIRY OFFICER DURING INQUIRY

Orders like:

- Allowing or disallowing a document
- Rejecting a defence assistant

✗ Cannot be appealed.

These can be challenged only in: Final appeal.

SUMMARY – RULE 22

Order	Appeal
President's order	✗ No
Interim order	✗ No
IO's procedural order	✗ No
Suspension order	✓ Yes

RULE 23 – ORDERS AGAINST WHICH APPEAL LIES

This is the **main appeal provision**.

A Government servant can appeal against:

(i) SUSPENSION ORDER

Including: ✓ Deemed suspension.

➤ **Example:** Appeal against suspension due to criminal case.

📌 **Exam Tip:** Suspension is always appealable.

(ii) PENALTY ORDER

All penalties under Rule 11:

✓ Minor

✓ Major

(iii) ORDER ENHANCING PENALTY

If penalty is increased by: Appellate / Revising authority

→ Appeal allowed.

(iv) SERVICE MATTERS AFFECTING PAY / PENSION / ALLOWANCES

If order:

- Reduces pay
- Changes service conditions
- Interprets rules adversely

Appeal allowed.

(v) SPECIFIC IMPORTANT ORDERS

Appeal allowed against:

(a) Stoppage at efficiency bar

(b) Reversion from higher post (non-penalty case)

(c) Reduction / withholding of pension

(d) Subsistence allowance determination

(e) Pay fixation for:

- Suspension period
- Reinstatement period

(f) Treatment of suspension period

Whether: ✓ Duty

OR

✗ Not duty

➤ **Example:** Suspension period treated as "not on duty" → Appealable.

📌 **Exam Tip:** Treatment of suspension period is appealable.

IMPORTANT EXPLANATION

"Government servant" includes:

✓ Retired employee

“Pension” includes:

- ✓ Gratuity
- ✓ Additional pension
- ✓ Retirement benefits

RULE 24 – APPELLATE AUTHORITY

This rule tells:

TO WHOM APPEAL IS MADE

RULE 24(1) – GENERAL RULE

Appeal lies to: **Authority specified in:**

- ✓ Schedule

OR

- ✓ President’s order

If not specified → apply general rule.

FOR GROUP ‘A’ & ‘B’

If order passed by subordinate authority

Appeal → Appointing authority

If order passed by any other authority

Appeal → President

➤ **Example:** Major penalty imposed by appointing authority → Appeal to President.

📌 **Exam Tip:** For Group A/B → President is highest appellate authority.

FOR GROUP ‘C’ & ‘D’

Appeal lies to: Immediate superior of the authority who passed the order.

➤ **Example:** Order by Head of Office → Appeal to Head of Department.

📌 **Exam Tip:** Group C/D → One level up.

RULE 24(2) – SPECIAL SITUATIONS

(i) COMMON PROCEEDINGS

Appeal lies to: Authority above the common disciplinary authority.

(ii) WHEN DISCIPLINARY AUTHORITY BECOMES APPELLATE AUTHORITY

Then: Appeal goes to:

➡ His immediate superior.

RULE 24(3) – APPEAL TO PRESIDENT IN SPECIAL CASE

If penalty is imposed due to:

Activities as: Office-bearer of staff association / union

Then:

Appeal lies to: **PRESIDENT**

Even if normal rules say otherwise.

➤ **Example:** Penalty for union activity → Appeal to President.

📌 **Exam Tip:** Staff association case → President is appellate authority.

APPELLATE AUTHORITY

Category	Appellate authority
Group A/B	Appointing authority / President
Group C/D	Immediate superior
Common proceeding	Authority above common DA
Union activity case	President

RULE 25 – PERIOD OF LIMITATION FOR APPEAL

BASIC PRINCIPLE

An appeal must be filed **within the prescribed time limit**, otherwise:

✗ It will not be entertained.

TIME LIMIT

The appeal must be submitted: **Within 45 days** from the date on which:

- ✓ A copy of the order is delivered to the Government servant.

This means: The limitation period starts **from the date of receipt of the order**, not from the date of issue.

➤ **Example:** Order received on 1st March → Appeal must be filed by 15th April.

📌 **Exam Tip:** Limitation period = 45 days from date of receipt of order.

CONDONATION OF DELAY

Even after 45 days:

The appellate authority **may accept the appeal** if:

- ✓ There was sufficient cause for delay.

Examples of sufficient cause:

- Medical illness
- Late receipt of order
- Natural calamity
- Official duty in remote area

➤ **Example:** Appeal filed after 60 days due to hospitalization → Delay condoned.

📌 **Exam Tip:** Delay can be condoned if sufficient cause is shown.

RULE 26 – FORM AND CONTENTS OF APPEAL

This rule explains: **HOW AN APPEAL SHOULD BE WRITTEN AND SUBMITTED**

RULE 26(1) – APPEAL IN INDIVIDUAL CAPACITY

The appeal must be:

- ✓ Filed by the employee himself
- ✓ In his own name

Joint appeal is **not allowed**.

➤ **Example:** Two employees punished in same case must file separate appeals.

📌 **Exam Tip:** Appeal must be individual, not joint.

RULE 26(2) – MODE OF SUBMISSION

The appeal must be:

- ✓ Addressed to the appellate authority
- AND
- ✓ Copy sent to the authority that passed the order.

CONTENTS OF APPEAL

The appeal should:

- Contain all relevant facts
- Contain clear arguments
- Be self-contained
- Be respectful in language

It must **not contain**:

- ✗ Abusive
- ✗ Emotional
- ✗ Irrelevant statements

➤ **Example:** Appeal stating procedural violation and lack of evidence.

📌 **Exam Tip:** Appeal must be complete and dignified.

RULE 26(3) – DUTY OF DISCIPLINARY AUTHORITY

After receiving the copy of appeal:

The disciplinary authority must:

- ✓ Send the appeal to appellate authority
- ✓ Add its comments
- ✓ Attach all relevant records

And must do so: **Without delay**

and

- ✗ Without waiting for instructions.

➤ **Example:** DA forwards appeal file with inquiry records to appellate authority.

📌 **Exam Tip:** DA cannot hold the appeal file.

RULE 27 – CONSIDERATION OF APPEAL

This is the **most important rule in appeal stage**.

It explains: **WHAT THE APPELLATE AUTHORITY EXAMINES**

RULE 27(1) – APPEAL AGAINST SUSPENSION

Appellate authority checks:

- Whether suspension is justified
- Whether Rule 10 followed

Then it may:

- ✓ Confirm suspension

OR

- ✓ Revoke suspension.

➤ **Example:** Suspension revoked due to lack of prima facie case.

📌 **Exam Tip:** Suspension appeal → Only justification examined.

RULE 27(2) – APPEAL AGAINST PENALTY

Appellate authority examines **three major points**:

✓ (a) PROCEDURAL COMPLIANCE

Whether:

Rules were followed

and

If not → Did it cause: Failure of justice?

✓ (b) EVIDENCE

Whether:

Findings are supported by evidence.

✓ (c) ADEQUACY OF PENALTY

Whether penalty is:

- Excessive
- Adequate
- Inadequate

POWERS OF APPELLATE AUTHORITY

It may:

- ✓ Confirm penalty

- ✓ Reduce penalty

- ✓ Enhance penalty

- ✓ Set aside penalty

- ✓ Remit case for fresh inquiry

➤ **Example:** Dismissal reduced to compulsory retirement in appeal.

📌 **Exam Tip:** Appellate authority can enhance penalty.

IMPORTANT SAFEGUARDS IN CASE OF ENHANCEMENT

CONSULTATION WITH UPSC (WHERE REQUIRED)

Must be done.

Employee must get:

- ✓ Copy of advice
- ✓ Opportunity to reply.

IF MAJOR PENALTY IS PROPOSED (NO INQUIRY HELD EARLIER)

Then: ✓ Fresh Rule 14 inquiry must be conducted.

IF MAJOR PENALTY PROPOSED (INQUIRY ALREADY HELD)

Employee must be given: ✓ Opportunity to represent.

IN OTHER CASES

Opportunity must be given: ✓ As per Rule 16 principles.

➤ **Example:** Minor penalty enhanced to major penalty → Fresh inquiry required.

📌 **Exam Tip:** Enhancement to major penalty → Inquiry compulsory.

RULE 27(3) – APPEAL AGAINST OTHER ORDERS

Appellate authority:

- ✓ Examines entire case
- ✓ Passes just and equitable order.

RULE 28 – IMPLEMENTATION OF APPELLATE ORDER

After appeal decision: The authority that passed the original order must:

Implement the appellate order

It has:

- ✗ No discretion
- ✗ No delay allowed.

➤ **Example:** Penalty reduced in appeal → DA issues revised order.

📌 **Exam Tip:** Original authority must implement appellate order.

CONCEPT OF REVISION & REVIEW

After:

- ✓ Disciplinary order
- ✓ Appeal

there still exists a **supervisory power** in the system to correct:

- Legal errors
- Procedural defects
- Inadequate / excessive penalties
- New evidence situations

This power is exercised through: ➡ **REVISION**
➡ **REVIEW**

These are **not rights like appeal**, but **discretionary remedies**.

📌 **Exam Tip:** Appeal = Right | Revision & Review = Discretionary power.

RULE 29 – REVISION

BASIC OBJECTIVE

Revision is a power given to **higher authorities** to:

- ➡ Call for the record of any case
 - ➡ Examine correctness of the order
 - ➡ Pass a fresh order
- Even if:
- ✓ No appeal has been filed
- OR
- ✓ No appeal is allowed.

RULE 29(1) – WHO CAN EXERCISE REVISION POWER

The following authorities can revise an order:

(i) THE PRESIDENT

He has the **widest revisional power**.

(ii) COMPTROLLER & AUDITOR GENERAL (CAG)

Only for: Indian Audit & Accounts Department employees.

(iii) SPECIAL DEPARTMENTAL AUTHORITIES

- ✓ Member (Personnel), Postal Services Board
 - ✓ Adviser (HRD), Department of Telecommunications
- For employees under their control.

(iv) HEAD OF DEPARTMENT

For employees working in:
Departments directly under Central Government
(excluding Secretariat).

(v) APPELLATE AUTHORITY

Within: **6 months of the order**.

(vi) ANY OTHER AUTHORITY SPECIFIED BY PRESIDENT

Within prescribed time.

➤ **Example:** Head of Department revises an order passed by subordinate authority.

📌 **Exam Tip:** Appellate authority can revise within 6 months.

SCOPE OF REVISION

The revising authority can call for: Records of any inquiry in cases:

- ✓ Where appeal is allowed but not filed
- ✓ Where appeal is not allowed.

POWERS OF REVISING AUTHORITY

It may:

- ✓ Confirm the order
- ✓ Modify the order
- ✓ Set aside the order
- ✓ Reduce penalty
- ✓ Enhance penalty
- ✓ Impose penalty where none existed

- ✓ Order further inquiry
- ✓ Pass any appropriate order

➤ **Example:** Revising authority enhances censure to withholding of increment.

📌 **Exam Tip:** Revision can enhance penalty.

SAFEGUARDS BEFORE ENHANCING PENALTY

No enhancement without: ✓ **Opportunity of representation**

If major penalty is proposed:

- ✓ Rule 14 inquiry compulsory (if not already held)

- ✓ **UPSC consultation (where required)**

Employee must get:

- Copy of advice
- Opportunity to represent.

LIMITATION ON REVISION POWER

Certain authorities can exercise revision only when: The original authority is: Subordinate to them.

WHEN REVISION CANNOT START

Revision proceedings cannot begin until:

- ✓ **Appeal time is over**

OR

- ✓ **Appeal is decided.**

➤ **Example:** Revision started only after appeal period expired.

📌 **Exam Tip:** Revision begins after appeal stage.

RULE 29(3) – APPLICATION FOR REVISION

When employee applies for revision: It is processed: ➡ Like an appeal.

APPEAL vs REVISION

Point	Appeal	Revision
Nature	Right	Discretion
Filed by	Employee	Authority / Employee
Time limit	45 days	No fixed (except AA – 6 months)
Scope	Limited	Very wide

RULE 29-A – REVIEW

BASIC CONCEPT

Review is a **special and rare power** of: **THE PRESIDENT ONLY** to reopen a case when:

NEW MATERIAL EVIDENCE appears

which:

- Was not available earlier
- AND
- Changes the nature of the case.

➤ **Example:** New document proves employee was falsely implicated.

📌 **Exam Tip:** Review only on new material evidence.

CONDITIONS FOR REVIEW

The new material:

- ✓ Could not be produced earlier
- ✓ Has substantial impact on the case.

POWERS OF PRESIDENT IN REVIEW

He may:

- Confirm order
- Modify order
- Set aside order
- Enhance penalty
- Reduce penalty

SAFEGUARDS IN REVIEW

Same safeguards as revision:

- ✓ **Opportunity of representation**

Before: Imposing or enhancing penalty.

- ✓ **RULE 14 INQUIRY**

If: Major penalty proposed and inquiry not held earlier.

- ✓ **UPSC CONSULTATION**

Where required.

Employee must get:

- Copy of advice
- Time to reply.

REVISION vs REVIEW

Point	Revision	Review
Authority	Multiple authorities	Only President
Ground	Record examination	New evidence
Nature	Supervisory	Extraordinary
Time limit	Limited in some cases	Anytime

PART IX – WHY THIS PART IS IMPORTANT

This part contains **supporting procedural provisions** which ensure:

- Proper communication
- Time flexibility
- Continuity of law
- Protection of old cases
- Final authority for interpretation

RULE 30 – SERVICE OF ORDERS, NOTICES, ETC.

BASIC MEANING

Every:

- Order
- Notice
- Charge-sheet
- Penalty order
- Appeal decision

must be **properly delivered to the Government servant.**

MODES OF SERVICE

It must be:

✓ **Served personally**

OR

✓ **Sent by registered post**

This ensures:

- Legal validity
- Proof of delivery
- Natural justice

WHY THIS RULE IS IMPORTANT

Without proper service:

- The order can be challenged
- Time limit for appeal will not start
- Proceedings may become invalid

➤ **Example:** Penalty order sent by registered post to employee's official address.

🔹 **Exam Tip:** Valid service = Personal delivery OR Registered post.

RULE 31 – POWER TO RELAX TIME-LIMIT & CONDONE DELAY

BASIC CONCEPT

The competent authority has power to:

✓ **Extend time**

✓ **Accept delayed action**

if:

- ✓ Good reason exists
- ✓ Sufficient cause is shown

WHERE THIS APPLIES

This applies to:

- Filing reply
- Submitting appeal
- Producing documents
- Any procedural time limit

PURPOSE

To ensure:

- Substantial justice
- No rejection on technical ground

CONDITION

This power cannot be used where: Time-limit is **expressly fixed and made non-relaxable** in the rules.

➤ **Example:** Appeal filed after 45 days accepted due to medical emergency.

🔹 **Exam Tip:** Delay can be condoned for sufficient cause.

RULE 32 – OMITTED

MEANING

This rule has been: ✕ **Removed from the rule book**

So:

- It has no legal effect now.

🔹 **Exam Tip:** Rule 32 – Omitted (No provision).

RULE 33 – TRANSITORY PROVISIONS

BASIC OBJECTIVE

This rule provides: **Smooth transition** from old rules → new rules.

WHAT IT SAYS

Until new schedules were published: The old schedules of:

- CCS (CCA) Rules, 1957
- Civilians in Defence Services (CCA) Rules, 1952

were treated as: **Schedule under 1965 Rules.**

PURPOSE

To avoid:

- Administrative vacuum
- Legal confusion

➤ **Example:** Old schedule used temporarily after 1965 rules came into force.

🔹 **Exam Tip:** Transitory provision = Continuity till new schedule issued.

RULE 34 – REPEAL AND SAVING

This is a **very important legal rule.**

MEANING OF REPEAL

Old rules are: ✕ **Cancelled**

These were:

- CCS (CCA) Rules, 1957

- Civilians in Defence Services (CCA) Rules, 1952

BUT “SAVING” CLAUSE PROTECTS:

- ✓ Past actions
- ✓ Pending cases
- ✓ Existing rights

WHAT DOES NOT GET AFFECTED

Even after repeal:

- ✓ Previous operations remain valid
- ✓ Orders already passed remain valid
- ✓ Pending proceedings continue
- ✓ Old appeal rights remain

PENDING CASES

All pending cases will: Continue under new rules as if started under new rules.

Authority specified by him.

DECISION IS FINAL

Their decision is:

- ✓ Binding
- ✓ Final

REVISION TABLE

Rule	Topic	Core Idea
30	Service of orders	Personal or registered post
31	Time relaxation	Delay can be condoned
32	Omitted	No provision
33	Transitory	Old schedule valid temporarily
34	Repeal & saving	Old actions protected
35	Removal of doubts	President's decision final

OLD APPEALS

Old appeals: Will be decided under new rules.

LIMITATION PERIOD PROTECTION

New rules will NOT reduce: Time limit already available under old rules.

➤ **Example:** A disciplinary case started in 1964 continues under 1965 Rules.

🔑 **Exam Tip:** Repeal does not cancel past actions.

RULE 35 – REMOVAL OF DOUBTS

BASIC CONCEPT

If any confusion arises regarding: Interpretation of rules the matter is referred to: **THE PRESIDENT** or

PURPOSE To ensure:

- Uniform interpretation
- No conflicting views
- Administrative clarity

➤ **Example:** Doubt on disciplinary authority power referred to President.

🔑 **Exam Tip:** Final interpretation authority = President.

15. ALLOTMENT OF GOVERNMENT QUARTERS (GPRA)-2017

Directorate of Estates (DoE) under the Ministry of Housing and Urban Affairs (e-sampda) (As per CGGPRA Rules, 2017)

1. ELIGIBILITY FOR ALLOTMENT

Eligibility of a Government servant for a particular type of quarter depends on:

➔ **Level in the Pay Matrix**

Each Pay Level = entitled to a specific **Type of accommodation**

> EXAMPLE

Pay Level	Eligible Quarter Type
Level 1–2	Type I
Level 3–5	Type II
Level 6–7	Type III
Level 8–10	Type IV

(Actual entitlement notified by Directorate of Estates.)

BIDDING FOR LOWER TYPE

An applicant:

✓ can apply for **one type lower** than his eligibility.

> **EXAMPLE** -Eligible → Type IV

Can also bid for → Type III

2. PRIORITY DATE (MOST IMPORTANT CONCEPT)

Priority date decides: ➔ your position in waiting list.

FOR TYPE I TO TYPE IV

Priority date is based on:

1. Date of joining Central Govt service
2. Pay Level eligibility

5-YEAR STATION BENEFIT (VERY IMPORTANT)

If an officer:

✓ completes **5 years at same station as on 1st January**

He gets:

1 YEAR EXTRA SENIORITY

This is called:

➔ "ONE YEAR EDGE"

> EXAMPLE

Joining date = 01-01-2020

5 years completed on 01-01-2025

New priority date for waiting list:

➔ treated as **01-01-2019**

Huge advantage in allotment.

FOR TYPE IV(S) & ABOVE

Priority date = ➔ date from which continuously eligible for that pay level.

Not joining date.

3. INTER SE SENIORITY – TYPE IV(S) & ABOVE

When two officers have same priority date:

ORDER OF DECISION

Step	Criteria
1	Higher Pay Level
2	Earlier date of joining
3	Earlier date of retirement

✗ WHAT IS NOT COUNTED

These are ignored for seniority:

- ✗ Personal Pay
- ✗ NPA
- ✗ MSP
- ✗ Any extra pay component

Only **basic Pay Level** matters.

4. GPRA FOR OFFICERS ON DEPUTATION

As per OM dated 8-3-2022:

Officers whose pay is fixed due to:

- ✓ NFU
- ✓ MACP
- ✓ NFSG

➔ Eligible in **General Pool only**

Not under special category rules (Rule 28/29).

5. SPOUSE CASE – DOUBLE ALLOTMENT NOT ALLOWED

RULE

If spouse already has a Government quarter:
X second quarter will NOT be allotted
Except special permitted cases

IF BOTH WERE ALLOTTEES & THEN MARRY

They must: surrender one house within **1 month**

6. RE-EMPLOYED PENSIONER

His:
✓ past service is counted
for: ➡ priority date.

7. APPLICATION FOR ACCOMMODATION MODE

Application can be:
✓ Online
✓ Manual through office
Sent to: ➡ Directorate of Estates

SUPERANNUATION CONDITION

Application is:
X NOT allowed within **6 months before retirement**

BIDDING CYCLE SYSTEM

Applications received before bidding date:
✓ included in next cycle
if eligible.

WRONG INFORMATION – VERY STRICT RULE

If:
X false data given
Then:
Action against:
1. Applicant
2. Verifying officer
Possible penalties:
△ Disciplinary action
△ Cancellation of quarter

8. PREPARATION OF WAITING LIST UNIFIED WAITING LIST

Prepared:
✓ separately for each Type
X Except Type VII & VIII

WHOSE NAMES ARE INCLUDED

Unified list contains:
1. Fresh applicants
2. Change cases

HIGHER ENTITLEMENT → INCLUDED IN LOWER TYPES

FOR TYPE V & ABOVE

Names included in:
✓ all lower types.

FOR TYPE II, III, IV, IV(S)

Names included in:
✓ one type below

➤ **EXAMPLE** -Eligible Type IV → also in Type III list

9. DELETION FROM WAITING LIST

If an applicant:
X does not update data
X does not bid for 1 year
Then:
➡ name automatically deleted.
Can be:
✓ reactivated by fresh online form

10. OFFER OF ALLOTMENT

Allotment is done: ➡ strictly from unified waiting list of that type.

PRIORITY DATE

Type	Based on
Type I–IV	Date of joining
Type IV(S) & above	Date of eligibility

1. PERIOD FOR WHICH ALLOTMENT SUBSISTS (RULE 14)

WHEN ALLOTMENT BECOMES EFFECTIVE

Allotment starts from:
➡ **date of acceptance by the allottee**
Not from date of offer.

HOW LONG IT CONTINUES

It continues **as long as the officer is in Government service**
OR
until any one of the following happens:

(a) Concessional period expires

after the allottee:
X ceases to be on duty in an eligible office
(e.g., transfer, retirement, long leave, etc.)

(b) Cancellation by Directorate of Estates

Allotment ends if:
✓ formally cancelled
OR
✓ deemed cancelled under rules

(c) Surrender by allottee

Voluntary surrender ends allotment.

(d) Allottee stops occupying the house

Physical vacation = allotment ends.

- 📌 **EXAM TIP** -Allotment validity depends on: 1. acceptance
2. not merely offer

2. ACCEPTANCE OF ALLOTMENT (RULE 15)

TIME LIMIT

Must be accepted: **within 8 days from date of allotment**

Mode:

- ✓ Automated system
- ✓ Manual allotment

WHO CAN ACCEPT

Acceptance can be done by:

1. Allottee himself
 2. Authorized representative
- ➔ Must be before next bidding cycle.

3. ✕ NON-ACCEPTANCE OR FAILURE TO OCCUPY (RULE 17)

CASE 1 – NOT ACCEPTED WITHIN 8 DAYS

Penalty: Debarred for **3 months**

Condition:

- ➔ Must pay **1 month normal licence fee**

CASE 2 – ACCEPTED BUT NOT OCCUPIED

If possession not taken: within **5 days of authorization letter**

Same penalty applies: 3-month debarment

- ➔ 1 month licence fee

SPECIAL RELAXATION

If officer is in lower type quarter and refuses higher type:

- ✓ He can continue in lower type quarter
- ✕ No eviction

➤ EXAMPLE

Eligible for Type IV

Living in Type III

Refuses Type IV → allowed to remain in Type III.

4. RECONSIDERATION OF NON-ACCEPTANCE (RULE 18)

Reconsideration allowed if:

- ✓ request made before next bidding cycle

Valid reasons:

- ✓ intervening Gazetted holidays
- ✓ delay by office
- ✓ genuine administrative reason

5. ALLOTMENT DURING SUSPENSION (RULE 19)

Very important principle: Suspension is ignored for allotment.

Meaning:

Officer under suspension:

- ✓ treated as if on duty for allotment purpose.

6. ALLOTMENT OF GARAGE (RULE 20)

Applicable for:

Type **V-A / V-B** in Delhi

where garage is **not attached**

CONDITIONS

Officer must:

- ✓ apply for garage
- ✓ have Motor Car
- ✓ possess Registration Certificate

Mode:

- ✓ Online application through ASA

Garage allotted:

- ➔ in same locality.

7. UNSAFE / DANGEROUS ACCOMMODATION

If quarter becomes:

- △ unsafe
- △ dangerous

Allottee can:

- ➔ apply for **alternate accommodation**

This is treated as priority case.

8. ALLOTMENT TO STATE / UT EMPLOYEES IN DELHI (RULE 83 – GIO)

This is a **special quota system**.

NUMBER OF QUARTERS

On recommendation of Chief Secretary:

Category	Maximum GPRA
State Govt employees	6
UT employees	3

TYPE ALLOWED

Only: ➔ **Type VI-A (C-II)**

IMPORTANT CONDITION

- ✕ Not earmarked permanently
- General pool property.

9. QUARTERS TO HOUSE-OWNING EMPLOYEES (RULE 23)

MANDATORY DISCLOSURE

If employee owns a house:

- ✓ in own name

OR

- ✓ in family member's name

at same station → must inform Directorate of Estates.

◆ **EFFECT**

He can still get quarter BUT:

➡ **Enhanced licence fee** will be charged.

10. ✗ NOT ELIGIBLE FOR AD HOC ALLOTMENT

House-owning employee:
cannot get ad hoc allotment

Even on grounds of:

- ✗ retirement
- ✗ death
- ✗ vacation of departmental pool
- ✗ medical
- ✗ physical handicap
- ✗ compassionate grounds

◆ **EXCEPTION**

Allowed only for: Personal staff of Ministers / VIPs
That too:

➡ **one type below entitlement**

11. ✗ NO RETENTION BENEFITS FOR HOUSE OWNERS

House-owning employees:

❌ cannot retain quarter on enhanced licence fee in special cases.

No retention facility.

➤ **EXAMPLE 1 – NON-ACCEPTANCE**

Allotment: 1 June

Not accepted till 9 June

Result:

✗ Debarred for 3 months

➡ Pay 1 month licence fee

➤ **EXAMPLE 2 – SUSPENDED OFFICER**

Officer suspended but eligible for Type IV

✓ Still considered for allotment.

➤ **EXAMPLE 3 – HOUSE OWNER**

Owns flat in Delhi

Applies for GPRA

✓ Allowed

BUT pays enhanced licence fee.

SEPARATE POOLS OF GPRA FOR CERTAIN CATEGORIES OF EMPLOYEES

1. LADIES' POOL OF ACCOMMODATION

Eligibility

All women employees of the Central Government are eligible for allotment of accommodation from the Ladies' Pool, but only for the type of residence to which they are entitled as per their pay level.

This is not an additional type of house; it is a separate source of allotment for faster or priority allotment within their entitled category.

Widow treated as Single Lady Officer

A widow, whether she has children or not, is treated as a Single Lady Officer for the purpose of allotment from the Ladies' Pool.

This classification gives her the same priority benefits as an unmarried lady officer.

Ratio for allotment in Ladies' Pool

The Ladies' Pool is maintained in the following ratio:

Married lady officers : Single lady officers = 2 : 1

This ensures representation of both categories while giving due preference to single women officers who usually face greater accommodation difficulty.

Ladies' Pool within Secretaries' Pool (SG)

A separate provision exists inside the Secretary Grade pool so that eligible lady officers of that level can get priority allotment, subject to prescribed conditions.

➤ **Example:** A single woman officer eligible for Type IV accommodation will be considered for allotment from the Ladies' Pool for Type IV and may get accommodation earlier than the general waiting list.

💡 **Exam tip:** Widow is always treated as Single Lady Officer for GPRA allotment.

2. SECRETARIES' POOL (RULE 30)

A separate pool of residences is maintained exclusively for Secretaries to the Government of India posted in Delhi.

Additional eligibility

Officers who are:

empanelled as equivalent to Secretary, and posted in the rank and pay of Secretary with ACC approval are also eligible to apply under the Secretary Grade (SG) Pool. This ensures that the highest level officers are not dependent on the general waiting list.

Automatic transfer to General Pool

If Type VI-B (C-1) houses in the Secretary Grade pool remain unallotted for two months, they are automatically transferred to the General Pool through the automated allotment system before the end of the month.

➤ **Example:** If a Type VI-B SG house remains vacant for two months, it becomes available to general eligible officers.

💡 **Exam tip:** SG pool vacancies shift to General Pool after two months if unallotted.

3. LEGAL OFFICERS' POOL (RULE 31)

A separate pool of houses exists for:

Attorney-General of India
Solicitor-General of India
Additional Solicitors-General of India

Allotment is made subject to prescribed conditions.

Additionally, officers and staff of the Supreme Court Legal Services Committee working in Delhi are eligible for GPRA under the General Pool.

➤ **Example:** The Attorney-General does not apply through the general waiting list but through the Legal Officers' Pool.

📌 **Exam tip:** Legal Officers' Pool is only for top law officers of the Union.

4. TRANSIT HOSTEL POOL (RULE 32)

This pool is maintained exclusively for officers who join the Government of India under the Central Staffing Scheme as:

Deputy Secretary
Director

Nature of allotment

Allotment is:

manual
temporary
valid for six months

This is a short-stay arrangement to enable officers to settle in Delhi and then obtain regular accommodation.

➤ **Example:** A Director joining from a State cadre gets transit hostel accommodation for six months before normal GPRA allotment.

📌 **Exam tip:** Transit Hostel under CSS is only for DS/Director level and valid for six months.

5. OUT-OF-TURN ALLOTMENT TO PERSONAL STAFF OF HIGH DIGNITARIES (RULE 33)

Entitled type on out-of-turn basis

Personal staff of the following are eligible for priority allotment:

Vice-President – up to 7 units
Vice-President Secretariat – up to 3 units
Chairman, Rajya Sabha – up to 3 units
Speaker, Lok Sabha – up to 3 units
Cabinet Minister – up to 2 units
Minister of State – up to 7 units
Chief Justice of India – 1 unit

One type below entitlement (out-of-turn)

Vice-Chairman, NITI Aayog – up to 3 units
Deputy Chairman, Rajya Sabha – up to 3 units
Judges of Supreme Court – up to 2 units

This is a functional necessity because such staff must be available at short notice.

➤ **Example:** A personal assistant to a Cabinet Minister can get priority allotment without waiting in the normal queue.

📌 **Exam tip:** Personal staff of VIPs get out-of-turn GPRA within prescribed unit limits.

6. DOCTORS AND PARAMEDICAL STAFF OF EMRU (RULE 34)

Doctors and paramedical staff posted in Emergency Medical Relief Units for:

Prime Minister

VVIPs

are allotted accommodation as per special guidelines issued from time to time.

➤ **Example:** A doctor attached to PM's medical unit may receive priority accommodation due to emergency duty requirements.

📌 **Exam tip:** EMRU staff allotment is governed by separate guidelines.

7. GPRA FOR TEMPORARY STATUS EMPLOYEES (RULE 38)

Casual labourers who have been granted temporary status are eligible for GPRA, subject to prescribed conditions.

This is a major welfare provision because earlier they were not eligible for government accommodation.

➤ **Example:** A temporary status casual labourer completing required service and fulfilling eligibility conditions can apply for GPRA.

📌 **Exam tip:** Temporary status casual labourers are eligible for GPRA, not ordinary casual labourers.

CONSOLIDATED QUICK REVISION TABLE

Pool	Who is eligible	Special feature
Ladies' Pool	All lady employees	Separate ratio 2:1 for married and single
Secretary Pool	Secretaries and equivalent	Separate high-level residences
Legal Officers' Pool	AG, SG, ASG	Exclusive legal pool

Transit Hostel	DS/Director under CSS	Six-month temporary allotment
VIP Personal Staff	Staff of top dignitaries	Out-of-turn allotment
EMRU staff	Doctors/paramedics for PM/VVIP	As per special guidelines
Temporary status employees	Casual labourers with TS	Eligible for GPRA

ALLOTMENT OF ALTERNATE ACCOMMODATION

(A) IN CASE OF DEATH OF THE ALLOTTEE — RULE 49

1. Regularization in same house

If the allottee dies, the **same accommodation** can be regularized in the name of:

spouse **or**
eligible ward

provided the person is entitled to that type.

➤ **Example:** A Type-III quarter holder dies. His wife is a Central Govt employee eligible for Type-III → quarter is transferred in her name.

📌 **Exam tip:** Same house allowed if spouse/ward is eligible for that type.

2. If spouse/ward is eligible for LOWER type

They will be given:

their entitled lower type accommodation (alternate house).

➤ **Example:** Deceased had Type-IV. Wife eligible for Type-II → Type-II will be allotted.

📌 **Exam tip:** Lower entitlement → shift to entitled type.

3. If spouse/ward is eligible for HIGHER type

They can get:

one type below their entitlement
maximum up to Type-V
on normal licence fee
subject to conditions

Conditions\

(i) Must have lived with deceased for **last 3 years**

(ii) Must **not have taken HRA** for that period

(If in service for less than 3 years → no HRA from date of joining)

OR

Must join Central Govt service within **2 years of death** and house not vacated.

➤ **Example:** Husband dies in Type-II. Wife is eligible for Type-IV and lived with him for 3 years without HRA → she can get Type-III.

📌 **Exam tip:** Higher entitlement → one type below, max Type-V + 3-year stay + no HRA.

4. Meaning of “WARD”

Ward includes: married daughter working in eligible office

daughter-in-law working in eligible office

Even if a son **exists**.

📌 **Exam tip:** Married daughter is treated as ward for GPRA.

(B) IN CASE OF RETIREMENT — RULE 50

1. Same house regularization

After retirement, the house can be regularized in name of: -spouse or eligible ward if entitled.

2. Lower entitlement

If spouse/ward is eligible for lower type → entitled lower type house.

3. Higher entitlement

One type below entitlement
maximum Type-V
normal licence fee
subject to conditions.

Conditions

(i) Stayed with retiring employee for **3 continuous years**

(ii) No HRA for that period

(If in service <3 years → no HRA from joining)

(iii) Must join Govt service within permissible retention period

(iv) House should not be vacated.

4. More than one eligible ward

Retiring employee can choose **which ward will get the benefit**.

➤ **Example:** Two daughters are Central Govt employees → father selects one.

📌 **Exam tip:** In retirement case choice of ward is allowed.

5. Ward meaning

Same as death case:
married daughter
daughter-in-law

(C) IN CASE OF TRANSFER — RULE 51

(Here benefit is for **spouse only**, not ward)

1. Same house regularization

If employee is transferred to another station, the house can be regularized in name of: eligible spouse.

2. If spouse eligible for lower type

Alternate entitled lower type house will be given.

3. If spouse eligible for higher type

One type below entitlement
maximum Type-V
normal licence fee.

4. Time limit for application

Application must be submitted:

before retention period ends
OR
from date of spouse's appointment
whichever is later.

📌 **Exam tip:** Transfer case → apply within retention period.

5. Licence fee condition

All dues of transferred employee must be cleared before applying.

6. Entitlement calculation

Spouse's **pay on date of regularization** will decide house type.

7. Area of allotment

As far as possible:
same locality
otherwise nearby locality.

➤ **Example:** Husband transferred from Delhi. Wife working in Delhi → quarter regularized in her name in same area if available.

📌 **Exam tip:** In transfer case entitlement is based on spouse pay.

CONDITIONS FOR REGULARIZATION

(RULE 52)

1. Date of priority NOT important

Regularization / alternate accommodation to spouse or ward is allowed:
irrespective of their priority date.

➤ **Example:** Wife's priority date is very recent → still eligible for regularization.

📌 **Exam tip:** Priority date has no role in Rule 49 & 50 regularization.

2. Time limit for application

Application must be submitted:
before expiry of permissible retention period
OR
from date of spouse/ward joining Govt service
whichever is later.

📌 **Exam tip:** Retention period is the key time limit.

3. Clearance of dues

All licence fee / electricity / water dues of the deceased or retired allottee must be cleared.
Only then application will be accepted.

4. Entitlement decided by pay

House type will be decided based on:
pay of spouse/ward on date of regularization.

5. Area of allotment

Alternate house will be given:
same locality (as far as possible)
otherwise nearby area.

6. NOC requirement

For regularization in favour of ward:
Death case → NOC from spouse
Retirement case → NOC from retired allottee

7. Undertaking by ward

Ward must give undertaking that:
spouse / retired allottee will live with him/her.

➤ **Example:** Quarter given to son → mother must live with him.

📌 **Exam tip:** NOC + undertaking is compulsory for ward cases.

NON-ADMISSIBILITY OF REGULARIZATION

(RULE 53)

Regularization / alternate allotment **NOT allowed** in these cases:

(a) House owned at place of posting

If allottee or family owns a house at that station.

But exception:

If spouse/ward priority is covered on date of death/retirement → regularization possible subject to house-owner conditions.

(b) Allottee became ineligible before death/retirement

Example:

Dismissal

Unauthorised occupation

Not in eligible office

(c) Resignation from service

No regularization facility after resignation.

📌 **Exam tip:** No regularization in resignation cases.

RE-TRANSFER TO LAST PLACE OF POSTING

(RULE 54)

Regularization allowed only if:
re-transfer happens within permissible retention period.
If retention exceeds → treated as unauthorised.
Then regularization only if:
priority date is covered.

Important restriction

If GPRA was retained at last station **illegally at non-family station** → regularization NOT allowed.

📌 **Exam tip:** Illegal retention at non-family station → no regularization.

MISSING GOVERNMENT SERVANT

(RULE 55)

Regularization possible when:

FIR lodged

Police declares person untraceable
conditions fulfilled.

SURRENDER OF QUARTER

(RULE 57)

Allottee can surrender anytime.

But:

not eligible for fresh allotment at same station for **1 year**.

📌 **Exam tip:** Surrender → 1 year debarment.

AD HOC ALLOTMENT TO HANDICAPPED EMPLOYEES

Eligible categories

Category	Condition
Blind	Total blindness / vision $\leq$ 6/90 / field $\leq$ 20°
Deaf	Hearing loss $>$ 90 dB

Orthopaedic disability	40% or more
Mentally handicapped / spastic dependants	Eligible

📌 **Exam tip:** Minimum 40% disability for orthopaedic case.

OUT-OF-TURN ALLOTMENT ON MEDICAL GROUNDS

Reservation

5% of GPRA vacancies reserved for:
medical grounds
physically handicapped.

Heart disease

Allowed only when:
Government servant himself is patient.
(Not for family)

TB & Cancer

Allowed for:
self
spouse
children
Only pulmonary TB covered.

Committee system

Two separate committees:

Committee	For
Type I – IV	Lower types
Type IV(S) & above	Higher types

Meeting frequency:

at least once in **3 months**

Final approval:

by Minister.

📌 **Exam tip:** Medical OOT allotment requires committee recommendation.

RESERVATION OF QUARTERS FOR SC/ST

(RULE 37)

Percentage of reservation

Type of accommodation	Reservation
Type I & II	10%

Type III & IV	5%
---------------	----

Only if: employee is eligible for that type and comes in his/her turn in the separate SC/ST waiting list.

Separate waiting list

A **separate SC/ST waiting list** is maintained. But SC/ST employees are **ALSO** considered in the **general waiting list**.

📌 **Exam tip:** SC/ST considered in both – reserved list + general list.

Allotment ratio

SC : ST = 2 : 1

If SC candidate not available → ST gets that vacancy.

60-point roster system

For Type I & II

Roster point	Category
10	SC
20	SC
30	ST

40	SC
50	SC
60	ST

For Type III & IV

Roster point	Category
20	SC
40	SC
60	ST

SC/ST officer already living in **lower type quarter**:

can get **higher type from reserved quota**.

➤ **Example:** SC employee in Type II → can get Type III from SC quota.

📌 **Exam tip:** SC/ST can upgrade from lower type through quota.

RETENTION OF GOVERNMENT ACCOMMODATION

(Concessional Period after an Event)

Core Rule

Retention is allowed **only for bona fide use** of the allottee or family and **for a fixed period on normal / double licence fee / HRA condition** depending on the situation.

➤ **Exam Tip:** Always remember → *Event* → *Time limit* → *Type of licence fee*.

Event	Permissible Retention	Licence Fee Condition
Resignation / dismissal / removal / termination / unauthorized absence / compulsory retirement (CCA) / non-regular staff	1 month	Normal licence fee
Retirement / voluntary retirement / medical retirement / terminal leave / FR 56(j) / technical resignation / death of allottee / deputation outside India	6 months	Normal licence fee
Transfer to another station / ineligible office / foreign service / temporary transfer / deputation in India	2 months normal + 6 months double licence fee	Mixed
Death or missing → for eligible spouse/ward	12 months normal + further 12 months normal (if no house at that station)	Normal licence fee
Study leave	Actual period or 2 years (whichever earlier)	Normal licence fee
All kinds of leave / training / Central Staffing Scheme / posting to non-family station abroad	Full period of leave/posting	Normal licence fee

Transfer to PSU / Autonomous body (initial constitution)	60 months	Normal licence fee + HRA drawn
Leave preparatory to retirement (LPR) / refused leave (FR-86) / EL after FR 56(j)	Full leave period subject to 180 days (LPR) or 4 months (others)	Normal licence fee
Mandatory posting to PSU under Central Staffing Scheme	Full posting period	Normal licence fee + HRA drawn

1. Resignation / Dismissal / Removal / Termination

Retention allowed only for **1 month**.

➤ **Example:** Employee resigns on 10 June → can keep quarter till 9 July.

➤ **Exam Tip:** *Resignation = shortest period = 1 month.*

2. Retirement (All Types) / Death of Allottee

Retention allowed for **6 months** on normal licence fee.

➤ **Example:** Retirement on 31 March → retention up to 30 September.

➤ **Exam Tip:** *Retirement = 6 months is a very frequent MCQ.*

3. Transfer to Another Place

Retention allowed for:

- **2 months** → normal fee
- **Next 6 months** → double fee

➤ **Example:** Transfer from Delhi to Chennai → 2 months normal + 6 months double.

➤ **Exam Tip:** *Transfer = 2 + 6 rule.*

4. Death / Missing → For Eligible Spouse or Ward

Retention allowed:

- **12 months normal**
- **+ 12 months more normal**
- Condition → no house at that station.

➤ **Example:** Allottee dies → spouse can retain for up to **24 months**.

➤ **Exam Tip:** *Death case = longest normal fee retention.*

5. Study Leave

Retention allowed:

- **Actual leave OR 2 years (whichever earlier)**

➤ **Example:** Study leave 18 months → retention 18 months.

➤ **Exam Tip:** *Study leave → max 2 years.*

6. All Sanctioned Leave / Training / Central Staffing Scheme / Non-family station abroad

Retention allowed for **full period**.

Condition → No house at last place of posting.

➤ **Example:** 1-year training → 1-year retention.

➤ **Exam Tip:** *Training/leave → full period retention.*

7. Posting to PSU / Autonomous Body (Initial Constitution)

Retention allowed for **60 months (5 years)**

With condition → **Normal licence fee + HRA drawn from new organization**

➤ **Example:** Sent to newly formed PSU → can retain for 5 years.

➤ **Exam Tip:** *PSU initial constitution = 5 years retention.*

8. Leave Preparatory to Retirement (LPR)

Retention allowed:

- **Full LPR period**
- **Max 180 days**

Other refused leave → **4 months**

➤ **Example:** LPR of 150 days → retention for full 150 days.

➤ **Exam Tip:** *LPR → 180 days cap.*

9. Mandatory Posting to PSU under Central Staffing Scheme

Retention for **full posting period**

Condition → **Normal licence fee + HRA drawn**

➤ **Example:** Central Staffing → PSU → keep GPRA during full tenure.

➤ **Exam Tip:** *Mandatory posting = full period retention.*

RETENTION OF GPRA – ADDITIONAL PROVISIONS

1. Licence-fee-free allottees on retirement (Rule 40)

Provision

Allottees who were earlier paying **no licence fee**:

- Can retain the accommodation for **1 month after retirement** → **FREE**

- After 1 month → **normal licence fee payable** as per rules

➤ **Example:** A rent-free entitled officer retires on 31 May → quarter free till 30 June → from 1 July normal fee.

➤ **Exam Tip:** *Rent-free benefit after retirement = only 1 month.*

2. Self-certificate for retention during long leave

If an allottee is on **leave for more than 6 months** and wants to retain the quarter for family:

✓ Must submit **self-certificate to Directorate of Estates**

➤ **Example:** Officer on 8-month study leave → must give certificate for family stay.

➤ **Exam Tip:** *Leave > 6 months → self-certificate compulsory.*

RE-APPOINTMENT / RE-EMPLOYMENT CASES

3. Re-employment by ACC in SAME POST

- ✓ Can continue in same accommodation
- ✓ After tenure → retention allowed as per normal Rule 40

4. Re-employment by ACC in DIFFERENT POST

- ✗ Further normal retention **not allowed**
- ✓ Only **3 months retention after tenure**

➤ **Example:** Secretary re-employed in same post → continue GPRA; in different post → only 3 months after tenure.

➤ **Exam Tip:** *Same post = full benefit; different post = only 3 months.*

SPECIAL PROJECT POSTINGS – CPWD BORDER WORKS

Retention facility extended to CPWD staff posted at:

- India-Pakistan border
- India-China border
- India-Bangladesh border
- India-Myanmar border

(for specified projects and period)

➤ **Example:** CPWD officer in border fencing project → can retain GPRA at last station.

➤ **Exam Tip:** *Border project CPWD → special retention concession.*

NON-FAMILY STATION CASES (Rule 41)

5. Retirement / Transfer during non-family posting

Retention allowed at **last family station house** → For **normal permissible period**.

6. Death during non-family posting

Family can retain the last accommodation

→ For normal period

→ Condition: **No house at that station**

➤ **Example:** Officer posted in Leh (non-family) retires → family keeps Delhi quarter for normal period.

➤ **Exam Tip:** *Non-family station → last place retention allowed.*

LEAVE + JOINING TIME (Rule 42)

When leave is sanctioned BEFORE relieving

Retention allowed:

- **2 months OR leave period (max 4 months)** → whichever is MORE
- Joining time also allowed after leave

When leave sanctioned AFTER joining new station

Retention → **only 2 months**

✓ Licence fee → normal

➤ **Example:** 3-month leave before transfer → 3 months retention allowed.

➤ **Exam Tip:** *Leave before relief → up to 4 months; after joining → only 2 months.*

MAXIMUM RETENTION FOR NON-FAMILY POSTING (Rule 43)

Retention at last station for family use:

✓ **Maximum 3 years**

➤ **Example:** Officer posted in Andaman (non-family) → Delhi GPRA retention up to 3 years.

➤ **Exam Tip:** *Non-family posting retention cap = 3 years.*

COMPENSATION IN LIEU OF RENT-FREE ACCOMMODATION

When entitled to rent-free house but not provided

Employee gets:

1. Lowest licence fee of entitled type

PLUS

2. HRA of that city

➤ **Example:** Officer entitled to rent-free Type V but not given → gets licence fee equivalent + HRA.

➤ **Exam Tip:** *Rent-free not provided → Licence fee amount + HRA.*

PERSONS ALLOWED TO RESIDE WITH ALLOTTEE

1. FAMILY

- ✓ Wife / Husband
- ✓ Children (including step & legally adopted)

- ✓ Parents
- ✓ Brothers / Sisters (dependent & normally residing)

➤ **Exam Tip:** *Dependency + normal residence = key condition.*

2. IMMEDIATE RELATIONS (Also allowed)

- ✓ Grandfather / Grandmother
- ✓ Grandson / Granddaughter
- ✓ Father-in-law / Mother-in-law
- ✓ Son-in-law / Daughter-in-law
- ✓ Legally adopted relations

➤ **Example:** Dependent mother-in-law can stay.

➤ **Exam Tip:** *In-laws are allowed as immediate relations.*

3. When relation ceases by court order

Such person **cannot stay** in the quarter.

➤ **Example:** Divorce → ex-spouse cannot stay.

➤ **Exam Tip:** *Court order breaks residence eligibility.*

13. SUBLETTING OF GPRA

Meaning (Rule 2(v))

Subletting

When an allottee gives the whole or part of the government quarter to **any person other than**

- family
- immediate relations

➤ **Example:** Giving one room to a friend on rent = subletting.

➤ **Exam Tip:** *Family allowed → outsider = subletting.*

Prohibitions

The allottee:

1. ✗ Cannot sublet **whole or part**
2. ✗ Cannot sublet **garage / outhouse**

Action if subletting is detected (Rule 67)

Step	Action
Allotment	Cancelled from date of inspection
Departmental action	Major penalty proceedings
Administrative office	Informed by Directorate of Estates

➤ **Example:** Inspection on 10 Aug → allotment cancelled from 10 Aug.

➤ **Exam Tip:** *Subletting → cancellation + major penalty.*

CONSEQUENCES OF BREACH OF ALLOTMENT RULES (Rule 71)

Allotment will be cancelled + disciplinary action if allottee:

- breaks rules
- uses quarter for non-residential purpose
- tampers with electricity / water
- misuses residence
- gives false information
- violates terms & conditions

➤ **Example:** Running coaching centre in GPRA → misuse → cancellation.

➤ **Exam Tip:** *Misuse = cancellation + discipline.*

MISUSE / SUBLETTING – SHOW CAUSE (Rule 72)

If subletting or garage misuse:

- ✓ Damages charged
- ✓ 15 days show-cause notice to stop misuse

➤ **Exam Tip:** *Show cause period = 15 days.*

DAMAGES FOR UNAUTHORIZED OCCUPATION

1. First month damages (basic rate)

Delhi / Mumbai – High damage categories

Type	Rate (first month)
Type I–III	40 × licence fee
Type IV & above	50 × licence fee
Type VII–VIII	50 × licence fee
Servant quarters / garages	50 × licence fee

Other cities

Type	Rate
Type I–IV	40 × licence fee
Type V & above	50 × licence fee
Servant quarters / garages	50 × licence fee

➤ **Exam Tip:** *40× lower types, 50× higher types.*

2. Telescopic increase (unauthorized occupation)

From **second month onwards**

Month	Rate
2nd	+10%
3rd	+20%
4th	+40%
...	Max up to 5 times of first month damages

✓ Charged from **date of cancellation** → **date of vacation**

➤ **Example:** First month damage = ₹10,000 → second month = ₹11,000.

➤ **Exam Tip:** *Telescopic* → *max 5×*.

3. Damages in PROVED SUBLETTING

Starting rate = **2 × normal damages**

Then telescopic increase:

- +10%
- +20%
- +40%
- max 5 times

➤ **Exam Tip:** *Subletting* → *double damage from day 1.*

4. Other charges

Extra payable separately:

- water
- furniture
- electricity (normal rate)

14. CHANGE OF ACCOMMODATION (Rule 44)

Basic conditions

1. Change allowed **only after physical possession** of first quarter
2. Only **ONE change** in same type
3. Must apply in prescribed form
4. Name goes into unified waiting list

➤ **Exam Tip:** *One allotment* → *one change only.*

Priority for change

Same as initial allotment:

- same priority date
- same seniority rules

Superannuation restriction

✗ No change allowed **within 6 months before retirement**

If change is refused

If not accepted within **8 days**

➔ No further change for **1 year**

If accepted but possession not taken

Penalty:

- 1 month licence fee for new quarter
- normal fee for old quarter

Exception

If CPWD does not make new house habitable → no fee for that period.

Shifting time

Old quarter can be retained for **30 days** on normal licence fee for shifting.

Flow of Change Process : Apply → waiting list → offer → accept within 8 days → shift in 30 days

15. MISCELLANEOUS (GPRA RULES)

1. Housing Upgradation Scheme, 2018 (HUS-2018) – Rule 58

Provision

Under HUS-2018:

- ✓ Civil works
- ✓ Electrical works

will be provided in:

- All GPRA quarters
- All other pools maintained by CPWD
- Whether **occupied or vacant**

✗ Not applicable to **Type-I quarters**

Condition

- Subject to availability of funds
- Consent of allottee required

➤ **Example:** An officer in Type-IV quarter can get upgraded kitchen & wiring if he gives consent.

➤ **Exam Tip:** *HUS not allowed for Type-I.*

2. Reporting of Vacancies to Directorate of Estates – Rule 75

Events that must be reported immediately

Ministry/Department must inform when:

- Transfer
- Death
- Voluntary retirement
- Posting to ineligible office

along with:

✓ Quarter details

Why this is important

To:

- prevent unauthorized retention
- increase availability for waiting list

Administrative controls

Action	Requirement
LPC issue	Only after intimation to Directorate
HRA at new station	Only after No Dues Certificate
Final settlement	Only after No Dues Certificate

Monthly reporting

Departments must send:

✓ Monthly statement of such cases

On retirement – No Demand Certificate

Application:

- ✓ Online
- ✓ Through office
- ✓ After vacation of quarter

➤ **Example:** Officer transferred → HRA stopped until NDC produced.

➤ **Exam Tip:** HRA requires No Dues.

2-A. Online Clearance / No Demand Certificate (w.e.f. 02-09-2015)

Only **online request** is accepted.

➤ **Exam Tip:** NDC → *online only*.

3. REVISED LICENCE FEE (w.e.f. 01-07-2023)

(A) NORMAL RESIDENTIAL ACCOMMODATION

Type	Living Area (Sq m)	Licence Fee (₹)
I	upto 30	210
II	26.5–50	440
III	44–65	660

IV	59–91.5	880
IV (Special)	59–91.5	930
VA	upto 106	1650
VB	beyond 106	1750
VIA	upto 159.5	2170
VIB	beyond 159.5	2590
VII	189.5–224.5	3040
VIII	243–522	5430

➤ **Example:** Type-III quarter → licence fee ₹660 per month.

➤ **Exam Tip:** Type-IV = ₹880.

(B) SERVANT QUARTERS & GARAGES (Independent Allotment)

Item	Licence Fee
Servant quarter	₹90
Garage	₹60

➤ **Exam Tip:** Servant ₹90, Garage ₹60.

(C) HOSTEL ACCOMMODATION

Category	Area	Licence Fee
Single room (without kitchen)	21.5–30	₹550
Single room (with kitchen)	30.5–39.5	₹780
Double room	47.5–60	₹1070

PRACTICAL ADMINISTRATIVE FLOW

Transfer / retirement / death
 → Department informs Directorate
 → Quarter status updated
 → NDC issued
 → HRA allowed

LICENCE FEE, SPECIAL RENT, PAYMENT AND DATE OF PRIORITY (GPRA)

1. Maximum Ceiling of Licence Fee

The licence fee recoverable from an allottee shall be subject to a maximum limit of **ten percent of the monthly emoluments** of the allottee.

This means that even if the flat rate of licence fee for a particular type of accommodation is higher, the recovery will be restricted to ten percent of the emoluments.

➤ **Example:** If monthly emoluments are ₹50,000 and the licence fee comes to ₹5,430, only ₹5,000 will be recovered.

🔴 **Exam Tip:** Maximum recovery of licence fee = 10% of emoluments.

2. Hostel Rates Applicable to Transit Pool Accommodation

The rates of licence fee prescribed for hostel accommodation shall also be applicable to **Transit Pool Accommodation throughout the country**.

➤ **Example:** The same hostel fee structure applies when a transit pool suite is allotted.

🔴 **Exam Tip:** Hostel rates = Transit pool rates.

3. Special Licence Fee under FR 45-B

Special licence fee shall be charged when GPRA is allotted for **short-term or special purposes**, which are not normal allotments.

➤ **Example:** Temporary allotment during special duty attracts special licence fee.

🔴 **Exam Tip:** Short-term GPRA → FR 45-B → Special fee.

4. Higher Rent for Overstay by Ministers / Supreme Court Judges

Revised higher rates of rent shall be charged for the period of overstay in Government accommodation by Ministers and Judges of the Supreme Court with effect from 26-02-2016.

➤ **Example:** Retention beyond the permitted period leads to enhanced rent.

🔴 **Exam Tip:** Overstay → higher rent.

5. Working Girls Hostel

All lady officers are eligible for accommodation in Working Girls Hostel **without any ceiling of emoluments**.

➤ **Example:** A lady officer of any pay level can apply.

🔴 **Exam Tip:** No pay limit for Working Girls Hostel.

6. Licence Fee When Higher Type Accommodation is Allotted

(A) Allotment due to surplus availability

Where a higher type of accommodation is allotted due to surplus availability and not on the request of the allottee,

only the **normal licence fee of that type** shall be charged.

➤ **Example:** Eligible for Type III but allotted Type IV due to availability → normal Type IV fee.

🔴 **Exam Tip:** Surplus higher type → normal fee.

(B) Allotment on own request (out-of-turn)

Where a higher type of accommodation is allotted at the request of the allottee despite no surplus, the licence fee shall be **three times the normal rate**.

➤ **Example:** Type III officer requests Type IV → pays three times the fee.

🔴 **Exam Tip:** Out-of-turn higher type → 3× licence fee.

7. Shifting to Higher Type Accommodation

An allottee need not wait for clearance of outstanding licence fee of previously occupied accommodation in case of allotment of higher type or change accommodation.

➤ **Example:** Dues of old quarter do not block allotment of higher type.

🔴 **Exam Tip:** Higher type allotment → no prior dues clearance required.

8. Payment of Licence Fee (Rule 73)

Commencement of liability

The liability for payment of licence fee shall begin from:

the date of occupation

or

the eighth day from the date of receipt of allotment whichever is earlier.

➤ **Example:** If occupation is delayed beyond 8 days, fee starts from the 8th day.

🔴 **Exam Tip:** Licence fee starts from earlier of occupation or 8th day.

Personal responsibility

The allottee shall be personally responsible for:

payment of licence fee

any damage caused to the accommodation.

➤ **Example:** Damage recovery is made from allottee.

🔴 **Exam Tip:** Allottee personally liable for fee and damages.

Cancellation due to non-payment

If licence fee is not received continuously for **four months**, the allotment shall be cancelled.

➤ **Example:** No deduction for 4 months → allotment cancelled.

🔴 **Exam Tip:** 4 months non-payment → cancellation.

9. Coverage of Date of Priority (Automated System)

After the introduction of the Automated System of Allotment, the date of priority of an officer shall be treated as **covered** in a locality if a **junior officer** has already been allotted the same type of accommodation on a regular basis in that locality.

This principle is applicable in:

regularization
calculation of licence fee
change of accommodation.

➤ **Example:** If a junior gets a Type IV in a colony, senior's priority is deemed. covered.

🔹 **Exam Tip:** Junior allotment = senior priority covered.

12. CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

(CCS Conduct 1964)

RULE 1 – SHORT TITLE, COMMENCEMENT AND APPLICATION

1. Short Title

This rule tells us the **name of the rules**.

These rules are called **Central Civil Services (Conduct) Rules, 1964**.

➤ **Example:** These behaviour rules for central government employees are officially known as CCS (Conduct) Rules, 1964.

📌 **Exam Tip:** “Short title” question → Always write the full name with year **1964**.

2. Commencement

This means **when the rules started**.

These rules **came into force immediately** from the date they were issued.

➤ **Example:** No waiting period — the rules became applicable the same day they were notified.

📌 **Exam Tip:** Keyword → “**At once**” = **immediate effect**.

3. Application – On whom these rules apply

These rules apply to:

✓ Every person appointed to a **civil service or civil post under the Union Government**

✓ Includes **civilian employees in Defence services**

But they do **NOT** apply to the following:

Category	Reason
Railway servants	They have separate Railway Conduct Rules
Railway Board employees	Covered under Railway Services Conduct Rules
Posts under Financial Commissioner of Railways	Railway control
Members of All India Services (IAS, IPS, IFoS)	They have separate AIS Conduct Rules
Posts exempted by President	Special order can exclude them

➤ **Example:** An IAS officer is **not** governed by CCS Conduct Rules.

📌 **Exam Tip:** IAS/IPS/IFS → **Not under CCS Conduct Rules**.

Special Provision – Low paid non-gazetted staff (historical provision)

Some specific categories of **non-gazetted employees drawing pay up to ₹500 per month** were exempted from certain rules.

These establishments:

- Ports, docks
- Defence installations (except training)
- Work-charged PWD staff
- Irrigation & power units
- Mines
- Factories
- Field units of Central Tractor Organisation

Important Meaning of “Establishment”

It does **not include administrative or supervisory offices**.

➤ **Example:** A factory worker may be exempt, but a clerk in factory office is not.

📌 **Exam Tip:** “Establishment” ≠ administrative office.

Temporary Transfer Provision

If a person is **temporarily transferred** to a post where these rules normally do not apply →
Still **CCS Conduct Rules will apply to him**.

➤ **Example:** A Central Secretariat employee sent temporarily to Railways will still follow CCS Conduct Rules.

📌 **Exam Tip:** Temporary transfer → Rules based on **original service**, not temporary post.

RULE 2 – DEFINITIONS

This rule explains important terms used in the Conduct Rules.

(a) Government

“Government” means **Central Government**.

➤ **Example:** In these rules, Government always means Union Government.

🔹 **Exam Tip:** In CCS rules → Government = **Central Government**.

(b) Government Servant

A Government servant is:

- ✓ A person appointed to a civil service or civil post under Union
- ✓ Includes civilian in Defence services

Deemed Government Servant

Even if salary is paid by:

- Corporation
- Company
- Local body

He will still be treated as Government servant **if his services are placed there by Government**.

➤ **Example:** A central government officer sent on deputation to a PSU is still a Government servant.

🔹 **Exam Tip:** Salary source does NOT matter → **Control of Government matters**.

(c) Members of Family

Family includes three categories:

1. Spouse

- ✓ Husband or wife
- ✗ Not included if legally separated by court

2. Children

✓ Son / daughter / step-children
Condition → Must be **wholly dependent**
Not included if:

- Not dependent
- Custody legally taken away

3. Other dependent relatives

Any relative by:

- Blood or
- Marriage

But must be **fully dependent**.

➤ **Example:** Dependent parents living with the employee are treated as family.

🔹 **Exam Tip:** Key word → **Wholly dependent**.

RULE 3 – GENERAL CONDUCT RULES

This is the **heart of CCS Conduct Rules**. It tells us **how a Government servant must behave**.

RULE 3(1) – BASIC CORE VALUES

Every Government servant must:

The Three Golden Principles

1. Maintain **absolute integrity**

2. Maintain **devotion to duty**
3. Do nothing **unbecoming of a Government servant**

➤ **Example:** Taking a bribe violates integrity.

🔹 **Exam Tip:** Integrity + devotion + unbecoming → **Most asked in exams**.

EXTENDED ETHICAL DUTIES (MODERN VALUES)

A Government servant must:

Constitutional & National Values

- Follow Constitution
- Protect sovereignty & integrity of India
- Maintain public order & morality

➤ **Example:** Posting anti-national content violates conduct rules.

🔹 **Exam Tip:** Constitution + sovereignty → direct conduct duty.

Professional Ethics

- High ethical standards
- Honesty
- Political neutrality
- Merit based decisions
- Impartiality
- Transparency
- Accountability

➤ **Example:** Favouring a relative in recruitment violates merit principle.

🔹 **Exam Tip:** Political neutrality → No political bias in official work.

Behaviour Towards Public

- Responsive to citizens
- Polite & courteous
- Especially sensitive to weaker sections

➤ **Example:** Misbehaving with a citizen is misconduct.

🔹 **Exam Tip:** Courtesy to public → Conduct rule violation if ignored.

Use of Public Resources

Must use government resources:

- Efficiently
- Economically
- Only for public interest

➤ **Example:** Using government vehicle for personal trip is misconduct.

🔹 **Exam Tip:** Public resource = Public purpose only.

Conflict of Interest

Must:

- Declare private interests
- Avoid financial obligations that influence duty

➤ **Example:** Giving contract to company owned by relative = conflict of interest.
 ♣ **Exam Tip:** Private interest vs public duty → Always public first.

Misuse of Position Prohibited

Cannot use position for:

- Personal gain
- Family gain
- Friends' benefit

➤ **Example:** Recommending a friend for tender = misconduct.

♣ **Exam Tip:** Position ≠ personal benefit.

Equality & Non-Discrimination

- Act fairly
- No discrimination
- Especially protect poor & under-privileged

➤ **Example:** Delaying work because applicant is poor violates rule.

♣ **Exam Tip:** Fairness = core conduct value.

Discipline & Obedience

- Follow lawful orders
- Maintain discipline

➤ **Example:** Refusing valid order is misconduct.

♣ **Exam Tip:** Only **lawful orders** must be obeyed.

Confidentiality

Must protect sensitive information related to:

- National security
- Economy
- Foreign relations
- Strategic matters

➤ **Example:** Leaking exam paper is violation.

♣ **Exam Tip:** Confidential information → No unauthorized disclosure.

Professional Excellence

Must work with:

- Full dedication
- Highest professionalism

➤ **Example:** Careless file work shows lack of devotion to duty.

♣ **Exam Tip:** Habitual delay = lack of devotion to duty.

RULE 3(2) – DUTIES OF SUPERVISORY OFFICERS

A supervisory officer must:

- Ensure integrity of subordinates
- Ensure devotion to duty of staff

➤ **Example:** Ignoring corruption of junior is misconduct of senior.

♣ **Exam Tip:** Supervisor responsible for team conduct.

Acting Under Direction of Superior

A Government servant:

- ✓ Should use his own judgement
- ✓ Can act under superior's direction

Written vs Oral Orders

Situation	Rule
Normal case	Order must be in writing
Oral order given	Superior must confirm in writing
If oral order received	Subordinate must ask for written confirmation

➤ **Example:** Always take written order for sensitive work.

♣ **Exam Tip:** Oral instruction → Must be confirmed in writing.

IMPORTANT EXPLANATIONS

Explanation 1 – Lack of Devotion to Duty

Habitual:

- Delay
- Poor quality work

= Treated as lack of devotion to duty.

➤ **Example:** Repeated late file disposal is misconduct.

♣ **Exam Tip:** Habitual delay = Conduct rule violation.

Explanation 2 – No Escaping Responsibility

An officer cannot: ✗ Keep asking for unnecessary instructions

Just to avoid taking decisions.

➤ **Example:** Sending every small matter to higher authority to avoid responsibility is misconduct.

♣ **Exam Tip:** “Unnecessary reference to higher authority” → Wrong.

RULE 3A – PROMPTNESS AND COURTESY

This rule tells us how a Government servant must behave while dealing with the public and doing official work.

Two main duties:

1. Must not be discourteous

A Government servant should always be:

- Polite
- Respectful
- Well-mannered

while performing official duties.

➤ **Example:** Speaking rudely to a citizen at the service counter is misconduct.

🔹 **Exam Tip:** Courtesy to public = Conduct rule obligation.

2. Must not cause delay intentionally

He should:

- Dispose of work on time
- Avoid delaying tactics
- Not keep files pending without reason

➤ **Example:** Keeping a pension file pending for months without reason is a violation.

🔹 **Exam Tip:** Wilful delay = Misconduct.

RULE 3B – OBSERVANCE OF GOVERNMENT POLICIES

A Government servant must follow important social policies of the Government.

These include:

Policy Area	Meaning
Age of marriage	Promote legal marriage age
Environment protection	Follow eco-friendly practices
Wildlife protection	Support conservation laws
Cultural heritage	Protect monuments & traditions
Crime against women	Support safety & prevention measures

➤ **Example:** A government officer must follow environmental rules in office functioning.

🔹 **Exam Tip:** Conduct rules also include **social responsibility**.

RULE 3C – PROHIBITION OF SEXUAL HARASSMENT OF WORKING WOMEN

1. Absolute Prohibition

No Government servant shall commit **sexual harassment at workplace**.

➤ **Example:** Passing sexually coloured remarks to a female colleague is misconduct.

🔹 **Exam Tip:** Sexual harassment = Direct violation of conduct rules.

2. Duty of the Head of Office / Supervisor

The officer in-charge must:

- Prevent sexual harassment
- Ensure safe workplace

➤ **Example:** Ignoring complaints of harassment makes the supervisor also responsible.

🔹 **Exam Tip:** Preventive responsibility lies on controlling officer.

3. Meaning of Sexual Harassment

Sexual harassment includes:

(A) Direct acts

- Physical contact or advances
- Asking for sexual favours
- Sexually coloured remarks
- Showing pornography
- Any unwelcome sexual behaviour (verbal / non-verbal)

➤ **Example:** Sending inappropriate messages to a female colleague.

🔹 **Exam Tip:** “Unwelcome behaviour” is the key word.

(B) Situational harassment

These situations also amount to harassment:

- Promise of promotion in return for favour
- Threat of transfer for refusal
- Creating hostile work environment
- Humiliating treatment

➤ **Example:** “Accept my proposal or your ACR will be spoiled.”

🔹 **Exam Tip:** Quid-pro-quo = Sexual harassment.

4. Meaning of Workplace

Workplace includes:

Included places
All government offices
PSUs / organisations funded by Central Government
Hospitals / nursing homes
Sports complexes
Office tours / official travel
Office transport

Even official visits to other places

➤ **Example:** Harassment during official tour is also workplace harassment.

🔹 **Exam Tip:** Workplace is not limited to office building.

RULE 4 – EMPLOYMENT OF NEAR RELATIVES IN COMPANIES OR FIRMS

This rule prevents **favouritism and conflict of interest**.

1. No misuse of position for family employment

A Government servant must not:

- Use influence
- Use official position

to get a job for family members in any company.

➤ **Example:** Recommending son for a job in a company dealing with your department.

📌 **Exam Tip:** Influence for family job = Misconduct.

2. Special restriction for Class I Officers

Class I officer must take **prior government permission** if:

Family member wants a job in:

- A company with which he has official dealings
OR
- A company dealing with Government

If urgent → Take job first → Inform Government → Get approval later.

➤ **Example:** Daughter getting a job in a PSU linked with officer's department needs permission.

📌 **Exam Tip:** Class I officer → Prior sanction required.

3. Intimation requirement

If any family member joins a company:

Government servant must inform:

- Prescribed authority
- Whether he has official dealings with that company

➤ **Example:** Informing department when spouse joins a private contractor firm.

📌 **Exam Tip:** Information to authority is compulsory.

4. No official dealing in such cases

If a family member works in a company:

The Government servant:

✗ Must not deal with that company's file

✓ Must refer the case to higher authority

➤ **Example:** Officer cannot pass bill of a firm where his brother works.

📌 **Exam Tip:** Conflict of interest → Refer to superior.

RULE 5 – TAKING PART IN POLITICS AND ELECTIONS

This ensures **political neutrality** of civil servants.

1. Complete ban on political involvement

A Government servant shall NOT:

- Join political party
- Help political activity
- Give funds
- Campaign

➤ **Example:** Being an 'active member' of a political party is misconduct.

📌 **Exam Tip:** Political neutrality = Core principle.

2. Responsibility regarding family

He must try to stop family members from:

- Anti-government activities

If unable → Report to Government.

➤ **Example:** Reporting if family member joins anti-national movement.

📌 **Exam Tip:** Duty to report subversive activities.

3. Government decision is final

Whether an organisation is political → Government decides.

4. Elections

Government servant shall NOT:

- Contest election
- Campaign
- Influence voters

But he can:

✓ Vote

✗ Cannot disclose whom he voted

➤ **Example:** Secret voting is allowed, campaigning is not.

📌 **Exam Tip:** Right to vote ✓ but no political activity.

Electoral symbol display

Displaying party symbol on:

- Car
- House
- Body

= Political activity.

➤ **Example:** Putting party flag on house is misconduct.

📌 **Exam Tip:** Symbol display = Using influence.

RULE 6 – JOINING OF ASSOCIATIONS

A Government servant cannot join an association which is against:

- Sovereignty of India
- Public order
- Morality

➤ **Example:** Joining a banned organisation is misconduct.

📌 **Exam Tip:** Anti-national association = Prohibited.

RULE 7 – DEMONSTRATION AND STRIKES

1. Demonstration – Prohibited if harmful

Cannot participate in demonstrations which affect:

- National integrity
- Security of State
- Public order
- Morality
- Defamation / contempt of court

➤ **Example:** Violent protest against government policy.
 ♣ **Exam Tip:** Peaceful lawful protest ≠ always misconduct (depends on nature).

2. Strike – Completely prohibited

A Government servant shall not:

- Go on strike
- Support strike
- Use coercion

➤ **Example:** Mass casual leave as pressure tactic is misconduct.

♣ **Exam Tip:** Strike by government servant = Absolute prohibition.

RULE 8 – CONNECTION WITH PRESS OR MEDIA

1. Prior permission required for:

- Owning newspaper
- Editing newspaper
- Managing media

➤ **Example:** Running a news portal without permission is misconduct.

♣ **Exam Tip:** Media involvement → Prior sanction.

2. Exception

Permission not required if:

- Publishing a book in official duty
- Speaking in media as part of official work

3. Personal publication

If a Government servant writes a book or speaks in media:

He must clearly state:

- Views are personal
- Not Government's views

➤ **Example:** Writing "Views are personal" in a published article.

♣ **Exam Tip:** Disclaimer is compulsory.

RULE 9 – CRITICISM OF GOVERNMENT

This rule restricts Government servants from **publicly criticising the Government**.

✗ What a Government servant must NOT do

He must not make any statement:

Through:

- Radio / TV
- Social media / electronic media
- Newspaper / articles
- Public speech
- Anonymous writing

If the statement:

1. Criticises Government policy or action
2. Harms Centre–State relations
3. Harms India–foreign country relations

➤ **Example:** Posting on social media that a current government policy is "useless and corrupt."

♣ **Exam Tip:** Public criticism of policy = Misconduct.

Exception

Allowed when:

- Speaking in **official capacity**
- Performing official duty

➤ **Example:** Giving official data before a Parliamentary Committee.

♣ **Exam Tip:** Official duty statement = Allowed.

Special relaxation (Trade union office bearers)

They can express views:

- ✓ Only for service conditions
- ✓ Only in bona fide manner

♣ **Exam Tip:** Trade union relaxation is limited to **service matters only**.

RULE 10 – EVIDENCE BEFORE COMMITTEE OR AUTHORITY

General Rule

A Government servant:

✗ Cannot give evidence

Without prior Government permission

in:

- Any committee enquiry
- Any authority investigation

➤ **Example:** Giving statement before a private commission without permission is misconduct.

♣ **Exam Tip:** Prior sanction is compulsory.

After taking permission

He must not:

- Criticise Government policy

Cases where permission is NOT required

Situation	Permission required?
Parliamentary committee	✗ No
Judicial enquiry	✗ No
Departmental enquiry	✗ No

➤ **Example:** Giving evidence in court does not need permission.

♣ **Exam Tip:** Judicial enquiry = Free to depose.

RULE 11 – COMMUNICATION OF OFFICIAL INFORMATION

This rule is linked with **RTI Act, 2005**.

Duty

A Government servant must:

- ✓ Provide information in good faith
- ✓ As per RTI rules

✗ Prohibition

He must NOT:

- Leak official documents
- Share classified information
- Share information with unauthorised person

unless:

- ✓ Official duty
- ✓ Government order

➤ **Example:** Sending confidential file through WhatsApp is misconduct.

🔴 **Exam Tip:** RTI allowed + Unauthorised disclosure prohibited.

RULE 12 – SUBSCRIPTIONS (COLLECTION OF FUNDS)

A Government servant:

- ✗ Cannot collect money / donations
- ✗ Cannot be associated with fund-raising

Without prior permission.

This applies to:

- Cash
- Gifts in kind
- Any purpose

➤ **Example:** Collecting money for a private event in office without permission.

🔴 **Exam Tip:** Fund collection → Prior sanction required.

RULE 13 – GIFTS

✗ General Rule

Government servant shall NOT accept gifts.

Also cannot allow:

- Family
- Any other person on his behalf

to accept gifts.

Meaning of Gift

Gift includes:

- Free transport
- Free hotel stay
- Free services
- Any financial benefit

From a person having official dealings.

✗ Not considered gift:

- Casual meal
- Simple lift
- Normal social hospitality

⚠ Avoid

- Frequent hospitality
- Lavish parties from contractors / firms

➤ **Example:** Free foreign trip sponsored by contractor = Gift.

🔴 **Exam Tip:** Free facility = Gift.

Gifts on social/religious occasions

Allowed from:

- ✓ Near relatives
- ✓ Personal friends (no official dealing)

But reporting required if value exceeds:

Group	Reporting limit
Group A	₹25,000
Group B	₹15,000
Group C	₹7,500

➤ **Example:** Marriage gift ₹30,000 received by Group A officer must be reported.

🔴 **Exam Tip:** Remember 25k – 15k – 7.5k.

Gifts in other cases (without occasion)

Sanction required if value exceeds:

Category	Limit
Group A/B	₹1,500
Group C/D	₹500

Gifts from foreign dignitaries

Can retain:

- ✓ Up to ₹1,000
- Above that → As per Government instructions.

✗ Gifts from foreign firms having official dealing – PROHIBITED

➤ **Example:** Accepting expensive watch from foreign supplier is misconduct.

🔴 **Exam Tip:** Foreign firm with official dealing → No gift.

RULE 13A – DOWRY

Government servant shall NOT:

- Give dowry
- Take dowry
- Demand dowry
- Help in dowry

Meaning same as Dowry Prohibition Act.

➤ **Example:** Demanding car in marriage = Misconduct + criminal offence.

🔴 **Exam Tip:** Dowry = Conduct rule violation + legal offence.

RULE 14 – PUBLIC DEMONSTRATIONS IN HONOUR OF GOVERNMENT SERVANT

A Government servant shall NOT:

Without prior permission:

- Receive public felicitation
- Accept testimonial
- Attend function held in his honour

Allowed without permission

1. Private farewell

If:

- Informal
- Private
- On retirement or transfer

2. Simple function by public body

If inexpensive.

✗ **Prohibited**

- Forcing employees to contribute money
- Collection from Group C/D for senior officers' function

➤ **Example:** Collecting money from staff for grand farewell of senior officer is misconduct.

📌 **Exam Tip:** Pressure for contribution = Prohibited.

RULE 15 – PRIVATE TRADE OR EMPLOYMENT

This rule ensures that a Government servant **does not engage in private earning activities** that create conflict of interest.

✗ **Activities PROHIBITED without prior Government permission**

A Government servant shall NOT:

1. Do business or trade

Directly or indirectly.

➤ **Example:** Running a private coaching institute while in service.

📌 **Exam Tip:** Trade/business = Prior sanction compulsory.

2. Take another job

Cannot:

- Negotiate for job
- Accept employment

➤ **Example:** Applying for a private company job while in service without permission.

📌 **Exam Tip:** Even job negotiation needs permission.

3. Hold elective office

Cannot:

- Become office bearer of any elected body
- Campaign for candidates

➤ **Example:** Becoming President of a commercial society through election.

📌 **Exam Tip:** Elective office = Prohibited without sanction.

4. Promote family business

Cannot canvass for:

- Insurance agency
- Commission agency

run by family.

➤ **Example:** Recommending clients for spouse's insurance business.

📌 **Exam Tip:** Canvassing for family business = Misconduct.

5. Take part in management of companies/banks

Except in official duty.

➤ **Example:** Acting as director of a private company.

📌 **Exam Tip:** Company management = Prior sanction.

6. Media participation (private production)

Cannot participate in:

- Sponsored media programme
- Private TV/radio programme

Without permission.

✓ No permission needed if in official capacity.

Activities ALLOWED without prior permission

These are considered **harmless and socially useful**.

1. Honorary social or charitable work

➤ **Example:** Working voluntarily for an NGO on weekends.

📌 **Exam Tip:** Honorary + No profit = Allowed.

2. Literary / artistic / scientific work (occasional)

➤ **Example:** Writing a book or article occasionally.

📌 **Exam Tip:** Occasional creative work allowed.

3. Amateur sports participation

➤ **Example:** Playing in a local cricket tournament.

📌 **Exam Tip:** Amateur sports = Allowed.

4. Cultural / recreational clubs

Can participate in:

- Literary society
- Cultural club
- Sports club

But:

- No elective post
- Must report within 1 month

5. Co-operative society for Government servants

Allowed if:

- Not holding elected office
- Inform Government

⚠ **Two important conditions**

1. Government can order to stop such activity
2. Official work must not suffer

Family business – Reporting requirement

If a family member is engaged in:

- Trade
- Business
- Insurance agency
- Commission agency

➡ Government servant must report it.

➤ **Example:** Informing department if spouse runs a shop.

🔑 **Exam Tip:** Family business → Intimation required.

Acceptance of fee

Cannot accept fee for private work without sanction.

Meaning of fee → As per FR 9(6-A).

➤ **Example:** Taking payment for delivering private lecture without permission.

🔑 **Exam Tip:** Fee for private work = Sanction required.

RULE 15A – SUB-LETTING OF GOVERNMENT ACCOMMODATION

✗ Sub-letting is prohibited

Government quarter:

- Cannot be rented
- Cannot be given to others

➤ **Example:** Giving government quarter on rent is misconduct.

🔑 **Exam Tip:** Subletting Govt accommodation = Strictly prohibited.

Must vacate on cancellation

After cancellation of allotment:

✓ Must vacate within prescribed time.

➤ **Example:** Not vacating quarter after transfer is misconduct.

🔑 **Exam Tip:** Overstay in Govt quarter = Violation.

RULE 16 – INVESTMENT, LENDING AND BORROWING

This rule prevents **financial conflict of interest**.

1. Speculation in shares – PROHIBITED

Frequent buying/selling of shares = speculation = not allowed.

✓ Occasional investment allowed through authorised broker.

➤ **Example:** Daily intraday trading is misconduct.

🔑 **Exam Tip:** Frequent trading = Speculation.

2. Investment that influences official work – PROHIBITED

Cannot invest where:

- Official decisions are involved
- Conflict of interest arises

Special case:

Applying for IPO of PSU whose pricing you decide → Prohibited.

➤ **Example:** Officer deciding PSU share price buying its IPO.

🔑 **Exam Tip:** Decision making + investment = Not allowed.

3. Lending & borrowing – RESTRICTED

Cannot:

- Lend or borrow from person within official jurisdiction
- Lend money on interest

Except:

- ✓ Bank
- ✓ Public limited company

Allowed

- Small interest-free loan from friend/relative
- Credit with genuine shopkeeper
- Advance to private employee

On transfer to sensitive post

If rules get violated due to new post:

➡ Must report immediately.

RULE 17 – INSOLVENCY AND HABITUAL INDEBTEDNESS

A Government servant must:

- ✓ Manage finances properly
- ✓ Avoid heavy debts

If legal case for debt/insolvency happens

He must: ➡ Immediately inform Government.

Burden of proof

He must prove that debt happened due to:

- Unavoidable circumstances
- NOT due to:
- Extravagant lifestyle
- Carelessness

➤ **Example:** Declared insolvent due to gambling = misconduct.

🔑 **Exam Tip:** Habitual debt = Lack of integrity.

RULE 18 – MOVABLE, IMMOVABLE & VALUABLE PROPERTY

This rule ensures **transparency of assets** and prevents corruption.

1. Property return on first appointment

Every Government servant must submit details of:

(A) Immovable property

- Land
 - House
 - Flat
 - Lease / mortgage property
- in:
- Own name
 - Family member's name
 - Any other person's name

(B) Movable property

- Shares
- Debentures
- Bank balance
- Jewellery
- Vehicles
- Loans given/taken

(C) Liabilities

- Loans
- Debts

➤ **Example:** A newly appointed officer must declare his house, car, bank balance and home loan.

🔹 **Exam Tip:** First appointment → Assets + liabilities return compulsory.

Not normally applicable to Group D

But Government can order.

Items NOT to be shown

- Clothes
- Utensils
- Daily use items

2. Annual property return

Compulsory for:

- ✓ Group A
- ✓ Group B

Only for **immovable property**.

➤ **Example:** IAS officer files annual property return every year.

🔹 **Exam Tip:** Annual return → Group A & B only.

3. Buying or selling immovable property

Must:

- ✓ Inform prescribed authority

BUT if dealing with person having official dealings:

➡ Prior sanction required.

4. Transaction of movable property

If value > **2 months' basic pay**

➡ Must report within **1 month**

If dealing with official contact:

➡ Prior sanction required.

5. Government can ask for property statement anytime

Also ask: ✓ Source of income

Meaning of Movable Property

Includes:

- Jewellery
- Insurance policy (high premium)
- Shares / securities
- Motor car / bike
- Loans
- TV / refrigerator

Prescribed authority

Group	Authority
Group A	Government
Group B	Head of Department
Group C/D	Head of Office

➤ **Example:** Group B officer informs Head of Department before buying land.

🔹 **Exam Tip:** 2 months basic pay rule for movable property.

RULE 18A – PROPERTY OUTSIDE INDIA

Without prior sanction, a Government servant cannot:

- Buy property outside India
- Sell property outside India
- Deal with foreigners in property matters

➤ **Example:** Purchasing a flat in Dubai without permission is misconduct.

🔹 **Exam Tip:** Foreign property → Prior sanction compulsory.

RULE 19 – VINDICATION OF ACTS & CHARACTER

Official matters

Cannot go to:

- Court
- Press

Without prior permission.

If no reply in **3 months** → **deemed permission**.

Private matters

Allowed :must inform department.

➤ **Example:** Filing defamation case for personal issue is allowed with intimation.

🔹 **Exam Tip:** Official act → Sanction required.

RULE 20 – OUTSIDE INFLUENCE

A Government servant shall NOT:

- Use political influence
- Use external pressure

for:

- Transfer
- Promotion
- Posting
- Service matters

➤ **Example:** Asking an MP to recommend your promotion.

📌 **Exam Tip:** Outside influence = Misconduct.

RULE 21 – RESTRICTION REGARDING MARRIAGE

✗ **Bigamy prohibited**

Cannot marry:

- If spouse is alive
OR
- A person who already has a spouse
-

Allowed only if Government permits

Conditions:

1. Allowed under personal law
2. Valid reasons exist

Marriage with foreign national

Must inform Government immediately.

➤ **Example:** Marrying a foreign citizen requires intimation.

📌 **Exam Tip:** Foreign spouse → Intimation compulsory.

RULE 22 – INTOXICATING DRINKS & DRUGS

A Government servant:

Must

✓ Follow local liquor/drug law

Must NOT

- ✗ Be intoxicated on duty
- ✗ Drink in public place
- ✗ Appear drunk in public
- ✗ Consume excessively

Meaning of public place

Any place where public has access.

➤ **Example:** Drunken behaviour in market in uniform is misconduct.

📌 **Exam Tip:** Intoxication during duty = Serious misconduct.

RULE 22A – CHILD LABOUR PROHIBITION

A Government servant:

✗ Cannot employ child below 14 years.

➤ **Example:** Keeping a 12-year-old domestic servant is misconduct.

📌 **Exam Tip:** Child labour = Conduct rule violation.

RULE 23 – INTERPRETATION

If any doubt arises:

➡ Decision of Government is final.

➤ **Example:** Clarification on applicability of a rule is decided by Government.

📌 **Exam Tip:** Interpretation power → Government.

RULE 24 – DELEGATION OF POWERS

Government can delegate its powers to:

- Any authority
- Any officer

Except:

- ✗ Interpretation (Rule 23)
- ✗ Delegation rule itself

RULE 25 – REPEAL & SAVING

Old rules are repealed.

But:

✓ Actions taken under old rules remain valid.

✓ Past violations still punishable.

➤ **Example:** Disciplinary action started under old rule remains valid.

📌 **Exam Tip:** Repeal does not cancel past actions.

13. CENTRAL CIVIL SERVICES (LEAVE) RULES, 1972

CCS (Leave) 1972

CHAPTER 1 PRELIMINARY

1.1. SHORT TITLE AND COMMENCEMENT

These rules are called the **Central Civil Services (Leave) Rules, 1972** and they came into force from **1 June 1972**. From this date onward, all leave matters of Central Government civilian employees are regulated by these rules unless specifically excluded.

➤ **Example:** If a Central Government employee applied for leave on 15 June 1972, his leave was governed by CCS (Leave) Rules, 1972 and not by the earlier system.

📌 **Exam Point** → Year of commencement = **1972**.

These rules apply to **all Central Government civil employees**, but certain categories are excluded.

This means: first check whether the employee is covered or not → only then apply leave rules.

➤ **Example:** An Assistant Section Officer in a Ministry → Covered.

A Railway employee → Not covered.

Categories to whom these rules DO NOT apply

These rules do not apply to:

(a) Railway servants

➤ **Example:** A Ticket Examiner working under Indian Railways will get leave under Railway Leave Rules.

(b) Casual / daily-rated / part-time staff

➤ **Example:** A daily wage worker cannot claim Earned Leave under CCS Leave Rules.

(c) Persons paid from contingencies

➤ **Example:** A sweeper paid from office contingency grant is not covered.

(d) Industrial establishment workers

➤ **Example:** Factory workers in Ordnance Factory follow Factories Act leave provisions.

(e) Work-charged staff

➤ **Example:** Employees hired for a specific project like road construction.

(f) All India Services (IAS/IPS/IFoS)

They have separate leave rules.

(g) Locally recruited staff in foreign missions

➤ **Example:** A clerk hired in the Indian Embassy in USA locally.

(h) Contract employees (unless contract says so)

➤ **Example:** A consultant hired for 1 year → CCS leave not applicable unless mentioned.

(i) Persons with special constitutional provisions

➤ **Example:** Judges governed by separate leave law.

(j) Persons governed by FR/CSR leave provisions

➤ **Example:** Certain legacy posts.

(k) Deputationists from State Government for short duration

➤ **Example:** A State Government officer on 1-year deputation → his parent leave rules apply.

📌 **Exam Point** → Railway + AIS + Casual + Contract = Always remember exclusions.

1.3. DEFINITIONS

(a) Administrator

Administrator means the head of a Union Territory.

➤ **Example:** Leave sanction in UT Chandigarh may be exercised under the authority of the Administrator.

(b) Audit Officer

The Accounts/Audit Officer under whose jurisdiction the employee's office falls.

➤ **Example:** Leave salary audit for an employee in Jaipur will be done by the concerned Pay & Accounts/Audit Officer.

(c) Authority competent to grant leave

The officer who has the power to sanction a particular type of leave as per the Schedule.

➤ **Example:** If Earned Leave sanctioning authority is Head of Office → only he can approve 30 days EL.

📌 **Exam Point** → Always check "competent authority".

(d) Completed year of service

Means **continuous service including duty and all kinds of leave (even Extraordinary Leave)**.

➤ **Example:** Service = 1 Jan 2020 to 31 Dec 2020

Includes: Duty = 9 months, Leave = 3 months

→ Completed 1 year service ✓

(e) Date of retirement

It is the **afternoon of the last day of the month** in which the employee attains retirement age.

➤ **Example:** DOB = 10 March 1965,

Retirement date = 31 March 2025 (Afternoon)

Exam Point → Not the birthday → last day of the month.

(f) Department of Central Government

Includes: Ministry + Cabinet Secretariat + PMO + President Secretariat etc.

➤ **Example:** Leave of PMO staff → covered under CCS Leave Rules.

(fa) Disability

As defined in the Rights of Persons with Disabilities Act, 2016.

➤ **Example:** A benchmark disability employee can avail special leave benefits.

(g) Foreign Service

When salary is paid from a source **other than Consolidated Fund of India**.

➤ **Example:** A Central Government officer sent to a PSU and paid by PSU → foreign service.

(h) Form

Forms prescribed in the Leave Rules.

➤ **Example:** Leave application must be submitted in the prescribed form.

(i) Quasi-permanent employee

A temporary employee with long continuous service and expected to hold a permanent post.

➤ **Example:** Temporary LDC working continuously for 3+ years with UPSC eligibility → quasi-permanent.

4. GOVERNMENT SERVANTS ON TEMPORARY TRANSFER / FOREIGN SERVICE

If a Central Government employee is temporarily transferred to:

- Railways
- State Government
- Foreign service in India

→ CCS Leave Rules will continue to apply.

➤ **Example:** A Section Officer sent to a State Government for 6 months → his EL will still be under CCS Leave Rules.

But if sent:

- outside India
- to UN
- to Armed Forces

→ Leave will be governed by the **terms of deputation**.

➤ **Example:** Officer sent to UN for 2 years → leave as per UN terms.

5. TRANSFER FROM POSTS GOVERNED BY OTHER LEAVE RULES

(a)

If a permanent employee from another system is transferred temporarily to a post covered by CCS Leave Rules:

→ he will continue under his **old leave rules**.

➤ **Example:** Railway permanent employee temporarily posted in Ministry → his leave will still be under Railway Leave Rules.

Special Case – Military Officer on Civil Post

If a military officer:

(j) Permanent employee

One who holds:

- a permanent post OR
- lien on a permanent post.

➤ **Example:** A confirmed UDC = permanent employee.

(k) Head of Mission

Indian Ambassador / High Commissioner etc. in foreign country.

➤ **Example:** Study leave abroad → controlled by Head of Mission.

(l) Military Officer

Commissioned / JCO / Other ranks of Armed Forces.

Used in cases where they come on civil posts.

(m) Vacation Department

Departments where employees get long vacations.

➤ **Example:** School teachers in Central Government educational institutions

Clause (2) – Undefined words

Words not defined here will have meanings as given in: Fundamental Rules & Supplementary Rules.

➤ **Example:** "Duty" meaning will be taken from FR.

- opts for civil pay

→ CCS Leave Rules apply.

If later released from Armed Forces:

→ his leave balance is carried forward.

➤ **Example:** Military leave balance = 60 days

After joining civil post → 60 days credited.

(b) Substantive appointment to a permanent post under CCS Leave Rules

When a Government servant is **permanently appointed** to a post governed by CCS Leave Rules:

- He comes under CCS Leave Rules **from the date of appointment**

- His old leave balance is **carried forward**

- But only up to the **maximum accumulation limit (Rule 26)**

- The old leave must be **used first**

- Leave salary for that leave will be paid by the **previous department**

➤ **Example :** Old EL balance in State Govt = 220 days

Maximum allowed under CCS = 300 days

→ 220 days carried forward ✓

If he later earns 40 days EL under CCS:

→ First he must use 220 days (old leave)

→ Then the new leave.

📌 **Exam Point** → Old leave is **not lost** on permanent absorption.

Special provision for Military Officer

Military Officer joining civil post:

- EL = equal to Annual Leave balance
- HPL = equal to Furlough balance

➤ **Example:** Annual leave in Army = 60 days → 60 days EL credited
Furlough = 40 days → 40 days HPL credited

6. TRANSFER TO INDUSTRIAL ESTABLISHMENT

If a CCS employee goes to an industrial establishment (Factories Act applies):

He will be paid **cash equivalent of leave**:

Maximum = **300 days**

Components: EL salary + HPL salary + DA

➤ **Example** : EL = 180 days

HPL = 140 days → only 120 counted (to make 300)

→ Cash paid for 300 days

If he returns to CCS post

Total encashment in entire career cannot exceed **300 days**

➤ **Example:** Encashed earlier = 120 days

At retirement → maximum allowed = 180 days

📌 **Exam Trap** → 300 days is **lifetime ceiling**.

13. EMPLOYMENT WHILE ON LEAVE

General Rule

No job while on leave without permission.

Includes:

- Private practice
- Consultancy
- Legal / medical profession

Permission required

In India → Appointing Authority

Outside India → President

While on normal leave

Outside job → generally NOT allowed.

In exceptional cases

Employee may:

- Be transferred temporarily OR
- Be asked to resign

Leave Preparatory to Retirement (LPR)

Private job → NOT allowed

PSU job → allowed

➤ **Example:** On LPR → joining PSU → permitted.

Recalled to duty during LPR

Remaining leave:

- Cancelled
- Can be encashed

➤ **Example:** LPR = 240 days

Returned after 60 days

Balance 180 → encashed.

CHAPTER II

GENERAL CONDITIONS

7. RIGHT TO LEAVE

(1) Leave is NOT a right

Employee cannot demand leave.

➤ **Example:** You have 200 EL → Department may still refuse due to audit work.

(2) Leave can be refused or cancelled

But: Type of leave **cannot be changed** without employee's written request.

➤ **Example:** You applied for EL → authority cannot convert it into HPL on its own.

Medical leave special protection

Leave on medical grounds **cannot be refused** without Medical Authority advice.

📌 **Exam Point** → Medical certificate leave has protection.

8. REGULATION OF CLAIM TO LEAVE

Leave is governed by rules **in force on the date of sanction**, not when it was earned.

➤ **Example:** You earned EL in 2022

Applied in 2025

→ Rules of 2025 apply.

9. EFFECT OF DISMISSAL / REMOVAL / RESIGNATION

(1) Leave lapses

On:

- Dismissal
- Removal
- Resignation

➤ **Example:** EL balance = 240 days

Resigned → Leave lost.

(2) Technical resignation

If resignation is for joining another Govt post through proper channel:

→ Leave is carried forward.

➤ **Example:** SSC → Ministry through proper channel

→ EL protected ✓

(3) Reinstatement after dismissal

Old service counts for leave.

➤ **Example:** Removed → reinstated after court order → EL restored.

(4) Re-employment after compensation / invalid pension

Past service counts for leave if pension benefit allowed.

10. COMMUTATION OF LEAVE

One kind of leave can be converted into another **retrospectively**.

Conditions:

- Employee must request
 - Within **30 days of joining duty**
- **Example:** Took EOL for 20 days
Later HPL available
→ Can convert EOL → HPL

Leave salary adjustment

If excess paid → recovered
If less paid → arrears paid

Special Note

EOL on medical → can be converted into Leave Not Due.

11. COMBINATION OF LEAVE

Different types of leave can be combined.

➤ **Example:** EL 20 days + HPL 10 days + Commuted Leave 20 days
Casual Leave cannot be combined.
❖ **Exam Trap** → CL is **not** leave under CCS Leave Rules.

12. MAXIMUM CONTINUOUS LEAVE

Maximum continuous leave = **5 years**

➤ **Example:** Study Leave 2 years

- Child Care Leave 2 years
- EOL 1 year

= 5 years ✓

Absence beyond 5 years

Employee is **deemed to have resigned**
But:

- Opportunity to explain must be given

Exception

Disability + medical leave → 5-year rule not applied.

14. APPLICATION FOR LEAVE

Every application for leave or extension of leave must be submitted in **Form-1** to the **authority competent to grant leave**. This means leave is never automatic; it must be formally applied and sanctioned.

➤ **Example:** An Assistant Section Officer wants 15 days EL → He must submit Form-1 to his leave sanctioning authority.

❖ **Exam Point** → Leave application form = **Form-1**.

Special provision for Government servant with disability

If the employee cannot sign:

Application can be signed by:

- (a) Spouse
- (b) Parents (if unmarried)
- (c) Major child / brother / sister
- (d) Legal guardian under RPwD Act

This application will be treated as if signed by the Government servant himself.

➤ **Example:** A physically disabled officer hospitalized → his spouse signs leave form → leave is valid.

15. LEAVE ACCOUNT

A **separate leave account** must be maintained for every Government servant in **Form-2**.

Who maintains it?

Gazetted employee → Audit Officer

Non-gazetted employee → Head of Office

Exception: If gazetted employee's salary is drawn by Head of Office → HOO maintains leave account.

➤ **Example:** A Section Officer (Gazetted) whose salary is drawn in the Ministry → Leave account maintained by the Head of Office.

❖ **Exam Point** → Leave Account Form = **Form-2**.

16. VERIFICATION OF TITLE TO LEAVE

(1) **Leave cannot be sanctioned unless leave balance is verified.**

Sanction order must show:

- EL balance
- HPL balance

Example (Numerical):

EL at credit = 120 days

HPL = 240 days

Sanction order must mention this.

(2) Provisional leave sanction

If delay in getting leave account:

Authority may sanction **provisional leave up to 60 days**.
Later: It will be adjusted after verification.

➤ **Example:** Employee needs urgent leave → leave account not received → 45 days provisional leave granted.

❖ **Exam Point** → Provisional leave limit = **60 days**.

Provisional leave salary slip (Gazetted)

Audit Officer may issue provisional leave salary for 60 days.

Undertaking in LPR / Leave encashment cases

Employee must give undertaking:

"Excess leave salary, if paid, will be recovered".

17. LEAVE NOT TO BE GRANTED IN CERTAIN CIRCUMSTANCES

Leave cannot be granted if the competent authority has decided:

- Dismissal
- Removal
- Compulsory retirement
- **Example:** Charge sheet completed and dismissal order ready → Leave cannot be sanctioned.

19. LEAVE ON MEDICAL CERTIFICATE

This rule is very important for exam.

(1) Medical Certificate for Gazetted Officer

Medical Certificate in **Form-3** from:

- CGHS doctor (if CGHS beneficiary)
- Govt Hospital
- Authorized Medical Attendant
- CGHS recognized private hospital (for serious diseases)

➤ **Example:** Gazetted officer admitted for heart surgery in CGHS recognized hospital → Form-3 medical certificate valid.

If Gazetted officer is outside CGHS area

He can take certificate from:
Authorized Medical Attendant.

(ii) Medical Certificate for Non-Gazetted

Medical Certificate in **Form-4**.

Sources:

- CGHS dispensary
- Govt Hospital
- Authorized Medical Attendant

If outside CGHS area:

Registered Medical Practitioner allowed (if AMA not available within 8 km).

Acceptance of AYUSH / Dentist certificate

For Non-gazetted: Ayurvedic / Unani / Homeopathic / Dentist certificate acceptable.
if State Govt accepts for its own employees.

(2) Certificate in case of Disability – Form-3A

Medical Authority will certify:

- (a) Nature of disability
- (b) Date of occurrence
- (c) Whether employee can resume duty

➤ **Example:** If permanently incapacitated → mentioned in Form-3A.

Medical authority for disability certificate

- CGHS doctor
 - Govt Hospital specialist
 - Medical Board (multiple disability)
- No reference from Head of Office required.
Exam Point → Disability certificate = **Form-3A**.

(3) Second medical opinion

Leave sanctioning authority can send employee for:
Second medical examination by Govt Medical Officer.

(4) Duty of Medical Officer

He must certify:

- Illness is genuine
- Leave period is justified

(5) Medical certificate ≠ automatic leave

Leave is granted only after sanction.

☛ **Exam Trap** → MC does NOT give automatic leave.

(6) Waiver of medical certificate

For leave up to **3 days**, MC may be waived.

But: It will NOT be treated as medical leave.

It will be debited from other leave.

➤ **Example:** Employee takes 2 days leave due to fever without MC → debited from EL.

☛ **Exam Point** → MC waiver limit = **3 days**.

CONCEPT BOX

- Provisional leave without verification → 60 days
- MC waiver → 3 days
- Leave account form → Form-2
- Gazetted MC → Form-3
- Non-gazetted MC → Form-4
- Disability certificate → Form-3A

20. LEAVE TO A GOVERNMENT SERVANT WHO IS UNLIKELY TO BE FIT TO RETURN TO DUTY

This rule deals with cases where a Government servant becomes **seriously incapacitated** and medical authority feels he may not be able to return to duty.

(1)(a) Leave is NOT automatically refused

Even if the Medical Authority says that there is **no reasonable chance of recovery**, leave **can still be granted** if it is due.

This is a humanitarian provision.

➤ **Example:** An employee suffering from advanced neurological disability → still has 180 days EL → leave may be granted.

(1)(b)(i) When recovery is uncertain

If the Medical Authority cannot say with certainty that the employee will never be fit:

Leave up to **12 months at a time** can be granted.

Further extension → only after fresh medical reference.

➤ **Example:** First sanction → 12 months leave

Extension → only after fresh medical examination.

Exam Point → Maximum in one spell = **12 months**.

(1)(b)(ii) When disability is certified in Form 3-A

If the Medical Authority certifies that the employee has acquired a disability preventing further service:
Leave can be granted to regularize absence.

First Proviso – Restoration of leave

Once disability certificate is received:
Leave already debited for the period under (i) will be **re-credited**.

➤ **Example** : 120 days EL debited earlier

Later disability certified → 120 days EL restored.

Second Proviso – Leave not to be debited

Leave granted after receipt of disability certificate:

→ Will **NOT be debited** to leave account.

This protects the employee's leave balance.

(2) Automatic application of RPwD Act

All protections of **Section 20 of RPwD Act, 2016** will apply automatically.

Meaning:

- No discrimination
- Alternative post with same pay
- Supernumerary post if no post available

📌 **Exam Point** → This is a major welfare provision.

21. COMMENCEMENT AND TERMINATION OF LEAVE

Leave begins:

→ On the day charge is handed over

Leave ends:

→ On the day before charge is resumed.

➤ **Example**: Charge handed over → 10 June

Leave begins → 10 June

Charge resumed → 20 June

Leave ends → 19 June

22. COMBINATION OF HOLIDAYS WITH LEAVE

(1)(i) Prefixing and suffixing of holidays (normal leave)

Holidays can be prefixed and suffixed automatically unless specifically refused.

Conditions:

- (a) No handling of cash/securities
- (b) No early relieving of substitute
- (c) No delay in relieving substitute

➤ **Example**: Leave = Monday to Friday

Saturday–Sunday holiday

→ Automatically prefixed/suffixed.

(ii) Medical leave case – Automatic adjustment

When declared sick

Holiday before sickness → counted as leave.

Holiday after sickness → automatically suffixed.

➤ **Example**: Holiday = Sunday
Medical certificate from Monday
→ Sunday counted as leave.

When declared fit

Holiday after fitness → suffixed.

➤ **Example**: Fit on Friday

Saturday–Sunday holiday → counted as leave.

(2) Relaxation by Head of Department

Cash responsibility condition may be waived.

(3) Pay effect

Prefix holiday

Leave starts after holiday.

Suffix holiday

Leave ends before holiday.

➤ **Example**: EL from 10 to 20

Holiday on 21–22

Pay and leave calculation up to 20 only.

Compensatory leave

Treated as holiday for this purpose.

23. RECALL TO DUTY BEFORE EXPIRY OF LEAVE

Recall is treated as **compulsory**.

(a) Leave in India

Employee will get:

- Duty from date of journey
- Travelling Allowance
- Leave salary till joining

➤ **Example**: Recalled on 10th while on leave → TA admissible + duty from journey date.

(b) Leave outside India

Employee gets:

- (i) Voyage period counted as duty
- (ii) Leave salary during voyage
- (iii) Free passage to India
- (iv) Refund of return passage (if half leave not completed or 3 months)
- (v) TA from port to HQ

➤ **Example**: Leave abroad = 120 days

Recalled on 40th day → Refund admissible (since half not completed).

24. RETURN FROM LEAVE

(1) Cannot join before expiry without permission

➤ **Example**: Leave up to 30 June → wants to join on 25 June → needs approval.

(2) LPR case

Return to duty only with **appointing authority consent**.

(3)(a) Medical leave return condition

Fitness certificate in **Form-5** is compulsory.

(b) Gazetted officer

Fitness certificate from **Medical Board** required.

Exception:

- (i) Leave $\leq$ 3 months
- (ii) Medical Board waived at initial stage

(c) In such exception cases

Fitness certificate can be from:

- CMO
- Civil Surgeon
- CGHS Medical Officer

(d) Non-gazetted employee

Certificate from **Registered Medical Practitioner** may be accepted.

(4)(a) No automatic right to old post

Posting after leave is as per administrative order.

➤ **Example:** Before leave → Section A
After leave → may be posted in Section B.

(4)(b) Reporting after leave

Employee must report and **wait for posting orders**.

Special Note – Tuberculosis case

Employee may be allowed to join on **light duty**.

CHAPTER III – ABSENCE AFTER EXPIRY OF LEAVE

25. ABSENCE AFTER EXPIRY OF LEAVE

(1) No automatic leave salary after expiry of leave

If a Government servant remains absent after the sanctioned leave period and **leave is not extended**, then:

- No leave salary is admissible for that period
- That period will be adjusted as follows:

Step-1 → Debited as **Half Pay Leave (HPL)** (to the extent available)

Step-2 → Balance period → **Extraordinary Leave (EOL)**

➤ Example:

Leave sanctioned → 1 June to 10 June

Employee returns → 20 June

Extra absence → 10 days

HPL available → 6 days

Adjustment:

6 days → HPL

4 days → EOL

Leave salary → NIL for entire 10 days

● **Exam Point** → HPL first, EOL later

(2) Wilful absence = Disciplinary action

If absence is intentional → employee is liable for:

- Major / minor penalty
- Break in service possibility

➤ **Example:** Employee does not join for 30 days without reason → disciplinary proceedings.

CHAPTER IV

KINDS OF LEAVE DUE AND ADMISSIBLE

26. EARNED LEAVE (NON-VACATION DEPARTMENT)

(1)(a)(i) Basic credit system

Earned Leave is credited:

- 15 days on 1st January
- 15 days on 1st July

Total per year → **30 days**

➤ Example:

EL on 1 Jan = 15

EL on 1 July = 15

Total = 30 days

(ii) Credit of unavailed joining time as EL

If full joining time is not taken:

Unavailed joining time → credited as EL

Maximum → 15 days

Condition → Total EL $\leq$ 300 days

➤ Example :

Joining time admissible → 10 days

Taken → 4 days

Unavailed → 6 days

→ 6 days EL credited

Maximum accumulation

Maximum EL = **300 days**

(b) Carry forward rule

EL balance carried forward to next half-year.

But:

Previous balance + new 15 days $\leq$ 300

Special case: Balance between 285 and 300

Advance 15 days is:

- Not immediately credited
- Kept separately
- Adjusted against EL taken

➤ **Example :** EL on 31 Dec = 290

On 1 Jan → 15 not credited immediately

If employee takes 8 days EL:

Balance becomes → 282

Then remaining 7 days credited

Final = 289

(c) Temporary → Permanent service case

Leave account is **recast** as if permanent from beginning.

➤ **Example:** EL due if permanent = 120 days

EL already taken = 40

New EL balance = 80 days

Conversion of EOL into EL

If recasting results in EL being due → earlier EOL can be converted into EL.

(d) Foreign service

Counts as duty if: Leave salary contribution is paid.

Maximum EL at a time

India → 180 days

Outside India → up to 300 days (for higher services)

➤ **Example:** EL for USA visit → 240 days → allowed

But stay in India during that period must not exceed 180 days.

27. CALCULATION OF EARNED LEAVE

(1) For newly appointed employee

$EL = 2\frac{1}{2} \text{ days} \times \text{completed months of service in that half-year}$

➤ **Example:** Joining date → 10 March

Completed months till June → April, May, June = 3 months

➡ $EL = 3 \times 2.5 = 7.5 \approx 8 \text{ days}$

(2)(a) Retirement / resignation case

EL credit only up to the month of retirement.

➤ **Example:** Retirement → 30 September

Completed months → 6

$EL = 6 \times 2.5 = 15 \text{ days}$

(b) Removal / dismissal

Credit up to **previous month**

➤ **Example:** Dismissed in October

Count up to September.

(c) Death in service

EL credited up to **date of death**

(3) Reduction for EOL / Dies-non

Reduction = **1/10 of that period**

Maximum reduction → 15 days

Example (Numerical):

EOL taken → 40 days

Reduction = $1/10 \times 40 = 4 \text{ days}$

(4) Rounding off

Fractions rounded to nearest day.

28. EARNED LEAVE – VACATION DEPARTMENT

Basic credit

5 days on 1 Jan

5 days on 1 July

Total = 10 days

Additional EL for unavailed vacation

Maximum EL per year = 30 days

➤ **Example:** Vacation admissible → 60 days

Vacation taken → 30 days

Unavailed = 30 days

Additional EL = proportional out of 20 days.

If no vacation taken

EL as per Rule 26 → 30 days

Definition of year

Year = **12 months actual duty**

Combination of vacation + EL

Total ≤ EL admissible at a time.

29. HALF PAY LEAVE (HPL)

Basic credit

10 days on 1 Jan

10 days on 1 July

Total per year = **20 days**

(2)(a) For new appointment

$HPL = 5/3 \text{ days} \times \text{completed months}$

➤ **Example :**

Service = 6 months

$HPL = 6 \times 5/3 = 10 \text{ days}$

(b) Retirement / resignation

Credit up to retirement month.

(c) Removal / dismissal

Credit up to previous month.

(ca) Death in service

Credit up to date of death.

(d) Dies-non reduction

Reduction = $1/18$ of dies-non

Maximum = 10 days

➤ Example:

Dies-non → 36 days

Reduction = $36 \div 18 = 2$ days

(3) Departmental leave case

After 12 months duty → HPL = 20 days

VERY IMPORTANT COMPARISON

Leave	Credit per year
EL	30 days
HPL	20 days

29. HALF PAY LEAVE (HPL)

(4) Purpose for which HPL can be granted

Half Pay Leave may be granted:

- On medical certificate
- On private affairs

➤ Example: HPL at credit → 40 days

Employee requires leave for family work → 12 days

Leave admissible → 12 days HPL (even without medical ground).

(5) Rounding off

Fraction of a day → nearest day.

➤ Example: Calculated HPL → 10.4 days → 10 days

Calculated HPL → 10.5 days → 11 days

30. COMMUTED LEAVE

(1) Basic rule

Commutated Leave = **Half Pay Leave converted into full pay leave**

Maximum → $\frac{1}{2}$ of HPL at credit

Condition → Medical certificate (general rule)

(a) Reasonable prospect of return to duty

Sanctioning authority must be satisfied that employee will return to duty.

➤ Example: Employee having serious permanent illness → Commuted leave may be refused.

✳ (d) Debit rule (MOST IMPORTANT)

For every **1 day Commuted Leave** → **2 days HPL debited**

➤ Example:

HPL at credit → 60 days

Maximum Commuted Leave = 30 days

If Commuted Leave taken = 20 days

HPL deducted = 40 days

Balance HPL = 20 days

(1-A) Commuted leave for study (without medical certificate)

Maximum → 180 days in entire service

Condition → Course must be certified in public interest.

Example:

HPL at credit → 200 days

Employee goes for Government-approved training → 120 days

Medical certificate → NOT required.

NOTE – Even if EL is available

Commutated Leave can be granted **even when Earned Leave is due**.

➤ Example:

EL → 50 days

HPL → 40 days

Employee requests Commuted Leave → Allowed.

(2) If employee does not return to duty

Case → Resignation / voluntary retirement after CL
Then:

CL → converted back into HPL

Excess leave salary → recovered

Exception (No recovery):

- Death
- Retirement on medical invalidation

➤ Example:

CL taken → 30 days

Leave salary paid → full pay

On resignation:

CL becomes HPL → half pay admissible

Difference → recovered.

31. LEAVE NOT DUE (LND)

(1) Basic rule

Granted:

- Only to permanent / quasi-permanent employee
- On medical certificate

Maximum → **360 days in entire service**

(a) Prospect of return

Authority must be satisfied that employee will return.

(b) Limited to future HPL

LND ≤ HPL likely to be earned later.

(c) Debit rule

LND → adjusted against **future HPL**

➤ **Example:**

Future HPL earning capacity → 120 days

Maximum LND that can be granted → 120 days

(1-A) Temporary employees (special diseases)

Applicable for:

- TB
- Leprosy
- Cancer
- Mental illness

Conditions:

- Minimum 1 year service
- Post likely to continue
- Medical certificate

Maximum → 360 days

(2)(a) If employee resigns without returning

LND → cancelled

Resignation date → LND start date

Leave salary → fully recovered

(2)(b) If employee returns but leaves before earning HPL

Unearned portion → leave salary recovered.

No recovery in following cases

- Death
- Invalid retirement
- Compulsory retirement under FR 56 / Rule 48

***Numerical (LND recovery)**

LND taken → 120 days

HPL earned after return → 70 days

Balance unearned → 50 days

Recovery → leave salary for 50 days.

32. EXTRAORDINARY LEAVE (EOL)

(1) When EOL can be granted

Two situations:

- (a) No other leave available
- (b) Employee applies for EOL despite having leave

➤ **Example:** HPL available → 20 days

Employee wants EOL for personal reason → EOL can be granted.

(2) Maximum EOL for temporary employees

(a) Without medical certificate → 3 months

➤ **Example:** Temporary employee → wants leave for exam → 2 months → Allowed.

(b) With medical certificate & 1 year service → 6 months

(d) Up to 18 months for serious diseases

Applicable for:

- Tuberculosis
- Leprosy
- Cancer
- Mental illness

➤ **Example:** Employee under cancer treatment → 14 months EOL → Allowed.

(e) For higher studies → 24 months

Conditions:

- 3 years continuous service
- Public interest certificate

(3) Bond requirement for study leave in relaxation

Employee must execute bond:

To serve for **3 years after return**

Otherwise:

Refund → leave salary + expenditure + interest

Sureties → Two permanent Government servants.

(4) Special relaxation for SC/ST

EOL can be granted for: Pre-examination coaching.

(5) Two spells treated as one

If:

EOL + other leave + EOL

→ Counted as one continuous spell for limit calculation.

➤ **Example:**

EOL → 2 months

EL → 10 days

EOL → 2 months

Total EOL counted → 4 months.

(6) Absence without leave can be converted into EOL

Authority has power to regularize.

➤ **Example:** Unauthorised absence → 15 days

Converted → EOL.

RULE 33 – LEAVE TO PROBATIONER, PERSON ON PROBATION AND APPRENTICE

(1)(a) Probationer who previously held a substantive post

A probationer is entitled to leave under these rules **only if he had held a post substantively before being placed on probation.**

➤ **Meaning:** Past substantive status decides leave eligibility.

➤ **Example:** An Upper Division Clerk (permanent) is promoted as Inspector on probation → He will get leave as a permanent employee.

But

A direct recruit Inspector on probation (no previous substantive post) → Cannot claim this benefit under this clause.

(1)(b) Leave when services are to be terminated

Leave granted to a probationer **must not extend beyond:**

- (i) End of probation period, or
- (ii) Date of termination order
(whichever is earlier)

➤ **Example:**

Probation ends → 31 March

Leave applied → 20 March to 10 April

Admissible leave → only up to 31 March.

(2) Person appointed on probation against temporary / permanent post

Leave admissibility depends on the nature of the post:

Temporary post → leave as temporary employee

Permanent post → leave as permanent employee

Proviso – If lien already exists on a permanent post

Then leave will be admissible as permanent Government servant.

➤ **Example:** Employee with lien on permanent post joins another post on probation → Leave admissible as permanent employee.

(3) Apprentice

(a) Medical leave

Entitled to: Leave on medical certificate

Maximum → 1 month per year

Leave salary → Half pay

➤ **Example:** Apprentice falls sick → takes 20 days medical leave
Leave salary → 50% pay.

(b) Extraordinary leave

Admissible under Rule 32.

RULE 34 – PERSONS RE-EMPLOYED AFTER RETIREMENT

A re-employed pensioner is treated as:

➤ Fresh entrant for leave purposes

➤ **Example:** Employee retired with 200 days EL.

Re-employed → EL balance becomes ZERO.

New leave account starts from date of re-employment.

RULE 38 – LEAVE PREPARATORY TO RETIREMENT (LPR)

(1) Quantum of LPR

Maximum LPR =

Earned Leave + Half Pay Leave

subject to maximum **300 days**

Condition: Leave must extend up to date of retirement.

EOL cannot be included.

➤ **Example:** EL → 240 days

HPL → 120 days

Maximum LPR allowed → 300 days (not 360)

(2) Foreign service in Govt controlled bodies

Leave sanction:

By foreign employer

with concurrence of lending department.

Encashment of EL → allowed at retirement.

(3) Foreign service in non-Govt body

LPR admissible only when employee quits foreign service.

If continues → No leave encashment.

➤ **Example:** Employee on foreign service in autonomous NGO continues after retirement → No encashment.

RULE 38-A – ENCASHMENT OF EL WITH LTC

(1) Maximum encashment

At one time → 10 days EL

During entire service → 60 days

Condition: Minimum EL balance after encashment → 30 days.

➤ **Example:**

EL balance → 50 days

EL availed for LTC → 10 days

Encashment allowed → only if balance remains ≥ 30 days.

(2) Formula

Cash = (Pay + DA) ÷ 30 × EL days

➤ **Example:** Pay = ₹60,000

DA = ₹30,000

EL encashed = 10 days

Cash = $90,000 \div 30 \times 10 = ₹30,000$

(3) HRA not included

✳️ **(4) This encashment does NOT reduce retirement encashment limit**

(5) If LTC not availed

Employee must:

Refund encashment + interest

EL restored.

RULE 39 – LEAVE ENCASHMENT ON RETIREMENT

(1) Leave cannot be granted beyond

- Retirement
- Resignation
- Final cessation

(2) Encashment on superannuation

Maximum limit:

EL + HPL = **300 days**

(2)(b)(i) Formula for EL

Cash = $(\text{Pay} + \text{DA}) \div 30 \times \text{EL days}$

(2)(b)(ii) Formula for HPL

Cash = $(\text{Half Pay Leave Salary} + \text{DA}) \div 30 \times \text{HPL days}$

IMPORTANT CONDITION

Total EL + HPL for encashment ≤ 300 days

No conversion of HPL into EL to increase EL component.

Numerical (Full encashment)

EL → 220 days

HPL → 180 days

Total = 400

Encashment allowed = 300 days only

Pay calculation example

Pay = ₹80,000

DA = ₹40,000

EL encashed → 200 days

Cash = $1,20,000 \div 30 \times 200 = ₹8,00,000$

(3) Withholding during disciplinary case

Encashment can be withheld.

After case: Amount released after recovery of dues.

(4) Extension of service beyond retirement

During extension

EL can be availed (subject to 300 limit).

After extension

Encashment = EL + HPL at retirement

- leave earned during extension
- leave availed during extension

Subject to 300 days.

(5) Retirement by notice / pay in lieu

Encashment admissible in the same manner.

RULE 39 (6) – LEAVE ENCASHMENT IN SPECIAL CASES

39 (6) (a) (i) Termination by notice / pay in lieu of notice

Where the services of a Government servant are terminated as per the terms of appointment:

➤ He is granted **cash equivalent of EL + HPL**

➤ Maximum limit → **300 days**

➤ Encashment is **automatic (suo motu)**

◆ Numerical Illustration:

EL = 180 days

HPL = 140 days

Total = 320

Encashment allowed = **300 days only**

39 (6) (a) (ii) On resignation / quitting service

Only **Earned Leave** is encashable.

Quantum:

➤ 50% of EL at credit

➤ Maximum → **150 days**

◆ Numerical Illustration:

EL at credit = 240 days

Encashment = 50% of 240 = **120 days**

If EL = 400 days →

Encashment = 150 days (maximum limit)

39 (6) (a) (iii) Re-employed pensioner – on termination of re-employment

Encashment allowed:

➤ EL + HPL

➤ Maximum → **300 days including earlier encashment at retirement**

◆ Numerical Illustration:

Encashed at retirement = 220 days

Leave at credit after re-employment = 140 days

Total = 360 → admissible = **300 days only**

39 (6) (b) Pay for calculation

Pay to be taken:

- Pay of re-employment post
- **Before deduction of pension**

◆ Numerical Illustration:

Re-employment pay = ₹70,000

Pension = ₹30,000

Leave encashment calculated on **₹70,000 (not ₹40,000)**

RULE 39-A – ENCASHMENT ON DEATH IN SERVICE

Family gets:

- EL + HPL encashment
- Maximum → **300 days**

Plus:

- Dearness Allowance (separately admissible)

◆ Numerical Illustration:

EL = 210 days

HPL = 120 days

Total = 330 → admissible = **300 days**

RULE 39-B – INVALIDATION FROM SERVICE

If declared **permanently incapacitated**:

- EL + HPL encashment up to 300 days

But for **temporary / non-permanent employees**:

- ◆ HPL encashment **NOT allowed**

◆ Numerical Illustration:

Temporary employee:

EL = 120 days

HPL = 90 days

Encashment = **EL only**

RULE 39-C – PAYMENT TO FAMILY (ORDER OF PRIORITY)

Payment is made in strict order:

1. Widow / widower
2. Eldest son
3. Eldest unmarried daughter
4. Eldest widowed daughter
5. Father
6. Mother
7. Eldest married daughter
8. Minor brother
9. Unmarried sister
10. Widowed sister
11. Child of predeceased son

◆ **Concept Example:**

If widow exists → entire payment to widow

Even if sons exist → widow gets first priority.

RULE 39-D – PERMANENT ABSORPTION IN PSU / AUTONOMOUS BODY

Encashment allowed:

- **EL only**
- Maximum → **300 days**

Condition:

Application through proper channel + resignation.

◆ Numerical Illustration:

EL = 280 days → Encashment = 280 days

EL = 340 days → Encashment = 300 days

RULE 40 – LEAVE SALARY

(1) Earned Leave

Leave salary = **Full Pay last drawn**

◆ Example: Pay before leave = ₹75,000

Leave salary during EL = ₹75,000

Foreign service case

Notional Indian pay is taken.

(3) Half Pay Leave / Leave Not Due

Leave salary = **Half pay**

◆ Example: Pay = ₹60,000

HPL salary = ₹30,000

(4) Commuted Leave

Leave salary = **Full pay**

◆ Numerical: HPL balance = 40 days

Commuted leave taken = 20 days

Leave salary = Full pay

(5) Extraordinary Leave

- **No leave salary**

Re-employed employee

Leave salary based on:

- Re-employment pay only
- Pension excluded

ESI covered employee

Leave salary reduced by:

- ESI benefit amount

Overdrawal of leave

If leave taken > leave due:

- Excess leave salary **recovered**

◆ Numerical:

Leave taken = 140 days

Leave due = 120 days

Extra 20 days → recovery made.

RULE 41 – DRAWAL OF LEAVE SALARY

Paid in:

- **Indian Rupees in India**

RULE 42 – ADVANCE OF LEAVE SALARY

Condition:

Leave ≥ **30 days**

Advance:

- Up to **1 month leave salary**

Deductions:

- ◆ Income tax
- ◆ PF
- ◆ HRA
- ◆ Advances
- ◆ Numerical Illustration:

Monthly pay = ₹64,000
Leave = 45 days
Advance allowed = ₹64,000 (approx.)

RULE 43 — MATERNITY LEAVE

43 (1) Eligibility & Duration

A female Government servant (including an apprentice):

- Must have **less than two surviving children**
- Leave admissible → **180 days (Approximately 6 months)**
- Granted by competent leave authority
- Starts from the date she chooses

◆ **Example:** Mrs. A has 1 child → eligible
Mrs. B has 2 children → **not eligible for fresh maternity leave**

43 (2) Leave Salary

During maternity leave:

- Full pay (last pay drawn)
- ◆ If covered under ESI → leave salary reduced by ESI benefit
- ◆ **Numerical Illustration:**
Last pay = ₹68,000
ESI benefit = ₹18,000
Leave salary payable = ₹50,000

43 (3) Miscarriage / Abortion Leave

- Maximum → **45 days during entire service**
- Medical certificate compulsory
- Number of children → **not relevant**

◆ **Example:** Employee with 3 children suffers miscarriage →
Still eligible for **45 days leave**

43 (4) Combination with other leave

Maternity leave can be combined with:

- Earned Leave
 - Commuted Leave (max 60 days without medical certificate)
 - Leave Not Due
- Total leave after maternity → **up to 1 year**

◆ **Case Illustration:**
Maternity leave = 135 days
Commuted leave = 60 days
EL = 90 days
Total = 285 days → valid

43 (5) Debit to Leave Account

- **Not debited**
- This is a **separate special leave**

RULE 43-A — PATERNITY LEAVE

Eligibility

Male Government servant:

- Less than **two surviving children**
- Leave = **15 days**

Time limit:

- Within **15 days before delivery**

OR

- Within **6 months after birth**

◆ **Example:** Child born on 1 Jan → leave can be taken up to 30 June.

Salary

- Full pay

Combination

Can be combined with:

- Any other leave

Leave Account

- Not debited

Lapse Condition

If not used within prescribed period → **lapsable**

Important Principle

- ◆ Normally **cannot be refused**

◆ **Exam Case:**

Applied after 7 months → ✗ Not admissible

RULE 43-B — LEAVE FOR ADOPTION (FEMALE EMPLOYEE)

Eligibility:

- Adoption of child
- Less than two surviving children

Duration:

- Up to **1 year**

OR

- Till child becomes **1 year old**

Leave allowed:

- Any kind due
- Commuted leave up to 60 days (without medical certificate)
- Leave Not Due

◆ **Example:**

Child adopted at age 8 months → leave admissible only for **4 months**

RULE 44 — SPECIAL DISABILITY LEAVE

When granted

If injury:

- Due to official duty

OR

- Due to official position

➤ **Example:** attack on officer during raid.

Time condition

Disability must appear within:

- **3 months**

(Delay allowed if justified)

Maximum period

- **24 months**

Combination

Can be combined with other leave.

Debit to leave account

- Not debited

Pay structure

First 120 days → Full pay

Remaining → Half pay

Optional: Employee may take full pay for another 120 days → debited to HPL.

Service benefits

Counted for:

- Pension
- Service

Reduction condition

Leave salary reduced by:

- Workmen Compensation
- ESI benefit

Military service cases covered

Yes — if disability due to military attachment.

◆ Numerical Illustration:

Total leave = 10 months (300 days)

First 120 days → full pay

Next 180 days → half pay

RULE 45 — SPECIAL DISABILITY LEAVE (ACCIDENTAL INJURY)

Same provisions as Rule 44 but for:

- Accidental injury
- Occupational disease

Additional conditions:

- Must be directly due to duty
- Must be exceptional in nature

◆ **Example:** Chemical exposure in laboratory → admissible

Full pay limit

Maximum full pay period: ➤ 120 days

RULE 46 — HOSPITAL LEAVE**Eligible employees**

- Group D (MTS)
- Hazardous duty Group C staff

➤ Examples:

Handling:

- ◆ explosives
- ◆ poisonous drugs
- ◆ dangerous machinery

Condition

Illness / injury must be:

- Directly due to duty

Medical certificate

Compulsory.

Pay

First 120 days → Full pay

Remaining → Half pay

Leave account

- Not debited

Maximum period after combination

- 28 months

Reduction

Reduced by:

- Workmen Compensation
- ESI benefit

◆ Case Illustration:

Injury in ammunition factory

Hospital leave = 5 months

First 4 months → full pay

Next 1 month → half pay

RULE 47 — SEAMEN'S SICK LEAVE**47(1) Leave for sickness or injury while on a Government vessel**

A Government servant serving as an **officer, warrant officer or petty officer on a Government vessel** may be granted sick leave when he is undergoing medical treatment either on board the vessel or in a hospital. The leave is sanctioned by the competent authority and the leave salary during this period shall be **equal to full pay**. The maximum period for such leave shall **not exceed six weeks**.

This benefit is, however, **not admissible** if a Government Medical Officer certifies that—
the illness is due to malingering, or
it has been caused due to drunkenness or similar self-indulgence, or
it has resulted from a willful act of the employee in causing or aggravating the disease or injury.

➤ **Example:** A petty officer meets with an infection while on duty and is hospitalized for 30 days. He will receive full pay during this period. If the medical report proves that the illness occurred due to alcohol abuse, the leave will not be granted under this rule.

47(2) Leave when a seaman is disabled during duty

A seaman who is **disabled in the course of performing his official duties** may be granted leave on **full pay up to a maximum of three months**, subject to the following conditions:

- (a) The disability must be certified by a Government Medical Officer.
- (b) The disability must not be due to his own carelessness or lack of experience.
- (c) The post vacated by him due to absence should not be permanently filled.

➤ **Example:** A seaman suffers a fracture during official marine operations. The Government Medical Officer certifies the disability and the vacancy is kept unfilled. He will receive full pay for the approved leave period up to three months.

47(3) Adjustment against compensation / ESI benefit

If the employee is covered under:

- Workmen's Compensation Act → leave salary shall be reduced by the compensation received.
- ESI Act → leave salary shall be reduced by the ESI benefit for the same period.

➤ **Example:** Full leave salary = ₹60,000 per month
Compensation received = ₹20,000
Payable leave salary = ₹40,000

RULE 49 — DEPARTMENTAL LEAVE**49(1) Employees eligible for departmental leave**

Departmental leave may be granted to:

(a) Certain Class III (excluding Division I staff and clerks) and Class IV employees in the **Survey of India** attached to field/recess survey parties.

(b) **Seasonal staff in the Posts and Telegraphs Department** whose duties are confined to a fixed period each year.

49(2) Nature of grant

This leave is granted **in addition to normal leave** and only when the services of the employee are **temporarily not required**.

➤ **Example:** Survey staff during non-survey season may be sent on departmental leave.

49(3) Departmental leave during recess

It may be granted by the competent authority during the recess period if it is considered desirable to re-employ the employee in the next working season.

In special cases it may be extended:

Maximum → **18 months**

➤ **Example:** A seasonal postal employee is granted departmental leave during the off-season for 8 months. In exceptional circumstances, this may be extended up to 18 months.

49(4) Departmental leave at other times

This leave may also be granted **in the interest of Government** (not on employee's request):

Maximum at a time → **6 months**

Maximum in special case → **1 year**

Medical leave will **not** be treated as leave in the interest of Government.

49(5) Departmental leave without leave salary

With Presidential authorization, departmental leave **without leave salary** may be granted in continuation of departmental leave with leave salary.

49(6) Leave salary during departmental leave

The leave salary shall be:

25% of the earned leave salary

Only Dearness Allowance is admissible

No other allowance is payable

Payment pattern:

First six months → monthly

After six months → on return to duty

If the employee dies during the leave → payment made to heirs up to date of death or end of leave, whichever is earlier.

➤ **Example:** EL salary = ₹40,000

Departmental leave salary = 25% = ₹10,000 + DA

49(7) Effect on leave account

Departmental leave:

Does not count as duty

Is not debited to leave account

49(8) Grant when no leave is due

It may be granted even if no leave is at credit.

49(9) Combination

It may be combined with any other kind of leave.

49(10) Adjustment of debit balance (historical provision)

Where an employee had earlier taken departmental leave which was debited to the leave account (before 1-11-1973), the competent authority may:

Cancel the debit balance by written order.

After such date:

All future leave → credited normally

All future leave taken → debited normally

➤ **Example:** Debit balance in leave account = 120 days (old system)

Authority cancels it → fresh leave account starts from zero.

RULE 50 TO 53 — STUDY LEAVE

RULE 50 — CONDITIONS FOR GRANT OF STUDY LEAVE

Study leave is granted to a Government servant so that he can undergo **higher studies, specialised training, or a study tour** which is directly useful for Government work and public interest. It can be taken **in India or abroad**, but only when public service permits.

Purpose of study leave

Study leave is granted when the course:

- is directly related to the employee's official duties
- improves professional / technical efficiency
- benefits the Government

➤ **Example:** An Assistant Engineer is sent for an M.Tech in Structural Engineering because it helps in handling Government infrastructure projects.

Study leave for training / study tour

It may also be granted for:

- training where no regular academic course exists
- study of public administration system
- courses that broaden the officer's overall administrative ability

Condition:

- Course must be approved
- A report must be submitted after return

➤ **Example:** An IAS officer goes on a study tour to learn digital governance models and submits a report after returning.

Study not directly related to present job

Even if the subject is not directly connected, study leave may be granted if it:

- improves administrative ability
- helps in inter-departmental coordination

This is decided **case-by-case with the approval of the Ministry of Finance (Department of Expenditure)**.

➤ **Example:** A civil servant studies Behavioural Economics to improve policy-making skills.

Mandatory conditions for grant

Study leave shall not be granted unless:

1. The course is certified as useful in public interest
2. It is not for purely academic or literary subjects

Special provisions

For IES / ISS officers (Ph.D.)

Allowed if:

- Research subject is approved by competent authority
- It increases efficiency in service
- If abroad → facilities not available in India

➤ **Example:** An IES officer doing Ph.D. in Econometrics at a foreign university because the research facility is not available in India.

For Medical Officers

PG medical course allowed if DGHS certifies it improves efficiency.

For Technical specialists

Allowed if the course helps:

- update knowledge
- improve technical standards
- benefit the department

Foreign study leave — additional condition

Foreign exchange approval from **Department of Economic Affairs** is required.

Study leave abroad is **not allowed** if the same facility is available in India.

Service conditions

Study leave can be granted only if the employee:

- has completed probation
- has **5 years regular service**
- has **minimum 3 years service left after return**
- executes a bond to serve for 3 years after return

➤ **Example:** An employee with only 2 years service left before retirement cannot get study leave.

Frequency restriction

Study leave should not be granted frequently in a way that:

- creates staff shortage
- disconnects the employee from regular work

RULE 51 — MAXIMUM STUDY LEAVE

Maximum study leave:

- At one time → **12 months**
- In entire service → **24 months (total)**

This includes study leave taken under any other rules also.

➤ **Example:** If a person already took 10 months study leave earlier, he can take only 14 months more in entire service.

RULE 52 — APPLICATION FOR STUDY LEAVE

How to apply

Application must:

- be sent through proper channel
- clearly mention
 - course
 - institution
 - examination

➤ **Example:** Application must state: “MBA in Public Policy from XYZ University, duration 1 year”.

Change in course after going abroad

If full details were not available earlier or programme changes:

- Fresh approval must be taken
- Course must not be started at own risk without approval

RULE 53 — SANCTION OF STUDY LEAVE

Admissibility report

Before sanction:

Audit Officer must certify:

- how much study leave already taken
- how much is admissible

If working in another department temporarily

Permission of **parent department** is compulsory.

➤ **Example:** An officer on deputation must take approval from his original cadre.

Study leave abroad

Head of Indian Mission must be informed.
Employee should contact the Mission for:

- introduction letters
- local support

Execution of bond

Before leave starts:

Permanent employee → Bond in Form 7 / 8

Temporary employee → Bond in Form 9 / 10

Bond = agreement to serve Government after return.
A certificate of bond execution is sent to Audit Officer.

After completion of study

Employee must submit:

- course completion certificate
- exam result
- duration of study
- remarks of institution

If abroad → submit through Indian Mission.

➤ **Example:** After completing a Master's abroad, the officer submits degree + course report through the Indian Embassy.

RULE 54 TO RULE 63 — STUDY LEAVE (ACCOUNTING, ALLOWANCES, REFUND)

RULE 54 — ACCOUNTING OF STUDY LEAVE & COMBINATION WITH OTHER LEAVE

Study leave is **not debited** to the leave account.

Study leave may be combined with other kinds of leave, but the **total absence limit** is:

- 28 months → normal cases
- 36 months → Ph.D. cases

This total period **includes vacation also**.

➤ **Example:**

Study leave = 24 months

Earned leave = 4 months

Total absence = 28 months ✓ allowed

If total becomes 29 months ✗ not allowed (normal case).

A Government servant may start the course during other leave also and draw **study allowance**, but:

- That portion will **not be counted as study leave**.

RULE 55 — COURSE FINISHES EARLY

If study finishes earlier than the sanctioned leave:

- Employee must **rejoin duty immediately**
- OR

- Take prior permission to convert remaining period into other leave.

➤ **Example:**

Study leave granted = 12 months

Course completed = 10 months

Remaining 2 months → must join duty or take approval to convert into EL.

RULE 56 — LEAVE SALARY DURING STUDY LEAVE

Study leave outside India

Employee gets:

- Full pay (last drawn)
- Dearness Allowance
- HRA
- Study Allowance

Study leave in India

Employee gets:

- Full pay
- DA
- HRA

Condition → He must certify that he is **not receiving any scholarship / stipend / part-time income**.

If he receives any amount:

- It will be **adjusted from leave salary**
- But salary will **not fall below half-pay leave salary**.

No study allowance for studies in India.

Pay revision during study leave

If Pay Commission revision occurs → employee gets revised pay benefits.

RULE 57 — STUDY ALLOWANCE (FOR FOREIGN STUDY)

Study allowance is given for:

- Actual study period
- Study tour
- Examination period

If scholarship / stipend is received

Case 1 → Scholarship > Study allowance

→ No study allowance

Case 2 → Scholarship < Study allowance

→ Only difference is paid

Interruption of study

No study allowance during interruption for personal reasons.

Allowed for **14 days if due to sickness**.

During vacation

Study allowance allowed if:

- Special training is attended
- OR

- Proof of continuous study is given

Vacation at end of course → maximum 14 days.

Maximum period for study allowance

24 months in entire service

RULE 58 — RATES OF STUDY ALLOWANCE (PER DAY)

Country	Rate
UK	£2.00
USA	£2.75
Europe	£1.65
New Zealand	£1.20
Australia	£1.00

Other countries → rate decided by President.

RULE 59 — PAYMENT PROCEDURE OF STUDY ALLOWANCE

Allowance paid monthly **provisionally**, subject to:

- Certificate of attendance
- Proper utilization of time

If conditions not satisfied → excess amount refunded.

Who makes payment

Country without Indian Mission → Leave sanctioning authority

Country with Indian Mission → Head of Mission

Attendance certificate submitted:

- Term-wise in universities
- Every 3 months in other cases

If no regular course

Employee must submit:

- Study diary
- Detailed report
- Practical usefulness for India

Authority decides how much allowance is admissible.

➤ **Example:** Officer studying foreign taxation system submits method for use in Indian GST.

RULE 60 — OTHER ALLOWANCES DURING STUDY LEAVE

HRA:

- Full for first **180 days**
- After that → subject to certificate

Apart from:

- DA
- HRA
- Study allowance

No other allowance is allowed.

RULE 61 — TRAVELLING ALLOWANCE

Normally → **Not allowed**

Allowed only in **exceptional cases** by President.

RULE 62 — COST OF FEES

Normally → Employee pays fees

In exceptional cases → Government may pay

But fees **will not be paid** if employee receives:

- Scholarship
- Stipend
- Part-time remuneration

RULE 63 — RESIGNATION / FAILURE AFTER STUDY LEAVE

If employee:

- Does not return after study leave
- OR
- Leaves service within **3 years after return**
- OR
- Fails to complete course
- He must refund:
- Leave salary
 - Study allowance
 - Fees
 - Travel expenses
 - Any Government expenditure
 - Cost paid by foreign agencies with interest.

Refund NOT required when

- Retirement on medical grounds
- Permanent absorption in Govt. autonomous body in public interest

Conversion of study leave

Study leave will be converted into:

- Earned leave available

Remaining → Extraordinary leave

Excess leave salary → must be refunded.

Relaxation power

President can:

- Waive refund
 - Reduce refund
- in public interest or special cases.

SPECIAL CASUAL LEAVE (SCL)

◆ 7th CPC – CORE REFORM IDEA

The Seventh Central Pay Commission recommended rationalisation of SCL:

- Review the purposes
- Restrict the number of occasions
- Fix an annual ceiling of days

◆ **Exam Tip:** 7th CPC did **not abolish SCL**, it recommended **rationalisation**.

◆ NATURE OF SPECIAL CASUAL LEAVE

- ✓ Not debited to leave account
- ✓ Not treated as regular leave

- ✓ Cannot be accumulated
- ✓ Normally granted for specific purposes only

◆ MAJOR PURPOSES – AT A GLANCE

Sl. No.	Purpose	Maximum Limit
1	Sports events	30 days
2	Inter-departmental tournaments	10 days
3	Cultural activities	30 / 15 days
4	Mountaineering / Trekking	30 days
5	Family planning	Varies (1–21 days)
6	Union / Association work	20 days
7	Re-employed Ex-servicemen	15 days
8	Natural calamity / bandh	As required
9	Co-operative society meetings	10 days
10	Hindi Parishad activities	20 days
11	Voting in elections	1 day
12	Differently-abled employees	10 days
13	Other welfare purposes	As prescribed

1. SCL FOR SPORTS EVENTS

(A) Coaching / Training / Adventure sports

Maximum → **30 days in a calendar year**

Includes:

- NIS Patiala
- National coaching camps
- CCSCSB adventure programmes

Technical officials → also eligible.

(B) Inter-Ministerial tournaments

Maximum → **10 days per year**

(C) Injury during sports

Hospitalisation → covered within **30-day ceiling**

◆ **Exam Tip:** 30 days is the **overall sports ceiling**, not per event.

2. CULTURAL ACTIVITIES

Activity	Limit
All-India cultural events	30 days
Govt-sponsored dance/music competitions	15 days

3. MOUNTAINEERING / TREKKING

Maximum → **30 days**

But:

- ✓ Included within the sports ceiling

4. FAMILY PLANNING – VERY IMPORTANT FOR EXAMS

(A) MALE EMPLOYEE

Purpose	SCL
Vasectomy	5 days
Vasectomy (failure case)	5 days extra
Recanalization	21 days
Wife sterilization (laparoscopic)	3 days
Wife sterilization after MTP	7 days

(B) FEMALE EMPLOYEE

Purpose	SCL
Tubectomy / laparoscopy	10 days
Failure case	10 days again
Salpingectomy after MTP	10 days
IUCD insertion	1 day
Recanalization	21 days
Husband vasectomy	1 day

- ✓ Post-operation hospitalisation → extra SCL

◆ **Exam Tip:** Temporary status casual labour → **NOT eligible**

5. RE-EMPLOYED EX-SERVICEMEN

Maximum → **15 days per year**

For:

- Medical re-survey
- Artificial limb centre treatment

- ✓ Including journey time

6. UNION / ASSOCIATION ACTIVITIES

Overall ceiling → 20 days per year

Category	SCL
Office bearers	20 days
Outstation executive members	10 days
Local members	5 days

JCM Staff Side:

- ✓ Preparation work → 10 days
- ✓ Meeting → 1 day

7. P&T DEPARTMENT – SPECIAL PROVISION

- ✓ 20 days for conferences
- ✓ 12 days for divisional meetings (max 2 members)

(Not in addition to 20 days)

8. NATURAL CALAMITIES / BANDH

Granted when:

- ✓ Transport disrupted
- ✓ Curfew / disturbances

Distance condition:

- 3 miles rule for transport disruption
- No distance condition for curfew
- ◆ If CL/EL applied → SCL not granted.

Home Guards

- Territorial Army
- Auxiliary Police

Blood donation

- ✓ 1 day per donation
- ✓ Maximum → 4 times per year

Organ donation

- ✓ Maximum → 42 days
- ◆ **Exam Tip:** This is a new welfare provision (very important).

◆ COMBINATION RULE

Combination	Allowed?
SCL + CL	✓ Yes
SCL + Regular leave	✓ Yes
SCL + CL + Regular leave together	✗ Not allowed

LTC DURING SCL

- ✓ Allowed.
- “30-20-15-10-5-1” RULE

9. CO-OPERATIVE SOCIETY MEETINGS

Outstation → 10 days + journey

Same station → actual meeting period only

- ✓ Can combine with CL only

10. HINDI PARISHAD ACTIVITIES

Maximum → 20 days per year

11. DURING ELECTIONS

- ✓ 1 day SCL for voting in home constituency
- Condition:
Office located in different constituency.

12. DIFFERENTLY-ABLED EMPLOYEES

Maximum → 10 days per year

For:

- ✓ Conferences
- ✓ Training
- ✓ Workshops
- ✓ Can combine with regular leave.

13. OTHER IMPORTANT PURPOSES

Training & national service

•

Courts as juror / assessor

SCL admissible.

Republic Day participation

SCL admissible.

St. John Ambulance duties

Maximum → 7 days per year

Days	Purpose
30	Sports / cultural
20	Union / Hindi Parishad
15	Ex-servicemen / cultural competitions
10	Differently-abled / co-op meetings
5	Vasectomy
1	Blood donation / IUCD / voting

14. SERVICE ADVANCEMENT: SENIORITY, DPC AND PROMOTION RULES

PART – 1 SENIORITY

◆ WHAT IS SENIORITY?

Seniority means the **position of an employee in the seniority list**.

It decides:

- Promotion
- Posting
- Deputation
- Selection to higher posts
- ◆ Earlier seniority → earlier promotion.

A. SENIORITY OF DIRECT RECRUITS

1.1 DETERMINATION OF SENIORITY

Seniority of direct recruits is based on:

✓ **Order of merit in the select list**

Not on:

- ✗ Date of joining
- ✗ Date of confirmation (system abolished from 4-11-1992)

➤ **Example** :SSC selects candidates in this order:

1. Amit – Rank 1
2. Bhavna – Rank 2
3. Chetan – Rank 3

Even if Chetan joins earlier → seniority will still be:
Amit → Bhavna → Chetan

◆ **EXAM TIP** :Direct Recruit Seniority = Merit Rank
Not joining date.

1.2 SENIORITY FROM RESERVE PANEL

Reserve panel is used when:

- Selected candidate does not join
- Resigns
- Dies

Then next candidate is taken from reserve list.

Seniority will be:

✓ As per **consolidated merit list**

Not by date of joining.

➤ **Example**

Main list → A, B, C

B does not join

Reserve panel sends → D

Seniority:

A → B → C → D

(D will come after C because merit list decides)

1.3 MULTIPLE PANELS ON SAME DATE

Problem: Two selection panels received on same day.
Seniority decided by:

1. Date of recommendation letter
2. Date of interview report
3. Date of requisition sent by department

For exam recruitments:

✓ Date of result decides seniority.

◆ **EXAM TIP** :-If two panels → **Chronology principle**.

B. SENIORITY OF PROMOTEEES

2.1 BASIC PRINCIPLE

Promotee seniority in higher post =

✓ Same as seniority in feeder grade

➤ **Example**

Feeder grade seniority:

A → B → C

All promoted together.

Higher post seniority:

A → B → C

SUPERSESSION CASE

If senior is declared unfit and junior promoted:

Later when senior gets promotion:

He will be placed **below those juniors**.

➤ **Example**

Feeder grade:

A → B → C

Promotion:

B and C promoted

A declared unfit

Later A promoted

New seniority:

B → C → A

◆ **EXAM TIP** ;Superseded senior cannot regain seniority later.

2.2 PROMOTION FROM MULTIPLE FEEDER GRADES (WITH QUOTA)

Steps:

1. Separate seniority list for each feeder grade
2. DPC checks fitness
3. Officers arranged in quota ratio
4. Interpolated in promotion list

➤ Example

Promotion quota:

50% from Inspector

50% from Superintendent

Promotion list:

Inspector → Superintendent → Inspector →

Superintendent

(as per RR ratio)

2.3 PROMOTION FROM MULTIPLE FEEDER GRADES (WITHOUT QUOTA)

When:

- Very few posts

- No fixed quota

Then:

- ✓ Combined eligibility list is prepared

Based on:

- Date of completing qualifying service

- Seniority in feeder grade

📌 **EXAM TIP** : No quota → Combined eligibility list

PART – C

RELATIVE SENIORITY

(DIRECT RECRUIT vs PROMOTEE)

1. VACANCY REGISTER

A vacancy register must be maintained to:

- ✓ Record year-wise vacancies

- ✓ Show mode of recruitment

- ✓ Apply quota correctly

PURPOSE

To ensure:

- Proper rotation

- Correct seniority

1.2 WHEN NEW VACANCY REGISTER IS STARTED?

New register started when:

1. Recruitment Rules notified

2. Recruitment Rules amended (quota changes)

📌 **EXAM TIP**

RR change → New vacancy register.

◆ ROTATION OF QUOTA PRINCIPLE

Seniority is fixed by:

- ✓ Rotation of vacancies

Not by date of joining.

➤ Example

Quota:

50% DR

50% Promotion

Vacancies = 6

Vacancy cycle:

1. DR

2. Promotion

3. DR

4. Promotion

5. DR

6. Promotion

Even if DR joins late → seniority fixed as per this cycle.

◆ YEAR OF VACANCY – KEY CONCEPT

Seniority depends on:

- ✓ Year in which vacancy occurred

Not on:

- ✗ Year of joining

➤ Example

Vacancy year = 2022

DR joins in 2024

He will get **2022 seniority slot**

◆ WHEN DR OR PROMOTEE NOT AVAILABLE

If DR not available:

Slot kept vacant temporarily.

Later DR comes → fitted in that slot.

➤ Example

Cycle:

DR → Promotion → DR → Promotion

DR not available for first slot.

Promotion given.

Later DR joins → placed in first DR slot.

📌 **EXAM TIP**

This is called:

“Rotation of quota – carry forward principle”

◆ SENIORITY –

Category	Seniority Based On
Direct Recruit	Merit rank
Promotee	Feeder grade seniority
DR vs Promotee	Vacancy rotation
Superseded officer	Below juniors
Reserve panel	Consolidated merit
Multiple panels	Chronology

DETERMINATION OF RELATIVE SENIORITY

2.1 ROTATION OF VACANCIES

Relative seniority between:

- Direct Recruits (DR)

- Promotees (PR)

is fixed by:

✓ Rotation of vacancies as per Recruitment Rules (RR)

Each vacancy is earmarked for a particular mode.

➤ Example

RR → 50% DR : 50% PR

Vacancies = 6

Roster:

DR → PR → DR → PR → DR → PR

Seniority will follow this order.

📌 **EXAM TIP** : Seniority follows vacancy roster – not date of joining.

2.2 INADEQUATE DIRECT RECRUITS

If DR are not available in a year:

- ✓ Rotation will run only till available candidates
- ✓ Remaining DR vacancies → **carried forward**

➤ Example

Quota → DR : PR = 1 : 1

Vacancies → 4

Available → 1 DR + 2 PR

Seniority:

DR → PR → PR

Remaining DR vacancy → carried forward to next year.

2.3 SUPREME COURT JUDGMENT

(K. MEGHACHANDRA SINGH – 19-11-2019)

This changed the old system.

OLD RULE

Seniority linked to:

- ✗ Year of vacancy

NEW RULE

Seniority linked to:

- ✓ Year of actual appointment

KEY PRINCIPLE

Vacancy year ≠ Seniority year

2.4 ACTUAL YEAR OF APPOINTMENT

Seniority counted from:

- ✓ Date of appointment order
- ✓ Date of joining the cadre

➤ Example

Vacancy year → 2020

Person joins → 2023

Seniority → 2023 (not 2020)

2.5 JOINING IN LATER YEAR

If recruitment year and joining year differ:

- ✓ Seniority = joining year
- No retrospective seniority.

📌 EXAM TIP

After 19-11-2019 → No back-dated seniority.

2.6 ROTATION ONLY TO AVAILABLE CANDIDATES

Rotation stops when:

DR or PR not available.

2.7 INSUFFICIENT DR OR PR

If one category is short:

- ✓ Assign available persons
- ✓ Stop rotation
- ✓ Carry forward vacancies

2.8 BUNCHING OF CANDIDATES

If:

No DR in a year → all PR grouped together.

No PR → all DR grouped.

Inter se seniority within group:

- ✓ As per panel order.

➤ Example

Only promotees available:

PR1 → PR2 → PR3

(All bunched together)

2.9 MULTIPLE PANELS – SAME YEAR

If candidates join from different panels:

- ✓ Earlier panel → higher seniority

PART – D

SENIORITY OF ABSORBEES

1.1 RELATIVE SENIORITY

For absorption:

- ✓ Seniority = order of selection for absorption.

1.2 ROTATION WITH DR & PR

If quota exists:

DR → PR → ABSORBEES

Rotation applied as per RR.

1.3 CARRY FORWARD

If absorption vacancy carried forward:

Same carry-forward rule applies.

2. MULTIPLE ABSORBEES – SAME TIME

Authority must give:

- ✓ Inter se merit list

That will decide seniority.

PART – E

ABSORPTION AFTER DEPUTATION

GENERAL RULE

Seniority counted from:

- ✓ Date of absorption

EXCEPTION

If officer already holding:

Same or equivalent grade on regular basis

Then seniority from:

- ✓ Earlier of these two:
 1. Date of deputation in that grade
 2. Date of regular appointment in parent department

> Example

Regular in parent dept → 2018

On deputation → 2020

Absorbed → 2023

Seniority → from 2018

PART – F

DIRECT TRANSFER (WITHOUT DEPUTATION)

Same rules as absorption.

PART – G

SPECIAL CASES OF SENIORITY

1. RE-EMPLOYED EX-TB / EX-LEPROSY / EX-PLEURISY

If re-appointed in same post:

- ✓ Past service counted for seniority.

2. OFFICER UNDER SUSPENSION / ENQUIRY

2.1 COMPLETELY EXONERATED

- ✓ Promoted from first available vacancy
- ✓ Seniority as per select panel
- ✓ Service of juniors counted for eligibility

2.2 MINOR PENALTY CASE

Promotion after penalty period.

Seniority = panel position.

3. REVERSION CASES

3.1 PENALTY OF REVERSION

Order must specify:

- Period of reduction
- Whether old seniority restored or not

3.2 WITHOUT EFFECT ON FUTURE INCREMENTS

- ✓ Seniority restored as if no reversion.

3.3 WITH EFFECT ON FUTURE INCREMENTS

- ✓ Seniority based on actual service in higher grade.

4. SURPLUS STAFF

4.1 REDEPLOYMENT

Treated as:

- ✓ Fresh entrant
- No past seniority.

4.2 INTER SE SENIORITY

If selected on different dates:

- ✓ Same as old office (if no DR/PR in between)

4.3 SIMULTANEOUS REDEPLOYMENT

- ✓ Same seniority as previous office.

4.4 TRANSFER TO LOWER POST (FR-15)

On own request:

- ✓ Placed at bottom of seniority of that grade.

4.5 MERITORIOUS SPORTSPERSONS

THROUGH EMPLOYMENT EXCHANGE / ADVERTISEMENT

Seniority = position in select panel.

THROUGH SSC

- ✓ Junior to SSC recommended candidates
- ✓ Inter se → as per selection order.

4.6 COMPASSIONATE APPOINTMENT

SENIORITY RULE

- ✓ Based on date of appointment.
- But:
- ✓ Placed at bottom of that year's list.

> Example

In 2024:

DR + PR already appointed

Compassionate appointee joins → placed below all.

4.7 DIFFERENT POSTS – SAME GRADE

If selected for different posts in same pay level:

UPSC gives:

- ✓ Consolidated merit list
- Seniority = position in that list.

DEPARTMENTAL PROMOTION COMMITTEE (DPC)

(a) COMPOSITION OF DPC

A Departmental Promotion Committee (DPC) is constituted in every:

- Ministry
 - Department
 - Organisation
- for:
- ✓ assessing suitability of officers for promotion
 - ✓ ensuring **objectivity and fairness**

PURPOSE OF DPC

DPC does **not merely check seniority**

It evaluates:

- Service record
- ACR/APAR grading
- Vigilance status
- Integrity
- Penalties

➤ Example

For promotion from:

Section Officer → Under Secretary

A DPC is formed to assess all eligible SOs.

📌 EXAM TIP

DPC = suitability, not automatic promotion.

(b) FREQUENCY OF DPC

DPC must meet:

- ✓ Every year
 - ✓ At regular intervals
- to prepare a panel for:
vacancies of that vacancy year.

CHANGE IN VACANCY YEAR SYSTEM

Period	Vacancy Year
Before 2018	Financial year
From 2018	Calendar year

CRUCIAL DATE FOR ELIGIBILITY

From **2019 onwards**

- ✓ 1st January of vacancy year is the decisive date.

➤ Example

Vacancy year = 2025

Eligibility will be seen as on → **01-01-2025**

📌 EXAM TIP

Crucial date = 1st January

(c) MODEL CALENDAR FOR DPC

DPC follows a fixed time schedule.

Two types:

1. ACC cases
2. Non-ACC cases
- 3.

PART 1 – ACC CASES

(ACC = Appointments Committee of the Cabinet)

These are **higher level promotions**

TIME SCHEDULE – ACC CASES

Stage	Activity	Time limit
1	Vacancy year	Calendar year
2	Crucial date	1 January
3	Collect APAR, vigilance, seniority, vacancy position	April – August (previous year)
4	Send proposal to UPSC	By 15 April
5	DPC meeting	By August
6	Post-DPC action	By September
7	ACC approval	Oct – Dec
8	Panel ready	By 31 December

➤ **SIMPLE FLOW** -Eligibility → Records → UPSC → DPC → ACC → Panel

PART 2 – NON-ACC CASES

These are **normal departmental promotions**

No ACC approval required.

TIME SCHEDULE – NON-ACC

Stage	Activity	Time
1	Vacancy year	Calendar year
2	Crucial date	1 January
3	Collect records	Jan – April (previous year)
4	Send proposal to DPC	By 30 April
5	DPC meeting	May – October
6	Post-DPC approval	By November
7	Panel ready	By 31 December

◆ VISUAL COMPARISON

Feature	ACC	Non-ACC
Approval	ACC	Department

DPC conducted by	UPSC	Department / UPSC
Level	Higher posts	Normal posts
Time frame	Longer	Shorter

DOCUMENTS REQUIRED FOR DPC

Before DPC proposal is sent, following must be compiled:

- ✓ APAR/ACR dossiers
- ✓ Vigilance clearance
- ✓ Integrity certificate
- ✓ Seniority list
- ✓ Penalty statement
- ✓ Vacancy position
- ✓ Recruitment Rules

EXAM TIP

If vigilance clearance is not available → DPC **cannot assess normally** → sealed cover procedure.

WHY MODEL CALENDAR IS IMPORTANT

It ensures:

- ✓ No delay in promotion
- ✓ Panel ready on 1st January
- ✓ Timely filling of vacancies

PANEL VALIDITY

Panel prepared by DPC is valid for:

- ✓ That vacancy year only.

Example

Panel for 2025 vacancy → confirm promotions against 2025 vacancies only.

DEPARTMENTAL PROMOTION COMMITTEE (DPC) – PROCEDURE & POST-DPC ACTION

NOTE ON MODEL CALENDAR

The dates given in the **Model Calendar for DPC**:

- ◆ are only guiding timelines
- ◆ are **not compulsory waiting limits**
- ✓ Departments should complete work **as early as possible**
- ✓ They should **not wait for the last date**

➤ **Example** -If records are ready in March → DPC proposal can be sent in March itself (no need to wait till April).

EXAM TIP -Model calendar = **time limit for delay prevention**, not restriction.

(d) STATEMENT OF PENALTIES

A **penalty statement for last 10 years** must be sent to DPC.

This includes:

- ✓ All penalties imposed
 - ✓ Up to the date of DPC
- PURPOSE** :-So DPC can judge:
- conduct
 - suitability
 - integrity

➤ **Example** :-DPC year → 2025

Penalty record required → 2015 to 2025

EXAM TIP :-Penalty statement period = **10 years**

(e) CONSIDERATION OF OFFICERS ON DEPUTATION

Officers on deputation:

- ✓ must be considered for promotion
- ✓ if they are within the zone of consideration
- ✓ and fulfil eligibility conditions

This applies to:

- deputation on own request
- deputation in public interest
- foreign service

ALSO FOR CONFIRMATION

Their names must be included for:

- ✓ confirmation DPC
- if they fall within seniority range.

➤ **Example** :-An officer working in PSU on deputation but eligible for promotion in parent cadre → His case will be considered by DPC.

EXAM TIP :-Deputation ≠ loss of promotion chance.

OBJECTIVE ASSESSMENT BY DPC

Each DPC:

- ✓ can decide its own assessment method
- ✓ but must remain objective

Commonly based on:

- APAR grading
- integrity
- vigilance status
- service record

(f) CASES OF ADDITIONAL VACANCIES

If after DPC:

new vacancies arise due to:

- death
 - resignation
 - VRS
 - error in vacancy calculation
- ➔ **A supplementary DPC must be held**

WHY?

Because those vacancies:

- ✗ were not available earlier
- ✓ could not be assessed earlier

➤ **Example :-** DPC held for 5 vacancies

Later 2 officers resign →

Fresh DPC for 2 new vacancies.

📌 EXAM TIP

New vacancy in same year → **Review DPC not required** → **fresh DPC**

(g) STATUS OF DPC RECOMMENDATIONS

DPC recommendations are:

- ✓ advisory in nature
- ✗ not final

Final approval is given by:

- ✓ Appointing Authority

FLOW :- DPC → Recommendation → Approval → Promotion order

(h) WHEN APPOINTING AUTHORITY DISAGREES WITH DPC

This is a **very important exam topic**

CASE 1

Appointing authority is **BELOW PRESIDENT**

Steps:

1. Record reasons for disagreement
2. Send back to DPC for reconsideration

If DPC:

- ✓ changes recommendation → follow new panel

If DPC:

- ✓ repeats earlier recommendation

Then:

Appointing authority may:

- ✓ accept it

OR

- ✓ send case to next higher authority

Final decision → next higher authority

CASE 2

Appointing authority = **PRESIDENT**

Process:

1. Sent to concerned Minister
2. Minister may return to DPC
3. If DPC repeats recommendation → Final decision by Minister

📌 EXAM TIP

DPC recommendation cannot be directly rejected.

It must go:

Reconsideration → Higher authority → Final decision.

(i) ORDER OF PROMOTION

Promotions must be made:

- ✓ in the order of panel

➤ Example ;

Panel order:

1. A
2. B
3. C

Promotion must follow same sequence.

EXCEPTION

Only when:

- ✓ specific reason exists (e.g., vigilance case)

(j) DATE OF REGULAR PROMOTION

Promotion becomes **regular** from:

Later of the two:

1. Date of panel validity
2. Date of actual promotion

➤ **Example** -Panel valid from → 01-01-2025

Officer promoted on → 15-03-2025

Regular promotion date → **15-03-2025**

➤ Example 2

Panel valid from → 01-01-2025

Promotion given on → 01-01-2025

Regular date → **01-01-2025**

📌 EXAM RULE

Regular promotion =

later of (panel date / actual promotion)

(OM dated 27-03-2023)

Here is the **CONTINUATION – REGULAR PROMOTIONS & AD-HOC PROMOTIONS** in your required:

- ✓ Book style
- ✓ Simplest language
- ✓ Fully detailed & comprehensive
- ✓ Exam-oriented
- ✓ With ➤ examples
- ✓ With smart tables for quick revision
- ✓ No skipping of any point

3. REGULAR PROMOTIONS

(a) ASSESSMENT OF VACANCIES

Before holding DPC, the **exact number of vacancies** to be filled by promotion must be calculated.

SOURCES FOR VACANCY CALCULATION

Vacancies are taken from:

1. Establishment Register
2. Incumbency Register
3. Vacancy Register / Roster Register

(As per DoPT O.M. dated 07-02-1986)

VACANCIES TO BE INCLUDED

- ✓ Existing clear vacancies
- ✓ Expected vacancies due to:
 - retirement
 - creation of new posts
 - long deputation (more than 1 year)

VACANCIES TO BE REDUCED

If a deputationist is expected to return → that vacancy will be **deducted**

BASIS OF CALCULATION

Depends on APAR system:

APAR written for	Vacancy year
Financial year	Financial yearwise
Calendar year	Calendar yearwise

➤ EXAMPLE

A department has:

- 5 clear vacancies
- 3 officers retiring
- 2 new posts created
- 1 officer on deputation for 2 years

Total vacancies for DPC =

$$5 + 3 + 2 + 1 = 11 \text{ vacancies}$$

📌 **EXAM TIP** -Vacancy calculation = Actual + Anticipated

(b) MINIMUM ELIGIBILITY SERVICE (7th CPC)

PROMOTION QUALIFYING SERVICE TABLE

Old Level → New Level	Service Required
1 → 2	3 years
2 → 3	3 years

1 → 4	8 years
3 → 4	5 years
4 → 5	5 years
5 → 6	10 years
6 → 7	5 years
6 → 8	6 years
6 → 9	8 years
6 → 10	10 years
6 → 11	12 years
7 → 8	2 years
7 → 9	3 years
7 → 10	5 years
7 → 11	9 years
8 → 9	2 years
8 → 10	4 years
8 → 11	8 years
9 → 10	2 years
9 → 11	7 years
10 → 11	5 years
11 → 12	5 years
11 → 13	10 years
12 → 13	5 years
12 → 13A	6 years
13 → 13A	2 years
13 → 14	3 years
13A → 14	2 years
14 → 15	3 years

15 → 16	1 year
15 → 17	2 years
16 → 17	1 year

📌 EXAM MEMORY TRICK

Lower levels → more years
Higher levels → fewer years

SC & ST RESERVATION

Allowed when: ✓ Direct recruitment ≤ 75%
PERCENTAGE

Category	Reservation
SC	15%
ST	7.5%

PWD RESERVATION IN PROMOTION

Only in:

- ✓ Group C
- ✓ MTS
- 1% each for:
 - Blind
 - Deaf-mute
 - Orthopedically handicapped

NOT ALLOWED IN PROMOTION

- ✗ OBC
- ✗ Ex-servicemen
- ✗ EWS

📌 EXAM TIP

Promotion reservation → **Only SC/ST**

(d) CRUCIAL DATE FOR ELIGIBILITY

Already covered under DPC:
✓ 1st January of vacancy year (from 2019)

OUT-OF-TURN PROMOTION FOR SPORTSPERSONS

Given for **medal-winning performance** in:

1. Olympic Games
 2. Commonwealth Games
 3. Asian Games
 4. World Championships
 5. National Games (record-breaking medal)
- ✓ Also for differently-abled sportspersons

LIMIT -Maximum **3 out-of-turn promotions** in entire career.

📌 **EXAM TIP** -Out-of-turn promotion = **only for medal events**

4. AD-HOC PROMOTIONS

I. GENERAL PRINCIPLE

Ad-hoc promotion:

- ✓ is temporary
 - ✓ is last resort
 - ✓ is used only in exceptional situations
- It must be replaced by:
- regular promotion
 - direct recruitment
 - deputation
- as early as possible.

PURPOSE-Post cannot be left vacant due to:

- ✓ functional requirement

📌 **EXAM KEYWORD** -Ad-hoc = stop-gap arrangement

II. GROUNDS FOR AD-HOC PROMOTION

1. LEGAL CASE PENDING

When:

- ✓ Regular promotion is under court/tribunal case
- Ad-hoc promotion can be given.

➤ **EXAMPLE** -Senior promotion list challenged in CAT
→
Temporary ad-hoc promotions allowed.

2. SHORT-TERM VACANCIES

Ad-hoc promotion allowed when:

- ✓ Officer goes on leave > 45 days
- ✓ Short deputation < 1 year

➤ **EXAMPLE** -Section Officer on 3-month leave →
Ad-hoc promotion given to Assistant.

3. DIRECT RECRUITMENT QUOTA NOT FILLED

If:

- ✓ DR quota vacant
- ✓ RRs do not allow deputation

Then:

Ad-hoc promotion can be made.

➤ **EXAMPLE** - DR post vacant for long time →
Ad-hoc promotion from feeder grade.

PROFORMA PROMOTION → DECLINING PROMOTION → APAR

5. PROFORMA PROMOTION -CONCEPT

When an officer is **working outside his cadre** (for example on deputation, training, foreign assignment,

Territorial Army training, etc.), he **should not lose his promotional benefit in his parent cadre**.

Therefore, when his turn for promotion comes in the cadre, he is:

- ✓ given promotion notionally
- ✓ without physically joining the promoted post

This is called **PROFORMA PROMOTION** under the **Next Below Rule (NBR)**.

OBJECTIVE

To ensure:

- no loss of seniority
- no loss of pay fixation benefit
- no loss of promotional chances due to deputation / training.

ESSENTIAL CONDITIONS

(i) OFFICER MUST BE FOUND FIT

He must be:

- ✓ declared fit by DPC
- ✓ in his normal promotion channel

➤ Example

An Assistant on deputation is assessed by DPC and found fit → eligible for proforma promotion.

(ii) SENIORS PROMOTED + ONE JUNIOR PROMOTED

This proves:

that his turn has actually come.

(iii) EVEN IF NO JUNIOR IS AVAILABLE

Proforma promotion can still be granted if:

- (a) post remains vacant
- (b) not filled on ad-hoc basis till next panel.

(iv) BENEFIT ONLY TO SENIORMOST ELIGIBLE OFFICER

Even if many officers are on deputation → benefit goes only to:

- ✓ the senior-most eligible

(v) IF SENIOR DOES NOT WANT BENEFIT

It moves to:

- ✓ next eligible officer.

(vi) FORTUITOUS PROMOTION OF JUNIOR – NO BENEFIT

If junior's promotion is:

- ✗ temporary
- ✗ stop-gap
- ✗ ad-hoc

Senior will **NOT** get proforma promotion.

(vii) PAY FIXATION

After proforma promotion:

Pay is fixed with reference to:

- ✓ pay of immediate junior in cadre
- BUT

He continues to draw:

- ✓ grade pay of deputation post.

(viii) PAY LIMIT

Officiating pay in higher post:

must NOT exceed:

maximum of ex-cadre post.

If exceeds →

officer must be reverted within **6 months**.

(ix) VACANCY MUST BE MORE THAN 90 DAYS

Short vacancies:

- ✗ not eligible

Chain vacancies:

- ✗ not counted.

OTHER CASES WHERE BENEFIT IS ALLOWED

During:

- training in India
- training abroad
- deputation for course
- Territorial Army annual training
- emergency duties

NOT ADMISSIBLE

When officer is:

posted abroad in a **regular ex-cadre post** and pay is governed by special orders.

COMPETENT AUTHORITY

- ✓ Ministry / Department
- ✓ C&AG for IAAD staff

➤ COMPLETE EXAMPLE

A Section Officer goes on deputation for 2 years.

During this period:

- all seniors promoted
- one junior promoted

He will:

- ✓ get proforma promotion
 - ✓ get pay fixed notionally
 - ✓ get seniority protection
- but will:

- ✗ not join the post physically.

EXAM TIP -Next Below Rule = **Notional promotion during deputation**

6. DECLINING OF PROMOTION

WHEN OFFICER REFUSES PROMOTION

Two situations arise:

(A) REASONS ACCEPTED

Then:

Officer will:

✗ not be promoted for 1 year

OR

✗ till next vacancy
(whichever later)

EFFECT ON SENIORITY

If promoted later:

From same panel → loses seniority of first panel

From next panel → seniority as per new panel.

➤ EXAMPLE

Promotion refused in 2024

Promoted in 2025 →
seniority counted from 2025.

(B) REASONS NOT ACCEPTED

Promotion may be:

✓ enforced

If still refuses:

✓ disciplinary action.

📌 **EXAM TIP** -Refusal of promotion = loss of seniority

7. ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

1. PURPOSE & IMPORTANCE

APAR is:

✓ objective assessment of performance

✓ most important record for service matters

Used for:

- promotion
- confirmation
- premature retirement (FR 56(j))
- empanelment
- deputation

2. APPLICABILITY

APAR WRITTEN FOR

- ✓ Group A
- ✓ Group B
- ✓ Group C
- ✓ Contract officers
- ✓ Sensitive Group D posts

APAR NOT WRITTEN FOR

- ✗ Other Group D
- ✗ Honorary staff
- ✗ Part-time staff
- ✗ Worked less than 3 months.

3. REPORTING & REVIEWING OFFICER

WHO WRITES

Reporting Officer:

✓ immediate superior

Reviewing Officer:

✓ next higher authority.

MINIMUM SUPERVISION PERIOD

Must have supervised:

✓ at least 3 months.

Leave > 15 days:

✓ excluded from calculation.

SPECIAL CASES

If under suspension:

must write APAR within:

✓ 2 months of suspension

OR

✓ 1 month from due date
(whichever later)

After that:

✗ cannot write APAR.

RELATIVE CASE

If employee is relative:

APAR written by:

✓ next higher authority.

4. HISTORY SHEET

Placed at:

✓ bottom of APAR folder.

Contains:

- name
- age
- qualifications
- service details

Group A:

✓ passport photo required.

5. ENTRY OF PUNISHMENTS

Punishment imposed:

✓ must be recorded in APAR.

6. SELF-APPRAISAL

Mandatory for:

✓ Group A

✓ Group B

✓ Group C

Limit:

✓ 300 words.

Must be:

✓ signed

✓ dated

✓ submitted in time.

ADDITIONAL COLUMN (A & B)

Immovable property return:

✓ filed or not

✓ date of filing.

7. APAR FORMS

Different formats for:
different levels.

- ✓ bilingual forms encouraged.

8. PERIODICITY

Normally:

- ✓ 1 April – 31 March
(Some departments → calendar year)

9. PART APAR

Required when:

(i) EMPLOYEE TRANSFERRED

Each Reporting Officer writes for:

his period.

(ii) REPORTING OFFICER TRANSFERRED

Must write APAR within:

- ✓ 3–5 weeks.

(iii) REVIEWING OFFICER TRANSFERRED

If new officer cannot complete 3 months supervision.

9. GAP IN APAR – HOW TO RECORD

WHY GAP OCCURS

Sometimes **full year APAR is not available** because:

- Reporting Officer changed
- Reviewing Officer changed
- Officer transferred
- Less than 3 months supervision

So that period remains **uncovered**.

WHAT TO DO

A **certificate / note must be placed in APAR file**.

FORMAT

“Certified that there is no report for the period from ____ to ____ due to change of Reporting Officer / other reason.”

- ✓ Must be signed by present Reporting / Reviewing Officer.

➤ EXAMPLE

Officer worked:

1 April – 30 June → under Officer A

1 July – 31 March → under Officer B

If part report not written for first period →
Gap certificate will be recorded.

📌 **EXAM TIP** -No blank period allowed in APAR file
→
Gap must be certified.

10. GUIDELINES FROM REPORTING YEAR 2009-10

This is **VERY IMPORTANT FOR PROMOTION & DPC**.

(i) PEN PICTURE SYSTEM

Reporting Officer must:

- ✓ write a descriptive assessment of the officer
- ✓ in a separate box

This gives:

- qualitative judgement
- not just marks

Reviewing Officer:

- ✓ must comment on this pen picture.

(ii) DIFFERENCE OF OPINION

If Reviewing Officer disagrees:

- ✓ he must give reasons.

(iii) NUMERICAL GRADING SYSTEM (1–10 SCALE)

SCALE

Grade	Meaning
1	Lowest
10	Highest

WEIGHTAGE FOR FINAL GRADING

Component	Weightage
Work Output	40%
Personal Attributes	30%
Functional Competency	30%

Final score = **mean of above**

➤ **EXAMPLE** -Work output → 8

Attributes → 7

Competency → 9

Final = weighted average.

(iv) ROLE OF ACCEPTING AUTHORITY

Where available:

- ✓ gives final comments
- ✓ can differ with both authorities
- ✓ gives final overall grading (1–10)

(v) NO CUT-PASTE / TYPED SLIPS

- ✗ Pasting paper strips not allowed
- APAR must be:
- ✓ properly written in form.

📌 **EXAM TIP** -Final grading is **numerical + weighted system**.

11. GUIDELINES FOR REVIEWING OFFICER

(i) MINIMUM OBSERVATION PERIOD

Reviewing Officer must:

- ✓ observe work for 3 months
- Then:
- ✓ can review full year APAR.
- No part report needed.

IF NO DIRECT CONTACT

He should:

- ✓ verify remarks through enquiries.

(ii) DUTY TO ENSURE CORRECT REPORTING

He must check:

- vague remarks
- incomplete entries
- improper assessment

If found:

- ✓ return to Reporting Officer for correction.

(iii) DISAGREEMENT CASE

If Reviewing Officer:

- ✓ gives substantiated remarks

Then:

➡ **HIS REMARKS BECOME FINAL**
(for DPC consideration)

📌 **EXAM TIP** -Final authority for DPC = **Reviewing Officer's justified remarks**

12. CUSTODY & HANDLING OF APAR

SAFE CUSTODY

APAR kept with:

- ✓ designated authority.

A **movement register** must be maintained.

It records:

- file location
- movement details.

CONFIDENTIALITY

Not only APAR contents →
even file movement is confidential.

AFTER RETIREMENT / RESIGNATION

Original APAR:

✗ NOT given to officer.

Only:

- ✓ photocopy / duplicate (to outside authority).

13. MAINTENANCE OF APAR FILE

Each APAR file must have:

- ✓ all reports complete
- ✓ properly arranged
- ✓ index page updated.

This is essential because:

DPC needs **complete APARs within time-limit**.

📌 **EXAM TIP** :-Incomplete APAR file → DPC delay → promotion delay.

14. APAR TO RETIRED OFFICERS

From **2008-09 onwards**:

Retired officer can get:

- ✓ full APAR copy
- ✓ including overall grading on **written request**.

For:

- information
- representation.

15. TIME SCHEDULE FOR APAR (VERY IMPORTANT FOR EXAMS)

MASTER TIMELINE

Stage	Last Date
Blank form distribution	31 March
Self-appraisal submission	15 April
Reporting Officer	30 June
Reviewing Officer	31 July
Accepting Authority	31 August
Disclosure to employee	1–15 September
Representation	Within 15 days
Decision on representation	Within 1 month
Final communication	15 November
APAR completion	30 November

16. FORFEITURE OF RIGHT FOR DELAY REPORTING OFFICER DELAY

If he does not write APAR by:

➡ 30 June

Then:

✗ loses right to write APAR.

He must: ✓ forward without remarks.

REVIEWING OFFICER DELAY

If he delays beyond:

➡ 31 August

Then: ✗ loses right to review.

ACTION AGAINST DELAY

- explanation called
- if unjustified → written warning
- warning entered in APAR.

CERTIFICATE TO BE ADDED

If remarks not written due to forfeiture:

✓ certificate must be recorded in APAR.

📌 EXAM TIP

Officer	Deadline
Reporting	30 June
Reviewing	31 August

After this → **right forfeited**

8. REVISED APAR PROCEDURE This reform made APAR:

- ✓ Transparent
- ✓ Communicated
- ✓ Representable

Earlier → Confidential

Now → Communicated to officer.

1. WHAT MUST BE COMMUNICATED

The officer will receive:

- ✓ Full APAR
- ✓ Overall grading
- ✓ Integrity assessment
- ✓ Remarks of:

- Reporting Officer
- Reviewing Officer
- Accepting Authority

2. WHO WILL DISCLOSE APAR

APAR Section (custodian) will:

➡ send APAR to the concerned officer.

3. TIME LIMIT FOR REPRESENTATION

Officer gets: **15 days**

from date of receipt

to submit representation.

4. SCOPE OF REPRESENTATION

Representation must be:

- ✓ factual
- ✓ specific

Allowed on:

- work output
- attributes
- competency
- grading

✗ Not emotional / general complaint.

➤ **EXAMPLE** -✓ “Target achieved was 120%, not 80% as recorded.”

✗ “I am a hardworking officer.”

5 & 6. NO REPRESENTATION CASE

If no reply within 15 days:

➡ It is treated as **accepted**

➡ APAR becomes **FINAL**

7. WHO WILL DECIDE REPRESENTATION

Competent Authority:

- ✓ considers the case
- ✓ consults Reporting/Reviewing Officer (if required)

8. DECISION MUST BE OBJECTIVE

Based on:

- records
- evidence
- performance material

9. TIME LIMIT FOR DECISION

Within **30 days** from representation.

10. POSSIBLE OUTCOMES

Competent Authority may:

- ✓ Accept → Upgrade
- ✓ Modify → Change grading
- ✓ Reject → Keep same

11. COMMUNICATION OF FINAL DECISION

Final decision must be sent: within **15 days**

12. OLD ACRs (PRE-2008-09) – BELOW BENCHMARK

Very important for DPC.

Below-benchmark ACRs:

- ✓ must be communicated
- ✓ representation allowed
- ✓ then placed before DPC.

13. CLARIFICATION (OM dated 21-4-2020)

Only those old ACRs will be disclosed:
 ✓ which are relevant for future DPC
 Not all old ACRs.

📌 **EXAM TIP**

Time limit	Period
Representation	15 days
Decision	30 days
Communication	15 days

9. REFLECTION OF GeM WORK IN APAR

Applicable to:

- ✓ Group A
- ✓ Group B
- ✓ Group C
(Central Civil Services)

SELF-APPRAISAL MUST SHOW

TARGET COLUMN

Total procurement budget.

ACHIEVEMENT COLUMN

Officer must mention:

1. Total procurement through GeM
2. % through GeM
3. Procurement outside GeM + reasons
4. Steps to promote GeM

ROLE OF REPORTING & REVIEWING OFFICER

While giving numerical grading they must consider:

- ✓ GeM performance
- Pen picture may also mention:
- ✓ GeM efficiency.

📌 **EXAM TIP**

GeM performance affects:

- ➡ Work output grading
- ➡ Functional competency

10. INTEGRITY COLUMN – HOW TO FILL

(a) CONFIDENTIAL DIARY

Supervisory officer must:
 Maintain secret record of:
 △ suspicious integrity cases
 Used at APAR time.

(b) IF INTEGRITY DOUBTFUL

Integrity column:

✗ Not filled directly

Instead:

- ✓ separate SECRET NOTE

(c) SECRET NOTE FLOW

Secret note sent to:

- ➡ higher authority
for follow-up action.

(d) AFTER ENQUIRY

Two possibilities:

- ✓ Exonerated → Integrity certified
- ✓ Guilty → Adverse entry + communicated

(e) IF NO CLEAR VIEW

Reporting Officer may write:

- ✓ Not watched for sufficient time

OR

- ✓ Nothing adverse heard

This is allowed.

(f) WHEN SUSPICION NEITHER PROVED NOR DISPROVED

Then:

- ✓ watch for longer period
- ✓ keep officer away from sensitive posts.

THREE STANDARD OPTIONS FOR INTEGRITY COLUMN

Reporting Officer must choose:

1. **Beyond doubt**
2. **Doubtful – secret note attached**
3. **Not watched for sufficient time**

📌 **EXAM TIP** -Integrity doubtful → Secret note
 Not direct adverse entry.

11. LETTERS OF APPRECIATION & APAR

GENERAL POLICY

Government discourages:

✗ keeping appreciation letters in APAR

Reason:

APAR gives complete performance picture.

WHEN THEY CAN BE KEPT

Only in special cases:

(a) ISSUED BY

- ✓ Government
- ✓ Secretary
- ✓ Head of Department

for outstanding work.

(b) BY COMMISSIONS / COMMITTEES

If report mentions officer by name.

(c) BY OTHERS

Allowed only when:

- ✓ work far beyond normal duty
- ✓ approved by Secretary / HOD.

Single appreciation letter:

✗ does NOT give extra promotion benefit

DPC sees:

- ✓ consistent performance
- not occasional good work.

📌 **EXAM TIP** -Appreciation $\neq$ promotion advantage automatically.

IMPORTANT POINT FOR PROMOTION

15. CENTRAL CIVIL SERVICES (LEAVE TRAVEL CONCESSION) RULES, 1988

(LTC Rule)

1. ELIGIBILITY

An employee becomes eligible for LTC on completion of **one year of continuous service** on the date on which the journey is performed by the Government servant or by any member of his family.

The crucial point is **the date of journey**, not the date of application or the beginning of the block.

Illustration of eligibility in a block

> Numerical Example:

Date of appointment = 31-12-2022

Completion of one year = 31-12-2023

Therefore:

Eligible for LTC block **2024–2025**

But:

> Numerical Example:

Date of appointment = 01-01-2025

Completion of one year = 01-01-2026

Hence: Not eligible for block **2024–2025**

📌 **Exam Tip:** One year service must be completed on the date of outward journey.

Effect of Unauthorized Absence

Any period treated as **unauthorized absence under FR 17-A** will be treated as a **break in service** for LTC eligibility unless: the break is condoned by the competent authority.

> **Example:** 6 months unauthorized absence not condoned → one year service will be counted afresh.

📌 **Exam Tip:** FR 17-A break affects LTC eligibility.

2. LTC TO RAILWAY EMPLOYEES IN LIEU OF PRIVILEGE PASSES

Railway employees who are entitled to **Privilege Passes (PPs)** can opt for **All India LTC** subject to specific conditions.

Conditions

1. Hometown LTC is not admissible.
2. Only All India LTC once in a four-year block.
3. It is optional.
4. Privilege passes for that calendar year must be surrendered.
5. If a pass is already used in that year → LTC not allowed.
6. If both spouses are Railway servants → both must surrender passes.

> **Example:** If a Railway employee uses one privilege pass in March 2026 → cannot avail LTC in 2026.

📌 **Exam Tip:** Railway employees → Only All India LTC → PP surrender compulsory

Privilege Pass Surrender Certificate (PPSC)

To avail LTC: A **PPSC must be issued by the Pass Issuing Authority**.

Without this certificate → LTC claim not admissible.

Time limit for journey (Railway employees)

➡ Onward journey must start: on or before **31 December of the calendar year**

➡ Return journey: may be completed in the next calendar year.

For the last year of the block:

onward journey can start up to **31 December of next year**.

📌 **Exam Tip:** Railway LTC → based on calendar year, not block year

3. SCOPE OF LTC

LTC covers: the Government servant and his **family**

4. DEFINITION OF FAMILY FOR LTC

The term “family” includes the following members:

(1) Spouse and Children

- ➡ Wife or husband
- ➡ Two surviving unmarried children or ➡ stepchildren
- ➡ Wholly dependent

It is **not necessary that they live with the Government servant.**

➤ Numerical Example:

Employee has 3 children:

Child-1 born in 1995

Child-2 born in 1998

Child-3 born in 2002

If the third child is born after 20-10-1998 → not eligible.

📌 **Exam Tip:** LTC allows only two surviving children.

EXCEPTIONS TO TWO-CHILD RULE

Restriction does not apply:

1. If more than two children were born before 20-10-1998
2. Second delivery results in multiple births

➤ Numerical Example:

First child = 1

Second delivery = twins

Total children = 3 → All eligible.

📌 **Exam Tip:** Twins in second birth → allowed.

(2) Married daughters (special cases)

Included if:

divorced
abandoned
separated
widowed

And: residing with the employee
wholly dependent

(3) Parents / Stepparents

Wholly dependent

Residence with employee not necessary

(4) Dependent siblings

Unmarried minor brothers

Unmarried / divorced / widowed sisters

Conditions:

Must reside with employee

Wholly dependent

Their parents are either not alive OR dependent on employee

NOT INCLUDED

Children of such dependent sisters are **not included**.

📌 **Exam Tip:** Sister eligible → her children not eligible.

5. MEANING OF “WHOLLY DEPENDENT”

A family member is treated as wholly dependent if:

Monthly income ≤ **Minimum family pension**

At present:

₹9,000 + DA thereon

➤ Numerical Example:

Mother's income = ₹8,500 → Dependent

Mother's income = ₹12,000 → Not dependent

📌 **Exam Tip:** Dependency limit = Minimum family pension.

6. DEPENDENCY NOT REQUIRED FOR HUSBAND AND WIFE

Husband and wife are treated as **one unit**

Therefore:

dependency condition does not apply.

📌 **Exam Tip:** Spouse automatically covered.

7. JOURNEY BY FAMILY FROM ANY PLACE

Family can perform LTC journey:

from any place in India

to Headquarters and back

Reimbursement will be as per entitlement.

Counting of LTC

If journey starts from hometown → Hometown LTC

If journey starts from any other place → All India LTC

➤ **Example:** Family travels Delhi → Chennai → Delhi → All India LTC.

📌 **Exam Tip:** Place of start decides LTC type.

2. SALIENT POINTS

(a) HOME TOWN

1. Declaration of Home Town

A Government servant is required to **declare his Home Town**, and the declaration is normally accepted by the Controlling Officer **without detailed verification** at the initial stage.

A detailed verification is carried out **only when a change in Home Town is requested.**

Change of Home Town: It can be permitted:

only once in the entire service
only in exceptional circumstances
by the Head of the Department

This restriction ensures that employees do not change their Home Town frequently for personal benefit.

➤ **Example:** Home Town declared at the time of joining = Jaipur

Later, employee wants to change to Kota → allowed only once and only if justified.

📌 **Exam Tip:** Home Town change → only once in entire service → HOD approval.

2. Home Town when Husband & Wife are Central Government Servants

In such cases, the following rules apply:

(i) Separate Home Town

Both can declare different Home Towns independently.

➤ **Example:** Husband → Lucknow
Wife → Chennai
Both declarations valid.

📌 **Exam Tip:** Husband & wife → separate Home Town allowed.

(ii) LTC for parents and siblings

Each can claim LTC for:

their own parents
their own dependent minor brothers/sisters

This means: The husband cannot claim LTC for the parents of the wife and vice-versa.

(iii) LTC for children

In one block:

only one of the parents can claim LTC for the children.

➤ **Numerical Example:** Block 2022–2025
Husband claims LTC for children in 2023
Wife cannot claim for children in the same block.

📌 **Exam Tip:** Children → LTC by either husband OR wife in one block.

(iv) If one spouse travels as a family member

If a husband or wife:

travels as a **family member of the spouse**

Then: he/she cannot claim LTC separately for self.

➤ **Example:** Wife travels on husband's LTC → she cannot claim separate LTC for herself.

📌 **Exam Tip:** Travel as spouse's family → no separate LTC for self.

(b) DECLARATION OF PLACE OF VISIT (ALL INDIA LTC)

When availing **All India LTC**, the Government servant must:
declare the place of visit in advance to the Controlling Officer.

Change of declared place

Allowed: before starting the journey → with approval of Controlling Officer

Not allowed after starting the journey
Except: in exceptional circumstances beyond control approval by Ministry / HOD

➤ **Example:** Declared visit = Goa
Before journey → changed to Kerala → allowed
After journey started → not allowed (unless emergency).

📌 **Exam Tip:** Change after journey → only in exceptional cases.

(c) LTC AND LEAVE

LTC can be availed: during any kind of leave including:
Earned Leave
Casual Leave
Special Casual Leave
But:
cannot be availed during weekend / holidays alone (i.e., without taking leave)

➤ **Example:**
Saturday–Sunday tour without taking leave → LTC not allowed.

📌 **Exam Tip:** LTC requires leave → not only holidays.

(d) CLASS OF JOURNEY

The class of travel entitlement is determined by:
the employee's entitlement
on the date the journey is performed
Not by:

date of sanction
date of LTC block

➤ **Example:** Promoted from Level-6 to Level-7 before journey → eligible for higher class.

📌 **Exam Tip:** Class of journey → status on date of travel.

(e) SPECIAL CASES OF REIMBURSEMENT

(i) Outward journey only

Reimbursement allowed when:
dependent child goes to hometown and:
gets a job
gets married
OR

family goes to hometown with no intention to return and
employee gives:
written declaration forfeiting return LTC.

> **Example:**

Daughter goes to hometown → marriage → only onward fare reimbursed.

📌 **Exam Tip:** No return intention → only outward fare.

(ii) Return journey only

Allowed in the following cases:

newly married wife coming to headquarters
dependent child returning from hometown
child crossing age limit (5 or 12 years) on return journey
legally adopted child brought from hometown

> **Numerical Example:**

Child age at outward journey = 4 years → no ticket
Age at return = 5 years → return fare reimbursed.

📌 **Exam Tip:** Age crossing on return → return fare admissible.

(f) LTC WITH TRANSFER / TOUR

LTC can be combined with:

official tour
transfer journey

subject to LTC rules.

📌 **Exam Tip:** LTC + tour/transfer → allowed.

(g) LTC DURING STUDY LEAVE

(i) For self

Journey allowed:
from place of study → hometown / All India place
Reimbursement limited to:
fare from headquarters → destination
or actual expenditure
whichever is less

> **Example:**

HQ → Delhi
Study leave → London
London → Delhi fare = ₹80,000
Delhi → Chennai fare = ₹4,000

Reimbursement = ₹4,000 only.

📌 **Exam Tip:** Study leave LTC → restricted to HQ fare.

(ii) For family

If family stays with employee at study place → same rule as self.

If family stays at HQ → normal LTC rules apply.

(h) LTC DURING SUSPENSION

Government servant under suspension:

cannot avail LTC

But:

family members can avail LTC.

📌 **Exam Tip:** Suspension → family eligible, employee not.

(i) LTC DURING LPR (LEAVE PREPARATORY TO RETIREMENT)

LTC is allowed:

→ to hometown

→ to any place in India

Condition: return journey must be completed before expiry of LPR.

> **Example:**

LPR ends on 30 June → return must be before 30 June.

📌 **Exam Tip:** LTC in LPR → return before retirement.

3. TYPES OF LTC

1. HOME TOWN LTC

Home Town LTC is the basic concession available to Central Government employees for visiting their declared Home Town.

It is admissible to **all employees irrespective of the distance** between the Headquarters and the Home Town. Thus even if the Home Town is in the same city but outside municipal limits, the concession remains admissible (subject to the condition that HQ and Home Town are not the same).

It is admissible:

once in a block of two calendar years.

Present blocks:

2022–2023

2024–2025

and so on.

Special facility when family is away from headquarters

If the family resides at the Home Town or at a place other than Headquarters, the employee can:
avail Home Town LTC for **self alone every year** in lieu of the normal two concessions.

➤ **Example:**

Family stays at Patna
Employee posted at Delhi

He can visit Patna every year for self.

📌 **Exam Tip:** Family away → self LTC every year.

When Home Town LTC is NOT admissible

If:

Headquarters = Home Town

then:

Home Town LTC is not allowed.

➤ **Example:**

HQ = Jaipur

Home Town = Jaipur

No Home Town LTC.

📌 **Exam Tip:** HQ = Home Town → no Home Town LTC.

2. LTC TO ANY PLACE IN INDIA (ALL INDIA LTC)

This concession is available: in lieu of one Home Town LTC
in a block of four years.

Present block:

2022–2025

Thus, in a 4-year block:

either

2 Home Town LTC

or

1 Home Town + 1 All India LTC

Restriction

If an employee opts for:

Home Town LTC for self alone every year

then:

he is **not entitled** to All India LTC.

📌 **Exam Tip:** Self every year HT LTC → no All India LTC.

3. LTC FOR FRESH RECRUITS

This is a special and very important provision.

Fresh recruits are allowed:

3 Home Town LTC

+

1 All India LTC

in a block of four years.

This facility is available for:

first two blocks (i.e. first 8 years of service).

Key conditions

The two blocks are:

personal to the employee

counted from date of joining

After completion of 8 years:

they become normal employees for LTC.

No carry forward allowed

Unavailed LTC: will lapse.

If HQ = Home Town

Fresh recruit cannot avail Home Town LTC.

➤ **Example:**

Date of joining = 01-07-2023

First block = 01-07-2023 to 30-06-2027

He can take:

3 Home Town LTC

1 All India LTC

📌 **Exam Tip:** Fresh recruit → 3 HT + 1 AILTC → first 8 years.

4. BLOCK YEARS & CARRY FORWARD

The LTC is counted based on:
the block in which **outward journey starts**.

Carry forward rule

If LTC is not availed in a block:

it can be availed in the **first year of next block**.

This is called:

grace period.

Important condition

Carry forward is allowed: only if that type of LTC is due in that year.

Numerical Illustration

Suppose:

Block 1 → 2022–2023

Block 2 → 2024–2025

Case 1:

Home Town LTC of 2022–23 availed on:

10-12-2024

Valid (within grace period)

Then:

All India LTC of next block available up to:

31-12-2026.

Case 2:

Home Town LTC of 2022–23 availed after:

31-12-2024

Then:

it will be debited to 2024–25 block

All India LTC lost

2022–23 LTC lapsed.

📌 **Exam Tip:** Outward journey decides the block.

Visiting same place or different place

There is **no restriction** that the place must be different.
You can visit:
same place
or different place.

📌 Exam Tip: Same place allowed.

5. ENTITLEMENT – MODE OF TRAVEL

(a) AIR / RAIL / STEAMER

Entitlement is same as:

tour / transfer rules.

Air travel is allowed:

from Level 9 and above.

📌 Exam Tip: Air LTC → Level 9.

(b) PREMIUM TRAINS

Permitted:

Rajdhani

Shatabdi

Duronto

Premium Tatkal

Suvidha

Tatkal / premium charges are reimbursable.

(c) JOURNEY BY ROAD

Reimbursement allowed only if travel is by:

Government vehicle

Public sector transport

State transport

Local body transport

When no public transport exists

Reimbursement allowed for:

maximum 200 km (to & fro)

based on:

self-certification.

> Numerical Example:

Distance not connected by bus/train = 80 km one side

Eligible reimbursement = 160 km total.

📌 Exam Tip: Private vehicle → max 200 km.

Family travelling separately

Each member eligible for: separate taxi reimbursement.

(d) JOURNEY BY AIR – DETAILED CONDITIONS

Who can travel by air

Those entitled to air travel can:
travel by private airlines.

Booking agencies

Tickets must be booked through:

Balmer Lawrie

Ashok Travels

IRCTC

or their online portals.

No agency charges reimbursed.

Time limit for booking

Tickets should be booked: 21 days in advance.

Fare selection

Employee must choose:

cheapest available fare

in entitled class

preferably non-stop flight.

Cancellation rule

Cancellation within: 24 hours of journey

Requires: self-declared justification.

One ticket rule

Only: one ticket per leg is allowed.

Non-entitled officers travelling by air

They can: travel by air but reimbursement limited to:
entitled train fare.

Dynamic fare of Rajdhani/Shatabdi/Duronto:

not reimbursed.

> Numerical Example:

Air fare paid = ₹8,000

Entitled Rajdhani fare = ₹2,400

Dynamic fare portion = ₹600

Reimbursement = ₹1,800 only.

📌 Exam Tip: Non-entitled air → train fare minus
dynamic fare.

LTC TOUR PACKAGES

Reimbursement allowed for:

IRCTC tour packages

SPORTS Lakshadweep ship packages

subject to conditions.

6. SPECIAL RELAXATION TO VISIT NER, J&K, LADAKH & A&N

The Government has introduced a **Special Dispensation Scheme** under LTC to promote tourism and national integration.

This scheme allows **air travel even to non-air entitled employees** for visiting:

North-East Region (NER)

Jammu & Kashmir (J&K)

Ladakh

Andaman & Nicobar Islands (A&N)

This scheme was extended:

from **26-09-2022 to 25-09-2024**

CORE FACILITIES UNDER THE SCHEME

1. Conversion of **one Home Town LTC** to visit these regions
2. Air travel allowed to **non-entitled employees**
3. Journey by **private airlines permitted**

📌 **Exam Tip:** HT LTC → convert → air travel to NER/J&K/Ladakh/A&N.

CONVERSION RULE

All eligible Government servants can: convert **ONE Home Town LTC in a 4-year block** to visit: any place in these regions.

WHO CANNOT AVAIL

If: Home Town = Headquarters
conversion is **NOT allowed**.

WHEN HOMETOWN IS IN THESE REGIONS

If Home Town is in: NER / J&K / Ladakh / A&N then employee can: convert HT LTC to visit **any of the other three regions** except his own.

➤ Example:

Home Town = Guwahati (NER)
He can visit:
J&K / Ladakh / A&N
but not NER under conversion.

📌 **Exam Tip:** Own region → not allowed in conversion.

FRESH RECRUIT – SPECIAL PROVISION

Fresh recruit can: convert **one of the three Home Town LTCs** in a 4-year block.

ADDITIONAL SPECIAL BENEFIT FOR J&K / LADAKH

One **extra conversion** of Home Town LTC in a 4-year block is allowed for travel to:
Jammu & Kashmir
Ladakh

📌 **Exam Tip:** J&K/Ladakh → extra conversion.

MODE OF TRAVEL

FOR AIR-ENTITLED EMPLOYEES

They can: travel by air from Headquarters in their entitled class by any airline.

FOR NON-AIR-ENTITLED EMPLOYEES

They can travel by air in **Economy Class** in these sectors:

NER (North Eastern Region)

Kolkata ↔ NER
Guwahati ↔ NER

A&N (Andaman and Nicobar)

Kolkata / Chennai / Visakhapatnam ↔ Port Blair

J&K / LADAKH

Delhi / Amritsar ↔ J&K / Ladakh

JOURNEY UP TO RAILHEAD

From Headquarters to:
Kolkata / Guwahati / Delhi / Amritsar / Chennai / Visakhapatnam
must be as per normal entitlement (rail/bus).

DIRECT AIR TRAVEL – REIMBURSEMENT FORMULA

If a non-entitled employee travels: directly by air from HQ to destination then reimbursement will be:

(Rail fare HQ → nearest railhead)

+

Economy air fare railhead → destination

OR

Actual air fare

whichever is LESS.

➤ Numerical Example:

Delhi → Port Blair (direct flight)
Actual airfare = ₹12,000
Entitled rail fare Delhi → Chennai = ₹2,400
Air fare Chennai → Port Blair = ₹6,000

Reimbursement = ₹8,400 (not ₹12,000)

📌 **Exam Tip:** Direct air → railhead formula → whichever less.

AIR TICKET BOOKING CONDITION

Tickets must be booked only through:

Balmer Lawrie
Ashok Travels & Tours
IRCTC

Booking through any other agency: NOT permitted.

PRINT-OUT REQUIREMENT (VERY IMPORTANT FOR AUDIT)

Non-entitled employees taking direct flight must keep:
print-out of airfare of sector:
railhead → destination
for same time slot.
If not available: next available slot.
This is required to: calculate admissible reimbursement.

IF TRAVELLING BY AIR OUTSIDE THIS SCHEME

If a non-entitled employee travels by air: without using this scheme then reimbursement will be:
actual airfare
OR
entitled train/bus fare
whichever is LESS.

UNMARRIED GOVERNMENT SERVANTS

Unmarried employees eligible for Home Town LTC can:

convert **one HT LTC in a 4-year block** to visit:

NER / J&K / Ladakh / A&N.

📌 **Exam Tip:** Unmarried → also eligible for conversion.

WHERE AIR TRAVEL IS ALLOWED

Air travel is allowed whether the LTC is:
Against Home Town (after conversion)
OR

Against Anywhere in India LTC.

LTC – ADVANCE & CLAIM (RULE 15 & RELATED PROVISIONS)

1. AMOUNT OF LTC ADVANCE

A Government servant can draw **LTC advance up to 90% of the estimated fare.**

This advance can be taken for:

- ✓ self
- ✓ family
- ✓ both separately

For which journey?

Both onward and return journey → if total leave / absence ≤ 90 days

Only onward journey → if leave / absence > 90 days

➤ **Example**-Estimated total LTC fare = ₹40,000

Advance admissible = 90% of ₹40,000
= ₹36,000

If leave = 60 days → advance for both journeys allowed

If leave = 120 days → advance for onward journey only

📌 **Exam Tip:** LTC advance = 90% of fare.

2. TIME LIMIT FOR DRAWAL OF LTC ADVANCE

Journey by TRAIN

Advance can be drawn **within 125 days** before journey
(= 4 months + 5 days)

Journey by AIR / SEA / ROAD

Advance can be drawn **within 65 days** before journey.

➤ **Example** -Journey date → 30 June

Train → advance can be taken from **26 February onwards**

Air → advance can be taken from **26 April onwards**

📌 **Exam Tip:**

Train → 125 days

Air/Road/Sea → 65 days

3. SUBMISSION OF TICKET DETAILS

After drawing advance:

Employee must submit:

- ✓ PNR number
- ✓ ticket number
- ✓ booking proof

within 10 days.

Failure may lead to recovery action.

📌 **Exam Tip:** Ticket details → within 10 days.

4. ADVANCE FOR AIR TRAVEL – SPECIAL PROCEDURE

(A) Employees ENTITLED for air travel

They must submit:

- ✓ print-out from Authorized Travel Agent (ATA) website
- ✓ fare details
- ✓ 3-hour time-slot fare tracking
- ✓ at least 30 days before journey

This ensures advance is based on **correct lowest fare.**

(B) Employees NOT entitled for air travel

Case 1 – Normal LTC (not under special dispensation)

Advance will be based on: ➡ entitled rail/bus fare only.

Case 2 – Under Special Dispensation (NER / J&K / A&N / Ladakh)

Advance will be based on:

Rail fare:

HQ → nearest air-link railhead

PLUS

Air fare:

Railhead → destination

➤ Example

Delhi to Gangtok under special dispensation:

Advance calculation:

Rail fare: Delhi → Kolkata

+

Air fare: Kolkata → Bagdogra

📌 **Exam Tip:** *Non-entitled air travel → advance on rail fare basis.*

5. LTC CLAIM – TIME LIMIT

CASE 1 – WHEN ADVANCE IS TAKEN

Claim must be submitted:

➡ **within 1 month of return journey**

If claim NOT submitted in time

Then:

- ✓ entire advance recovered in one lump sum
- ✓ treated as LTC without advance
- ✓ penal interest charged

Penal Interest Rate:-

GPF interest + 2%

From: date of advance → date of recovery

Unutilized advance not refunded

Interest charged on: ➡ unspent amount

Genuine excess advance

If excess drawal due to:

- ✓ reasons beyond control

Then: Administrative Ministry may: ➡ waive interest.

➤ Example

Advance taken = ₹36,000

Actual claim = ₹32,000

Unspent = ₹4,000

If not refunded → interest charged on ₹4,000.

📌 **Exam Tip:** *Advance not adjusted → GPF + 2% interest.*

CASE 2 – WHEN NO ADVANCE IS TAKEN

Claim must be submitted:

➡ **within 3 months of return journey**

If not:

✗ claim forfeited.

📌 **Exam Tip:**

With advance → 1 month

Without advance → 3 months

6. RELAXATION OF TIME LIMIT

Time-limit can be relaxed by: Ministry / Department with:

- ✓ concurrence of Financial Advisor subject to justification.

7. IMPORTANT PRACTICAL FLOW

1. Apply for advance within time limit
2. Submit ticket details within 10 days
3. Perform journey
4. Submit claim within prescribed period
5. Refund excess advance (if any)

LTC – ESCORT, MISUSE & ENCASHMENT OF EARNED LEAVE

9. LTC FOR ESCORT

LTC for an escort is a **special concession** granted when a physically handicapped Government servant cannot travel alone.

CONDITIONS (ALL MUST BE FULFILLED)

1. **Nature of disability must require an escort**
The disability should be such that the employee **cannot travel independently**.
2. **No adult family member available**
If an adult family member is available and travels → escort **NOT allowed**.
3. **No other Government servant accompanies**
If another employee eligible for LTC travels with him → escort **NOT allowed**.
4. **Prior approval of Head of Department required for each journey**
5. **Railway / Bus concessions must be availed**

➤ **Example** -A visually impaired employee travels alone and has no adult family member.
HoD permits escort → escort's LTC is admissible.

📌 **Exam Tip:** *Escort LTC = disability + no adult family + HoD approval.*

10. MISUSE OF LTC

Misuse is treated as a **serious misconduct**.

DURING DISCIPLINARY PROCEEDINGS

1. LTC claim → **withheld**
2. Further LTC → **not allowed**

AFTER COMPLETION OF PROCEEDINGS

(A) IF EMPLOYEE IS FOUND NOT GUILTY

- ✓ Withheld claim is passed
- ✓ LTC denied earlier is restored as **additional sets in future blocks**

Condition: -These additional sets must be availed **before retirement**

(B) IF EMPLOYEE IS FOUND GUILTY

- ✗ Withheld claim rejected
- ✗ Next **two sets of LTC forfeited**
(one Home Town + one All India)
- In **grave cases** → more than two sets may be forfeited
 - disciplinary penalty

➤ Example

Misuse proved in 2024

Employee loses:

- 1 Home Town LTC
- 1 All India LTC

📌 **Exam Tip:** Misuse → minimum two LTC forfeited.

11. ENCASHMENT OF EARNED LEAVE DURING LTC

This is governed by **Rule 38-A of CCS (Leave) Rules**.

BASIC ENTITLEMENT

Encashment allowed:

- ✓ 10 days EL per occasion
- ✓ Maximum 60 days in entire career

IMPORTANT FEATURES

1. NO LINK WITH LEAVE AVAILED

Even if LTC taken on:

- ✓ CL
- ✓ EL
- ✓ HPL

Encashment still allowed.

2. NOT DEDUCTED FROM RETIREMENT ENCASHMENT LIMIT

It will **not reduce the 300 days ceiling** at retirement.

Encashment allowed: Within overall **60 days limit**
(including encashment during previous service)

10. IF LTC NOT AVAILED AFTER ENCASHMENT

Employee must:

- ✓ refund encashment amount
- ✓ pay interest (GPF rate + 2%)

Leave will be **re-credited**

➤ **Example** : Encashment taken = ₹25,000
GPF interest = 7.1%

3. MINIMUM LEAVE BALANCE CONDITION

After encashment:

EL balance must be **≥ 30 days**

➤ **Numerical Example** -EL at credit = 52 days

EL encashment = 10 days

Balance = 42 days ✓ allowed

EL at credit = 35 days

Encashment = 10 days

Balance = 25 days ✗ not allowed

📌 **Exam Tip:** After encashment → minimum 30 days EL must remain.

4. HUSBAND & WIFE BOTH GOVERNMENT SERVANTS

Both can encash: ✓ 60 days each (separately)

5. ENCASHMENT AVAILABLE FOR BOTH TYPES OF LTC

- ✓ Home Town LTC
- ✓ All India LTC

6. FAMILY TRAVELLING SEPARATELY

Within same block: Encashment allowed **only once**

7. WHEN LTC IS TAKEN THROUGH SPOUSE (PSU / RAILWAYS / AIRLINES)

Encashment **still allowed**.

8. RAILWAY EMPLOYEES (AILTC CASE)

On surrender of privilege pass: ✓ 10 days LAP encashment allowed

Spouse (Govt servant) → also eligible for 10 days encashment.

9. RE-EMPLOYED PENSIONERS

Interest payable = **9.1%**

📌 **Exam Tip:** No LTC after encashment → refund + 2% penal interest.

16. WELFARE MEASURES FOR CENTRAL GOVERNMENT EMPLOYEES

The Government of India has framed several **welfare measures** to ensure **financial protection and immediate assistance** to Central Government employees and their families, particularly during times of crisis such as **death while in service**, retirement, or injury while performing official duties.

This chapter mainly deals with:

1. **Immediate relief to family on death in service**
2. **Central Government Employees Group Insurance Scheme (CGEGIS), 1980**
3. **Ex-gratia lump-sum compensation for death in harness**

These provisions are **extremely important for examinations**, because questions are frequently asked on:

- Amount limits
- Time-lines
- Authority competent to sanction
- Nomination rules
- Recovery restrictions
- Missing employees
- Murder cases
- Differences between gratuity, insurance and ex-gratia

IMMEDIATE RELIEF TO FAMILY ON DEATH IN SERVICE

1. Meaning of Immediate Relief

When a Central Government employee **dies while still in service**, the Government provides **immediate monetary help** to the family so that urgent expenses can be met without waiting for formal pensionary benefits.

Quantum of Relief

The amount payable is:

Equal to two months' Basic Pay of the deceased employee, subject to a maximum ceiling of ₹25,000.

This is provided under **Appendix-2 of Pension Compilation**.

➤ **Example** -Suppose:

- Basic Pay = ₹11,000
- Two months' Basic Pay = ₹22,000

➡ Family will get **₹22,000**.

If:

- Basic Pay = ₹20,000
- Two months = ₹40,000

➡ Family will receive **₹25,000 only** (due to ceiling).

💡 **Exam Tip** -Always remember:

Rule	Amount
Immediate Relief	2 months Basic Pay
Maximum limit	₹25,000

2. Authority for Sanction and Timely Payment

The Government has emphasized that **no delay** should occur in granting this relief.

Who Sanctions the Payment?

It is sanctioned immediately by:

- **Head of Office**, OR
- **Lowest level Gazetted Officer** under whom the deceased was last working.

Source of Funds

Payment is to be made:

- From office imprest
- Or from any available funds
- Or by drawing money from the bank.

➤ **Example** -A clerk working under a Section Officer dies suddenly.

➡ The **Gazetted Officer** can sanction the relief **without waiting** for pension papers.

📌 **Exam Tip** -Question often asked:

Q. Is a formal application required from the family?

✓ **NO.**

Payment must be made **suo-motu** by the department.

3. Payment in Cash

Under OM dated **30-04-2021**, it has been clarified that:

DDOs are permitted to draw and disburse this amount in cash.

Practical Situation

If bank formalities are pending and the family needs urgent money:

➡ The DDO may pay the amount **in cash immediately**.

Exam Tip -Remember: **Cash payment is allowed** — rare in Government rules, so highly testable.

4. Person to Whom Relief is Payable

The payment is made:

If employee was under Pension Rules ➡ To same person(s) entitled to **death gratuity**.

If employee was CPF subscriber ➡ To same persons entitled to **CPF balance**.

➤ **Example** -An employee covered under CCS (Pension) Rules dies.

➡ Immediate relief goes to the **nominee for death gratuity**.

5. Undertaking to be Obtained

Before making payment, the department must obtain:

A written undertaking from each recipient that the advance will be **adjusted later** against final dues payable.

This is a safeguard for Government recovery.

Practical Case

Family gets ₹25,000 as immediate relief.

Later, death gratuity is sanctioned.

➡ ₹25,000 will be **adjusted** from that amount.

6. Officials on Foreign Service

If an employee dies while serving on **foreign service**:

➡ **Parent Department** may sanction the relief.

7. Adjustment of the Advance

The immediate relief is not a gift — it is **adjustable**.

It must be adjusted **within six months** against:

- Arrears of pay & allowances
- Leave salary
- Death gratuity
- GPF/CPF
- Any other dues.

📌 **Exam Tip** - Adjustment period = **6 months** — very frequently asked.

➤ CENTRAL GOVERNMENT EMPLOYEES GROUP INSURANCE SCHEME (CGEGIS), 1980

1. Object and Scope of the Scheme

The **Central Government Employees Group Insurance Scheme, 1980** is a compulsory social security scheme introduced to:

- provide **financial protection** to the family in case of **death while in service**, and
- ensure **lump-sum savings** to the employee on **retirement / resignation**.

The Scheme operates through **monthly compulsory deductions** from salary.

➤ **Example** -An employee retires after 30 years.

➡ Apart from pension & gratuity, he also receives a **lump-sum CGEGIS savings amount**.

If the employee dies during service:

➡ Family gets **insurance amount + savings accumulation**.

Exam Tip -CGEGIS is **mandatory** for Central Government employees.

2. Insurance Fund and Savings Fund

Each monthly subscription is divided into **two parts**:

Portion	Purpose
---------	---------

Savings Fund	Returned with interest on retirement/death
Insurance Fund	Used to pay insurance cover

Interest on Savings Fund is compounded **quarterly** at notified rates.

Example -If monthly deduction is ₹60:

- ₹42 → Savings Fund
- ₹18 → Insurance Fund (70:30 ratio).

📌 **Exam Tip** ➡ Apportionment Ratio = 70 : 30

➡ Interest = **Compounded quarterly**

3. Simplification of Payment on Retirement

To avoid delays in retirement benefits:

The Government directed that:

Savings Fund payment shall be released without waiting for verification of each month's CGEGIS deduction, provided service verification is complete.

This was issued under **GID Para 11.11**.

➤ **Example** -A retiree's service book is verified.

➡ Even if some CGEGIS deduction records are pending, **payment should not be withheld.**

➤ **Exam Tip** -This instruction is meant to **speed up retirement settlement.**

4. Membership Rules

When does membership start?

Employees are enrolled only from:

1st January every year

If appointment is on or after **2nd January**:

➡ Enrollment from **1st January of next year.**

Until then:

➡ Only **insurance cover** is available (no savings accumulation).

➤ **Example** -Employee joins on 15 March 2024.

➡ Member from 1 Jan 2025.

➡ March–Dec 2024 → Insurance only.

📌 **Exam Tip** -Membership always begins on **1st January**, not date of appointment.

NOTE – Re-employed Defence Personnel

Those already enjoying extended insurance cover under Armed Forces Scheme:

➡ Will join CGEGIS **only after that cover expires.**

5. Monthly Subscription & Insurance Cover

The Scheme divides employees into Groups **A, B, C, D** (now D merged into C in many cases).

Two categories:

✓ **Old Rates** (members as on 31-1-1989 who opted to continue)

✓ **Revised Rates** (members after 1-2-1989)

TABLE – SUBSCRIPTION & INSURANCE COVER

GROUP 'A'

Category	Monthly Subscription	Insurance Cover
Old Rate	₹80	₹80,000
Revised Rate	₹120	₹1,20,000

GROUP 'B'

Category	Monthly Subscription	Insurance Cover
Old Rate	₹40	₹40,000
Revised Rate	₹60	₹60,000

GROUP 'C' / erstwhile 'D'

Category	Monthly Subscription	Insurance Cover
Old Rate	₹20 / ₹10	₹20,000 / ₹10,000
Revised Rate	₹30 / ₹15	₹30,000 / ₹15,000

From Jan-2011 onward, erstwhile Group-D employees in GP ₹1800 pay **₹30** per month.

Exam Tip -Very popular MCQ:

Q. Subscription for Group 'B' at revised rate?

✓ ₹60 per month.

6. Promotion During the Year

If promoted **after 1st January**:

➡ Subscription increases only from **next 1st January**.

Once moved to higher group:

➡ Rate continues even if later reverted.

Illustration

Group-C employee promoted to Group-B on 2-1-2021.

➡ Till Dec 2021: ₹30 pm.

➡ From Jan 2022: ₹60 pm.

📌 **Exam Tip** - Increase in subscription **never mid-year**.

7. Recovery of Subscription

Subscription is recovered from:

➡ Salary for that month.

If death occurs before recovery:

➡ Deducted from payable dues.

8. Interest on Arrears

If arrears arise due to:

- Extraordinary leave → recovered in ≤ 3 instalments.
- Death during EOL → recovered **with 8% compound interest**.

No interest if delay is due to **salary delay**.

9. Benefits Payable Under the Scheme

The benefits differ depending on whether the employee:

- **retires / resigns**, or
- **dies while in service**, or
- **dies before becoming a member**.

(A) On Retirement / Resignation / Removal

The employee receives:

1. **Lump-sum from Savings Fund** for the entire membership in the lowest group; AND

2. **Additional lump-sum** for higher subscriptions due to promotion for the relevant period.

📌 **Example** -Employee joined as Group-C, later promoted to Group-B.

➡ On retirement:

- Savings Fund for Group-C period, plus
- Higher savings amount for Group-B period.

(B) Death While in Service

Nominee / legal heir will receive:

Component	Payable
Insurance Cover	✓
Savings Fund accumulation	✓
Extra amount due to promotion	✓

(C) Death Before Becoming Member

If death occurs before enrolment date:

➡ **Only Insurance Cover** is paid.

Exam Tip -PYQ favourite:

Q. What is payable if death occurs before CGEGIS membership begins?

✓ Only Insurance Cover.

10. To Whom the Amount is Payable (Nomination Rules)**When Valid Nomination Exists**

Payment is made strictly:

➡ to nominee(s) as specified.

Who Can Be Nominated?

If employee has a **family**:

➡ Nominee must be from family only.

A female employee may **exclude husband** by written notice.

Meaning of "Family"

Includes:

- Husband / wife / wives
- Parents
- Children
- Ward
- Minor brothers
- Unmarried sisters
- Deceased son's widow & children
- Paternal grandparents (if parents not alive)

If No Nomination Under CGEGIS

Then:

➡ Nomination under **GPF / CPF** may be accepted.

If No Nomination at All

Payment goes equally to:

- Widow / widows
- Minor sons
- Unmarried daughters.

Mother is natural guardian (non-Muslim).

For Muslims:

➡ Guardianship certificate required.

If none exist:

➡ Succession certificate from court.

Exam Tip - Nomination under CGEGIS → first priority.

GPF nomination → second priority.

Succession certificate → last.

11. Debarring an Eligible Person

If nominee is accused of:

➡ murdering the employee, or

➡ abetting murder,

then:

• Payment suspended till case decided.

• If convicted → disqualified permanently.

• If acquitted → paid **without interest**.

12. When Employee is Missing

If whereabouts not known despite police efforts:

Item	When Payable
Savings Fund	After 1 year
Insurance Cover	After 7 years

Proof required:

• Court decree, or

• presumption of death under Section 108, Evidence Act.

Subscriptions for:

• first 1 year fully,

• next 6 years insurance only,

➡ recovered from heirs.

📌 Exam Tip

⇔ Savings Fund → 1 year

⇔ Insurance → 7 years

13. Recovery of Government Dues

Government cannot adjust unrelated dues.

Only:

➡ CGEGIS dues or authorized recovery allowed.

14. Assignment of Insurance & Savings Fund

Member may assign both funds to:

➡ Recognised Financial Institution

Purpose:

• Housing loan

• Flat / house purchase or construction.

Approval:

➡ Head of Department.

EX-GRATIA LUMP-SUM COMPENSATION TO FAMILIES OF CENTRAL GOVERNMENT CIVILIAN EMPLOYEES WHO DIE IN HARNESS

(Under CCS – Extraordinary Pension Rules & related OMs)

1. Meaning and Purpose of Ex-Gratia Compensation

Ex-gratia lump-sum compensation is a **special humanitarian financial assistance** granted to the family of a Central Government civilian employee who **dies while performing bona fide official duties** under certain specified circumstances.

This payment is:

- **Not part of regular pensionary benefits**, and
- Is paid **in addition** to pension, gratuity, CGEGIS, GPF/CPF, etc.

Exam Tip - Ex-gratia ≠ gratuity or insurance.

It is **extra** and conditional upon **nature of death**.

2. Circumstances in Which Ex-Gratia is Admissible

Ex-gratia compensation is payable when death occurs due to:

Category	Situation
(a)	Accident during performance of duties
(b)	Terrorist / anti-social violence
(c)	Enemy action / border skirmishes / anti-militant action
(d)	Natural disaster / extreme climate at border posts

3. Quantum of Ex-Gratia Compensation

The amounts prescribed are:

Circumstance	Amount
Accident during duty	₹25 lakhs
Terrorist violence	₹35 lakhs
Enemy action / militancy	₹35 lakhs
High altitude / disaster duty	₹35 lakhs

Real-Life Illustration

A Border Roads employee dies in a landslide at a high-altitude post.

➡ Family receives **₹35 lakhs ex-gratia**, plus pension & CGEGIS.

Exam Tip - Highest ex-gratia = **₹35 lakhs**.
Terrorist / enemy action always attracts **₹35 lakhs**.

4. Requirement of Nexus With Government Duty

The death must have:

- ➡ **Direct causal connection** with official duty.
- Even if medical report unavailable:
- ➡ Circumstantial & direct evidence considered.
- ➡ Benefit of doubt given to claimant.

5. Cases Where Ex-Gratia is NOT Admissible

- ✗ Death while travelling on duty by:
- Commercial aircraft (national or private).

Example -Employee dies while travelling on duty in a commercial flight crash.

- ➡ Ex-gratia **not payable**.
- If same employee was in a **service aircraft**:
- ➡ Ex-gratia **payable**.

6. Railway Accident Cases

If employee dies in train accident while on duty:

- ➡ Ex-gratia payable, BUT
- ➡ reduced by compensation received from Railways.

7. No Ceiling From Relief Funds

🔑 Comparison Between Three Major Welfare Measures

Feature	Immediate Relief on Death	CGEGIS	Ex-Gratia Compensation
Nature	Temporary advance	Insurance + savings	Special humanitarian payment
When payable	Immediately after death in service	On death / retirement	Only for death in duty
Amount	2 months Basic Pay (max ₹25,000)	As per table	₹25–35 lakhs
Adjustable later?	✓ Yes	✗ No	✗ No
Requires nomination	No separate	Yes	Yes
Part of pension?	✗ No	✗ No	✗ No
Sanctioned by	Head of Office	Dept / Accounts	Ministry + FA

From **1-1-2006**, no ceiling exists for:

- PM Relief Fund
- CM Relief Fund

Such payments **do not reduce** Government ex-gratia.

8. Ex-Gratia in Addition to Other Benefits

This compensation is **over and above**:

- CCS (Extraordinary Pension)
- Liberalised Pension Awards
- CGEGIS
- GPF/CPF

9. Sanctioning Authority

The ex-gratia is sanctioned by:

- ➡ Administrative Ministry
- ➡ In consultation with Financial Adviser.

10. Nomination for Ex-Gratia Payment

Nomination is to be made in:

- ➡ **Form-1**.

Rules applicable:

- ➡ Same as gratuity under CCS (Pension) Rules.

Important:

- ✗ Nominee must be family only.
- ✗ No outsider allowed.

If no valid nomination:

- ➡ Paid equally to family as per gratuity rules.

🔑 **Exam Tip** - Ex-gratia nomination follows **gratuity rules**, not CGEGIS

YOUBOX STUDY

ABOUT THE AUTHOR

This book has been developed with the objective of simplifying complex government rules, financial regulations, service matters, and constitutional provisions for aspirants as well as working professionals.

The content has been carefully curated after an in-depth analysis of official manuals, statutory provisions, and examination trends, and is presented in a structured, concise, and exam-oriented manner. Emphasis has been placed on clarity, accuracy, and practical understanding so that readers can effectively apply the concepts in both examinations and professional settings.

This work represents a sincere effort to bridge the gap between theoretical knowledge and its practical application in government offices and institutions.

ABOUT THIS VOLUME

Volume II focuses on the core aspects of government service, covering essential rules, administrative procedures, and key provisions relevant for various competitive and departmental examinations.

NOTE TO READERS

Readers are advised to stay updated with the latest government orders, circulars, and amendments, as rules and provisions are subject to change from time to time.

Wishing you success in your examinations and professional journey.

Mr. Sidharth Singh

YOUBOX STUDY