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CHAPTER - I

HISTORICAL BACKGROUND
Historical Background

Visvesvaraya National Institute of Technology, Nagpur is one of the thirty National Institutes of Technology in the country. The Govt. of India conferred on the Institute, the Deemed to be University status (under University Grants Commission Act, 1956 (3 of 1956)) with effect from 26th June 2002. Subsequently, the Central Govt. by Act of Parliament (National Institutes of Technology Act, 2007 (29 of 2007)) declared VNIT Nagpur as an Institute of National Importance along with all other NITs. The Act was brought into force from 15th August 2007.

Earlier, the Institute was known as Visvesvaraya Regional College of Engineering (VRCE). It was established in the year 1960 under the scheme sponsored by Govt. of India and Govt. of Maharashtra. The college was started in June 1960 by amalgamating the State Govt. Engineering College functioning at Nagpur since July 1956. In the meeting held in October 1962, the Governing Board of the College resolved to name it after the eminent engineer, planner, and statesman of the country Sir M. Visvesvaraya.

The prime objective of establishing Regional Engineering Colleges was to impart quality technical education throughout the country and foster national integration. The College started functioning in 1960 from camp office in the premises of Govt. Polytechnic, Sadar, Nagpur and subsequently an area of about 214 acres was acquired to house an independent Regional Engineering College at present location.
CHAPTER II

ORGANIZATION STRUCTURE
CHAPTER – III

CLASSIFICATION OF POSTS
## Classification of Posts

<table>
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<tr>
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<th>Description of Posts (Central Civil Posts carrying the following grade pays/pay levels)</th>
</tr>
</thead>
<tbody>
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<td>Group A (Teaching)</td>
<td>AGP HAG (Pay Level -15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGP Rs. 10500/- (Pay Level -14A)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGP Rs. 10000/- (Pay Level -14)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGP Rs. 9500/- (Pay Level-13A2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGP Rs. 9000 (Pay Level-13A1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGP Rs. 8000/- (Pay Level -12)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGP Rs. 7000/- (Pay Level-11)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGP Rs. 6000/- (Pay Level -10)</td>
</tr>
<tr>
<td>2</td>
<td>Group A (Non-Teaching)</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>GP Rs. 8700/- (Pay Level-13)</td>
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<td>GP 7600(Pay Level-12)</td>
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<td></td>
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<td>3</td>
<td>Group B(Non-Teaching)</td>
<td>GP Rs. 5400/- (Pay Level-9)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GP Rs. 4800/- (Pay Level-8)</td>
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<tr>
<td></td>
<td></td>
<td>GP Rs. 4600/- (Pay Level-7)</td>
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<tr>
<td></td>
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</tr>
<tr>
<td>4</td>
<td>Group C(Non-Teaching)</td>
<td>GP Rs. 2800/- (pay level -5)</td>
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<tr>
<td></td>
<td></td>
<td>GP Rs. 2400/- (pay level -4)</td>
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<td>GP Rs. 2000/- (pay level -3)</td>
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<td></td>
<td></td>
<td>GP Rs. 1900/- (pay level -2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GP Rs. 1800/- (pay level 1)</td>
</tr>
</tbody>
</table>
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CHAPTER IV

RECRUITMENT RULE 2019
No.F.35-5/2018-TS.III
Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi
dated, the 4th April, 2019

To

The Director of all the NITs.

Subject: Implementation of Recruitment Rules for Non-Teaching Staff of NITs based on the recommendations of Oversight Committee - regarding.

Sir \ Madam,

I am directed to refer to this Ministry's letter of even number dated 20th February, 2019 vide which the recommendations of the Oversight Committee along with the guidelines / instructions and the new Recruitment Rules (2019) for Non-Teaching Staff of the National Institute of Technology (NITs) have been communicated for implementation after adoption by the Board of Governors of all the NITs.

2. Subsequent to issue of new Non-Teaching RRs (2019), signed set of Annexure referred in letter of even number dated 20th February, 2019 is attached with this communication for ready reference. In addition to above, it has been decided to reiterate point (i) in para 3 of letter No.F.33-2/2012-TS.III dated 20th December, 2017, which reads as under:-

“For the promotion of Non-Teaching employees who were recruited before the implementation of above mentioned RRs issued on 5th February, 2014 and 20th December, 2017, respectively, will continue to be governed by the same educational qualifications, which were prevalent before the respective RRs. However, such employees will have to undergo requisite skill test / trade test for future promotion(s) and upgradation.

Those who have been recruited as per the RRs issued on 5th February, 2014 and 20th December, 2017, respectively, will continue to be governed by the same.”

...contd./-
4. All the Institutes are advised to adopt the new Recruitment Rules (2019) of Non-Teaching Staff as referred in attached Annexure and strictly adhere to RRs (2019) and guidelines / instructions in tandem with the communication dated 20th February, 2019.

Yours faithfully,

(K. Rajan)

Under Secretary to the Government of India

Encl.: Annexure.

Copy for information to:-

1. The Chairperson, Board of Governors of all NITs.
2. PS to Hon’ble HRM.
3. PS to Hon’ble MoS (SPS).
4. Sr. PPS to Secretary (HE), MHRD.
5. PS to Additional Secretary (TE), MHRD.
6. PS to Deputy Director General (HE), MHRD.
7. The Registrars of all the NITs - with a request to update the information on the website of the respective NITs.
8. Guard File.

(K. Rajan)

Under Secretary to the Government of India
Tel: 23384159
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<td>3</td>
<td>Deputy Registrar</td>
<td>5 - 6</td>
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<td>4</td>
<td>Assistant Registrar</td>
<td>7 - 8</td>
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<tr>
<td>5</td>
<td>Librarian</td>
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<tr>
<td>6</td>
<td>Deputy Librarian</td>
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<td>Assistant Librarian</td>
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<td>8</td>
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<td>Senior Student Activity &amp; Sports (SAS) Officer</td>
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<td>Student Activity &amp; Sports (SAS) Officer</td>
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<tr>
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<td>28 - 29</td>
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<td>23</td>
<td>Technical Assistant</td>
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<td>25</td>
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[DOE 2000/12/15, Pay Awards & Cadre vs Non Faculty RRs (2016).docx]
<table>
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<th>RRs for the Posts</th>
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<td>Pharmacist (Selection Grade - II)</td>
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<td>33</td>
<td>Pharmacist (Selection Grade - I)</td>
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<td>Senior Assistant</td>
<td>74 - 75</td>
</tr>
<tr>
<td>36</td>
<td>Assistant (Selection Grade - II)</td>
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</tr>
<tr>
<td>37</td>
<td>Assistant (Selection Grade - I)</td>
<td>78 - 79</td>
</tr>
<tr>
<td>38</td>
<td>Superintendent</td>
<td>80 - 81</td>
</tr>
<tr>
<td>39</td>
<td>Senior Superintendent</td>
<td>82 - 83</td>
</tr>
<tr>
<td>40</td>
<td>Superintendent (Selection Grade - II)</td>
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<td>Senior Stenographer</td>
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<td>44</td>
<td>Stenographer (Selection Grade - II)</td>
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<td>Stenographer (Selection Grade - I)</td>
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<td>46</td>
<td>Personal Assistant</td>
<td>95</td>
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<tr>
<td>47</td>
<td>Senior Personal Assistant</td>
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<tr>
<td>48</td>
<td>Private Secretary</td>
<td>98 - 99</td>
</tr>
<tr>
<td>49</td>
<td>Office Attendant / Lab Attendant</td>
<td>100</td>
</tr>
<tr>
<td>50</td>
<td>Senior Office Attendant / Senior Lab Attendant</td>
<td>101</td>
</tr>
<tr>
<td>51</td>
<td>Office Attendant (SG - II) / Lab Attendant (SG - II)</td>
<td>102</td>
</tr>
<tr>
<td>52</td>
<td>Office Attendant (SG - I) / Lab Attendant (SG - I)</td>
<td>103</td>
</tr>
</tbody>
</table>

*.*.*.*
Recruitment Rules for the Non-Teaching posts in National Institutes of Technology (NITs)

1. **Short title and commencement:** These rules may be called the NITs Non-Teaching Recruitment Rules, 2019. These shall come into force from the date of their acceptance/adoption by the Board of Governors of the concerned Institute.

2. **Definitions:** In these rules, unless the context otherwise requires;
   2) “Statutes” means the First Statutes of the NITs and the Statutes subsequently framed by the respective NIT or framed by the Ministry of Human Resource Development.
   3) “Service Rules” means Service Rules of the respective NIT.

3. **Method of Recruitment and other matters:** The method of recruitment and other matters relating to the post of non-teaching shall be specified in the Annexure attached to these rules.

4. **Disqualification:** No person,
   
   (i) Who had entered into or contracted a marriage with a person having a spouse living; or
   
   (ii) Who having a spouse living, has entered into or contracted a marriage with any person.

   shall be eligible for appointment to the said post;
provided that the Board of Governors may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there were other grounds for so doing, exempt any person from the operation of this rule.

5. **Saving:** Nothing in these rules shall affect reservations, relaxations of the age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard. These rules shall also not affect the recruitments already made; but any appointment or promotion proposed to be made or made subsequent to the notification of these Recruitment Rules will be governed by these Recruitment Rules.

6. **Other conditions of service:** The other conditions of service of the non-teaching official for which no specific provisions have been made in these rules shall be regulated in accordance with such rules as are, from time to time, applicable as per the First Statutes of the NITs and the subsequent amendments. For matters not covered by the Statutes, the corresponding Central Government Rules shall be applicable.

7. **Qualifications and other requirements of Selection:** Qualifications and other requirements of recruitment various non-teaching posts are given in detail in the Annexure.

8. These rules are bare minimum and the Board of Governors can however fix higher benchmarks, higher than the prescribed, in consultation with the Council of NITSER.
### Annexure

**Recruitment Rules (2019) for the post of Registrar in NITs**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Registrar</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>01</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - A</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB 4 (Rs.37400-67000) with Grade Pay of Rs.10000/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit</td>
<td>56 years</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment: whether by direct recruitment or by promotion or by</td>
<td>Deputation (including Short Term Contract) for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.</td>
</tr>
<tr>
<td></td>
<td>deputation or transfer &amp; percentage of the vacancies to be filled by</td>
<td></td>
</tr>
<tr>
<td></td>
<td>various methods</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by deputation / transfer, grades from which</td>
<td>Deputation (including Short Term Contract), Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU:-</td>
</tr>
<tr>
<td></td>
<td>deputation / transfer to be made</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Educational Qualification &amp; Experience:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Essential</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Educational Qualification:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Masters' degree with at least 55% Marks or its equivalent grade 'B' in the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UGC 7 point scale from a recognized University/Institute.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Experience:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>i)  Holding analogous post.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) At least 15 year's experience as Assistant Professor in the AGP of 7000/- and above</td>
<td></td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
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<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or with 8 years of service in the AGP of 8000/- and above including as Associate Professor along with 3 years experience in educational administration, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) Comparable experience in research establishment and /or other institutions of higher education, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Desirable:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) Qualification in area of Management / Engineering /Law.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Experience in computerized administration / legal / financial / establishment matters.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
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</table>
# Recruitment Rules (2019) for the post of DEPUTY REGISTRAR in NITs

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<th>Criteria</th>
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<td>Name of the Post</td>
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</tr>
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<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group -A</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB 3 (Rs.15600-39100/-) with Grade Pay of Rs.7600/-. After five years of service as Deputy Registrar with Grade Pay of Rs.7600/- an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade in PB-4 (Rs.37400 - 67000/-) with Grade Pay of Rs.8700/- and re-designated as Joint Registrar (personal to the incumbent).</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not exceeding 50 years</td>
</tr>
</tbody>
</table>
| 7.     | Educational and other qualifications required for direct recruits | **Essential:**

**Educational Qualification:**
Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University/Institute.

**Experience:**
i) 9 years experience of Assistant Professor in the AGP of Rs.6000/- and above with 3 years of experience in educational administration, or
ii) Comparable experience in research establishment and/or other institutions of higher education, or
iii) 5 years of administrative experience as Assistant Registrar in the Grade Pay of Rs.5400/- or equivalent post.

**Desirable:**
i) Qualification in area of Management / Engineering /Law.
ii) Experience of working in E-Office system.
iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit).
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| 8.     | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age bar: Not applicable  
Educational qualification: No, but must possess at least Master's degree in any discipline or equivalent from a recognized University / Institute. |
| 9.     | Period of probation, if any | 1 year for direct recruits as per NIT Statutes. |
| 10.    | Method of Recruitment: whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods | 75% Direct Recruitment failing which by deputation (including Short Term contract)  
25% on promotion failing which by deputation (including Short Term contract) |
| 11.    | In case of recruitment by promotion / deputation, grades from which promotion / deputation to be made | Promotion:  
Assistant Registrar with a regular service at least 10 years, with at least 5 years with GP of Rs.6600/- and working performance record (APAR).  
Deputation (including Short Term Contract):  
Officers from the Central/ State Government or Institute of national importance or Universities / University level Institution or PSU / Industry:  
a) i) holding analogous post or  
ii) 10 years of administrative experience at the level of Assistant Registrar in the Grade Pay of Rs.5400/- or in the combination of Grade Pay of Rs.5400/- or Rs.6600/- or its equivalent.  
b) Possessing educational qualification as prescribed in Row 7 |
<p>| 12.    | If DPC exists, what is its composition | As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes. |
| 13.    | Circumstances in which UPSC is to be consulted in making recruitment | Not Applicable |</p>
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Assistant Registrar</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - A</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB: 3 (Rs.15,600-39,100) with Grade Pay of Rs.5400/-  After five years of service as Assistant Registrar with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation.</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>
| 6.    | Age limit for direct recruits                       | Not exceeding 35 years  
Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government. |
| 7.    | Educational and other qualifications required for direct recruits | Essential:  
Educational Qualification & Experience:  
Master’s degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute.  
Or  
Employees serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service with Master’s degree.  
Desirable:  
i) Qualification in area of Management / Engineering / Law.  
ii) Experience of working in E-Office system.  
iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts). |
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| 8.    | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age bar: Not applicable  
Educational qualification: No, but must possess at least Master’s degree in any discipline or its equivalent from a recognized University/Institute |
| 9.    | Period of probation, if any                                                 | 1 year for direct recruits as per NIT Statutes.                                                                                                                                                    |
| 10.   | Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods | 75% Direct recruitment failing which by deputation (including Short Term contract)  
25% by Promotion failing which by deputation (including Short Term contract).                                |
| 11.   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Promotion:  
Employees of the Institute serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service and working performance record (APAR), through prescribed test and interview.  
Deputation (including Short Term Contract):  
Officers from the Central / State Governments or Institute of national importance or Universities / University level Institution or Govt. laboratory or PSU  
a) Holding analogous post and  
b) Possessing educational qualification as prescribed in Row 7. |
| 12.   | If DPC exists, what is its composition                                      | As per the provisions contained in the NITSER Act, 2007, the First Statutes and the subsequent Statutes.                                                                                              |
| 13.   | Circumstances in which UPSC is to be consulted in making recruitment        | Not Applicable                                                                                                                        |
## Recruitment Rules (2019) for the post of LIBRARIAN in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Librarian</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - A</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB 4 (Rs.37400-67000) with GP of Rs.10000/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>56 years</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td><strong>Educational Qualification and Experience:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Essential:</strong></td>
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<td></td>
<td></td>
<td><strong>Educational Qualification:</strong></td>
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<tr>
<td></td>
<td></td>
<td>Master’s Degree in Library Science/ Information Science/Documentation with CGPA of 6.5 in 10 points scale or at least 60% marks or its equivalent grade of ‘B’ in the UGC seven point scale and a consistently good academic record set out in these Regulations.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Experience:</strong></td>
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<tr>
<td></td>
<td></td>
<td>i) holding analogous post or</td>
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<tr>
<td></td>
<td></td>
<td>ii) At least ten years’ experience as a Deputy Librarian in the library of technical University, educational institute of national importance, or any other large technical library at least 3 years being spent on a post in PB-4 (Rs.37400 - 67000/-) with GP of Rs.8700/- or an equivalent post.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) Experience (supported with evidence) of innovative Library service and commitment for computerization of library.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Desirable:</strong></td>
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<td></td>
<td></td>
<td>Higher degree (Ph. D. or equivalent) in a relevant Discipline directly relevant to Library Science/ Information Science/Documentation.</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promtees</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
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<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 year for direct recruits as per NIT Statutes.</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by</td>
<td>100% Direct recruitment failing which by Deputation (including Short Term Contract) for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.</td>
</tr>
<tr>
<td></td>
<td>deputation or transfer &amp; percentage of the vacancies to be filled by various</td>
<td>Note: Age Limit :- not exceeding 56 years</td>
</tr>
<tr>
<td></td>
<td>methods</td>
<td>Deputation (including Short Term Contract): Officers from the Central/ State Government or Institutes of national importance or universities/ University level institution or PSU; and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) i) holding analogous post or ii) With at least 3 years service in posts in PB-4 (Rs.37400-67000/-) with GP of Rs.8700/- or AGP of Rs.9000/- or its equivalent and having experience of innovative Library service and commitment for computerization of library.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Possessing educational qualification and experience as prescribed in Row 7.</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion/deputation/absorption, grades from which</td>
<td>Desirable: Higher degree (Ph. D. or equivalent) in a relevant Discipline directly relevant to Library Science/ Information Science/Documentation.</td>
</tr>
<tr>
<td></td>
<td>promotion/deputation/deputation/transfer to be made</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
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<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Deputy Librarian</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - A</td>
</tr>
</tbody>
</table>
| 4.    | Scale of pay (Grade Pay, Band Pay)     | PB 3 (Rs.15,600 - 39,100/-) with GP of Rs.7600/- After Five years of service as Deputy Librarian with GP of Rs.7600/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade in PB-4 (Rs.37400 - 67000/-) with GP of Rs.8700/- with the same designation. Note: Those who are already appointed on AGP of Rs.8000/- may continue with same AGP as recommended by the Selection Committee till 5 yrs of their service. Already appointed on AGP of Rs.8000/- shall move to GP of Rs.8700/- instead of AGP of Rs.9000/- (As there is no GP exist at Rs.8000/- and Rs.9000/- in Non-Teaching) after 5 yrs of their service. No further recruitment will be made on AGP of Rs.8000/-.
| 5.    | Whether Selection Post or non-Selection Posts | Not applicable                                                                                                                                                                                         |
| 6.    | Age limit for direct recruits           | Not exceeding 50 years                                                                                                                                                                                  |
| 7.    | Educational and other qualifications required for direct recruits | **Educational Qualification & Experience:**  
**Essential:**  
**Educational Qualification:**  
(i) Master’s Degree in Library Science/Information Science/Documentation with CGPA of 6.5 in 10 points scale or at least 60% of the marks or its equivalent grade of ‘B’ in the UGC seven point scale and a consistently good academic record.  
(ii) Qualifying in the national level test such as NET / SLET / SET conducted for the purposed by the UGC or any other agency approved by the UGC.  
**Experience:**  
Five years’ experience as an Assistant University Librarian / College Librarian or an equivalent post with GP of Rs.5400/- or above. |
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<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>Desirable:</strong></td>
<td>i) Experience (supported with evidence) of innovative Library service and commitment for computerization of library.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Higher degree (Ph.D. or equivalent) in a relevant Discipline directly relevant to Library Science / Information Science / Documentation.</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Age bar: Not applicable Educational qualification: No, but must possess at least Master’s degree in Library Science / Information Science / Documentation Science or equivalent from a recognized University / Institute.</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 year for direct recruits as per NIT Statutes.</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>50% Direct recruitment, failing which by deputation (including Short Term contract).</td>
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<td></td>
<td></td>
<td>50% by promotion failing which by deputation (including Short Term contract).</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made.</td>
<td><strong>Promotion:</strong> From Assistant Librarian with a regular service of at least 10 years with relevant experience out of which at least 5 years should be with GP of Rs.6600/- or AGP of Rs.7000/- and working performance record(APAR).</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Deputation (including Short Term Contract):</strong> Officers from the Central/ State Government or Institutes of national importance or universities/ University level institution or PSU:</td>
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<tr>
<td></td>
<td></td>
<td>a) i) holding analogous post or;</td>
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<tr>
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<td></td>
<td>ii) 10 years of experience at the level of Assistant Librarian in the Grade Pay of Rs.5400/- or in combination of Grade Pay of Rs.5400/- or Rs.6600/- or its equivalent.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Possessing educational qualification as prescribed in Row 7.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
Recruitment Rules (2019) for the post of ASSISTANT LIBRARIAN in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Assistant Librarian</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - A</td>
</tr>
</tbody>
</table>
| 4.    | Scale of pay (Grade Pay, Band Pay)              | PB 3 (Rs.15,600 - 39,100) with GP of Rs.5400/-. After Five years of service as Assistant Librarian with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation. Note: Those who are already appointed on AGP of Rs.6000/- may continue with same AGP as recommended by the Selection Committee till 5 yrs of their service. Already appointed on AGP of Rs.6000/- shall move to GP of Rs.6600/- instead of AGP of Rs.7000/- (As there is no GP exist at Rs.6000/- and Rs.7000/- in Non-Teaching) after 5 yrs of their service. No further recruitment will be made on AGP of Rs.6000/-.
| 5.    | Whether Selection Post or non-Selection Posts   | Not applicable                                                           |
| 6.    | Age limit for direct recruits                   | Not exceeding 35 years                                                  |
|       | Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government |
| 7.    | Educational and other qualifications required for direct recruits | **Educational Qualification & Experience:**  
**Essential:**  
**Educational Qualification:**  
(i) Master’s Degree in Library Science / Information Science / Documentation Science with at least 60% marks or an equivalent Professional degree or its equivalent with equivalent grade (6.5 in 10 point scale) or its equivalent grade of ‘B’. in the UGC seven point scale and a consistently good academic record with superior knowledge of computerized library service.  
(ii) Qualifying in the national level test such as NET/SLET/SET conducted for the purposed by the UGC or any other agency approved by the UGC. |
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes</td>
<td>Desirable: 1) PG Diploma in Library Automation and Networking or PGDCA or equivalent. 2) Candidate with higher degree (Ph. D. or equivalent) in a relevant Discipline shall be preferred.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Age bar: Not applicable. Educational qualification: No, but must possess at least Master's degree in Library Science / Information Science / Documentation Science or equivalent from a recognized University / Institute.</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 year for direct recruits as per NIT Statutes.</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment: whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>75% Direct recruitment, failing which by deputation (including Short Term contract). 25% by Promotion failing which by deputation (including Short Term contract).</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made</td>
<td>Promotion: Promotion from the post of Library &amp; Information Assistant (SG-II) with GP of Rs. 4800/- with 5 years regular service or Library and Information Assistant (SG-I) with GP of Rs. 5400/- with 2 years regular service and working performance record, through prescribed test and interview. Deputation (including Short Term Contract): Officers from the Central / State Government of Institutes of national importance or Universities / University level Institution or PSU: a) Holding analogous post, and b) Possessing educational qualification as prescribed in Row 7.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

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Recruitment Rules (2019) for the post of PRINCIPAL STUDENTS ACTIVITY & SPORTS (SAS) OFFICER in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Principal SAS Officer</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - A</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB 4 (Rs.37400-67000) with Grade Pay of Rs.10000/- ###</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>56 years</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Educational qualification and Experience:</td>
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<tr>
<td></td>
<td></td>
<td><strong>Essential:</strong></td>
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<tr>
<td></td>
<td></td>
<td><strong>Educational qualification:</strong></td>
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<td></td>
<td></td>
<td>(i) Master’s Degree in Physical Education or Master’s Degree in Sports Science with at least 60% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute;</td>
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<tr>
<td></td>
<td></td>
<td>(ii) Record of having represented the University / College at the inter - University / Inter - collegiate competitions or state and / or national championships;</td>
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<td></td>
<td>(iii) Qualifying in the national - level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.</td>
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<td></td>
<td>(iv) Record of organizing such events as student’s convener or in later part of life.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Experience:</strong></td>
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<td></td>
<td></td>
<td>a) i) holding analogous post or</td>
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<td></td>
<td></td>
<td>ii) With at least 15 years service in post as SAS Officer or equivalent out of which 3 years should be as Senior SAS Officer in PB-4 with GP of Rs.8700/- or AGP of Rs.9000/- .</td>
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<tr>
<td></td>
<td></td>
<td><strong>Desirable:</strong></td>
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<tr>
<td></td>
<td></td>
<td>i) Experience in guiding group of students in creative activities.</td>
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<td></td>
<td>ii) Candidate with higher degree (Ph.D. or</td>
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<td>Sl. No.</td>
<td>Particular</td>
<td>Criteria</td>
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<td>equivalent) in a relevant Discipline shall be preferred.</td>
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<td></td>
<td>iii) Record of strong involvement and proven track record of participation in sports and drama / music / films / painting / photography / journalism / event management or other student activities during college / University studies.</td>
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<tr>
<td></td>
<td></td>
<td>Not Applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 year as per NIT Statutes for direct recruits.</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% Direct Recruitment failing which on Deputation (including Short Term Contract) for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Deputation (including Short Term Contract): Officers from the Central/ State Government or Institutes of national importance or universities/ University level institution or PSU:</td>
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<td></td>
<td></td>
<td>Experience:</td>
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<td></td>
<td></td>
<td>a) i) holding analogous post or</td>
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<tr>
<td></td>
<td></td>
<td>ii) With at least 15 years service in post as SAS Officer or equivalent out of which 3 years should be as Senior SAS Officer in PB-4 with GP of Rs.8700/- or AGP of Rs.9000/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Possessing Educational qualification and Experience as prescribed in Row 7.</td>
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<tr>
<td></td>
<td></td>
<td>Desirable:</td>
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<tr>
<td></td>
<td></td>
<td>i) Experience in guiding group of students in creative activities.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Candidate with higher degree (Ph.D. or equivalent) in a relevant Discipline shall be preferred.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) Record of strong involvement and</td>
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</table>

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<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>proven track record of participation in</td>
<td>sports and drama / music / films / painting / photography / journalism / event management or other student activities during college / University studies.</td>
</tr>
<tr>
<td></td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statute.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted</td>
<td>Not Applicable.</td>
</tr>
<tr>
<td></td>
<td>in making recruitment</td>
<td>Subject to creation of post if not sanctioned in the past.</td>
</tr>
</tbody>
</table>
Recruitment Rules (2019) for the post of SENIOR STUDENTS ACTIVITY & SPORTS (SAS) OFFICER in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Senior Students Activity &amp; Sports (SAS) Officer</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - A</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB 3 (Rs.15600-39100) with Grade Pay of Rs.7600/-.. After Five years of service as SAS Officer with GP of Rs.7600/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade in PB-4 with GP of Rs.8700/- with the same designation. Note: Those who are already appointed on AGP of Rs.8000/- may continue with same AGP as recommended by the Selection Committee till 5 yrs of their service. Already appointed on AGP of Rs.8000/- shall move to GP of Rs.8700/- instead of AGP of Rs.9000/- (As there is no GP exist at Rs.8000/- and Rs.9000/- in Non-Teaching) after 5 yrs of their service. No further recruitment will be made on AGP of Rs.8000/-.</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not exceeding 50 years</td>
</tr>
</tbody>
</table>
| 7.    | Educational and other qualifications required for direct recruits | **Educational qualification and Experience:**  
**Essential:**  
**Educational qualification:**  
(i) Master’s Degree in Physical Education or Master’s Degree in Sports Science or equivalent degree with at least 60% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute.;  
(ii) Record of having represented the University / College at the Inter University / Inter- Colleague competitions or state and / or national championships;  
(iii) Qualifying in the national - level test conducted for the purpose by the UGC. |
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations. (iv) Record of organizing such events as student’s convener or in later part of life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Experience:</td>
</tr>
</tbody>
</table>
|       |                                                                             | a) i) holding analogous post or
<p>|       |                                                                             | ii) At least 5 years of experience as SAS Officer or an equivalent post in PB-3, with GP of Rs.5400/- or above on an equivalent post in the University / Institute of National Importance / Central / State Govt. or similar organization having strong involvement and proven track record in organizing sports and drama / music / films / painting / photography / journalism / event management or other student activities. |
|       |                                                                             | Desirable:                                                                                                                                  |
|       |                                                                             | i) Experience in guiding group of students in creative activities.                                                                          |
|       |                                                                             | ii) Candidate with higher degree (PhD or equivalent) in a relevant Discipline shall be preferred.                                              |
|       |                                                                             | iii) Record of strong involvement and proven track record of participation in sports and drama / music / films / painting / Photography / journalism event management or other student / event management activities during college / University studies. |
| 8.    | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age bar: Not applicable Educational qualification: No, but must possess at least Master’s degree in Physical education or Sports Science or equivalent from a recognized University/ Institute |
| 9.    | Period of probation, if any                                                  | 1 year for direct recruits as per NIT Statutes.                                                                                               |
| 10.   | Method of Recruitment whether by direct recruitment or by deputation (including Short Term contract). | 50% Direct Recruitment, failing which by deputation (including Short Term contract).                                                         |</p>
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>50% by promotion failing which by deputation (including Short Term contract).</td>
</tr>
</tbody>
</table>
| 11.   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Promotion:  
SAS Officer with regular service of 10 years, out of which 5 years with GP of Rs.6600/- or its equivalent and working performance record (APAR).  
Deputation (including Short Term Contract):  
Officers from the Central/ State Government or Institutes of national importance or universities/ University level institution or PSU:  
   a) i) holding analogous post or  
   ii) With at least 10 years service as SAS Officer or an equivalent post in PB-3, GP of Rs.5400/- or in combination of Grade Pay of Rs.5400/- or Rs.6600/- or its equivalent post  
   b) Possessing educational qualification as prescribed in Row 7. |
| 12.   | If DPC exists, what is its composition                                      | As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statute.                                                                                                        |
| 13.   | Circumstances in which UPSC is to be consulted in making recruitment        | Not Applicable                                                                                                                                                                                          |
Recruitment Rules (2019) for the post of STUDENTS ACTIVITY & SPORTS (SAS) OFFICER in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Students Activity &amp; Sports (SAS) Officer</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - A</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of pay (Grade Pay, Band Pay)</td>
<td>PB : 3 (Rs.15,600 - 39,100/-) with Grade Pay of Rs.5400/- . After Five years of service as SAS Officer with GP of Rs5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation. (Those who are already appointed on AGP of Rs.6000/- may continue with same AGP as recommended by the selection committee till 5 yrs of their service. Already appointed on AGP of Rs.6000/- shall move to GP of Rs.6600/- instead of AGP of Rs.7000/- (As there is no GP exist at Rs.6000/- and Rs.7000/- in Non-Teaching) after 5 yrs of their service. No Further Recruitment will be made on AGP of Rs.6000/- the existing column may be replaced as: PB 3 (Rs.15,600 - 39,100) with GP of Rs.5400/- . After Five years of service as SAS Officer with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation.)</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>35 years</td>
</tr>
<tr>
<td></td>
<td>Note:- Relaxable for Departmental Candidates</td>
<td>Upto five years in accordance with the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>instructions or orders issued by the Central</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Government</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required</td>
<td>Educational qualification and Experience:</td>
</tr>
<tr>
<td></td>
<td>for direct recruits</td>
<td>Essential:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educational qualification:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master’s Degree in Physical Education or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master’s Degree in Sports Science or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>equivalent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>degree with at least 60% marks or its</td>
</tr>
<tr>
<td></td>
<td></td>
<td>equivalent Grade in the CGPA / UGC point</td>
</tr>
<tr>
<td></td>
<td></td>
<td>scale with good academic record from a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>recognized University /</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Institute.</td>
<td>Record of having represented the University / College at the inter-University/Inter-Collegiate competitions or the State and/or national championships; Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.</td>
</tr>
<tr>
<td></td>
<td>Desirable:</td>
<td>i) Experience in guiding group of students in creative activities.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Candidate with higher degree (Ph.D. or equivalent) in a relevant Discipline shall be preferred.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) Record of organizing such events as student's convener or in later part of life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iv) Record of strong involvement and proven track record of participation in sports and drama / music / films / painting / Photography / journalism event management or other student/ event management activities during college / University studies.</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotoes</td>
<td>Age bar: Not applicable Educational qualification: No, but must possess at least Master's degree in Physical education or Sports Science or equivalent from a recognized University/ Institute</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 year for direct recruits as per NIT Statutes.</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>75% Direct Recruitment, failing which by deputation (including Short Term contract). 25% by promotion failing which by deputation (including Short Term contract).</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion /</td>
<td>Promotion: Promotion from the post of SAS Assistant (SG-II) with Grade Pay of Rs.4800/- with 5 years regular service or SAS Assistant (SG-I) with</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
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<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>deputation / transfer to be made</td>
<td>Grade Pay of Rs.5400/- with two years regular service and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td></td>
<td><strong>Deputation (including Short Term contract):</strong></td>
<td>Officer of the Central / State or similar services / semi-Govt. / PSU / Statutory or Autonomous organization or University / Institution of national importance.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) holding analogous post and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Possessing educational qualification as prescribed in Row 7</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statute.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
Recruitment Rules (2019) for the post of PRINCIPAL SCIENTIFIC OFFICER / PRINCIPAL SCIENTIFIC / TECHNICAL OFFICER (GENERAL / ICT / RESEARCH) in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Principal Scientific Officer / Principal Technical Officer</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - A</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB: 4 (Rs.37,400 - 67,000/-) with Grade Pay of Rs.10000/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Selection</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>56 years</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Educational Qualification &amp; Experience:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Essential:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.E. / B.Tech. or M.Sc. / MCA Degree in relevant field with first class or equivalent grade (6.5 in 10 point scale or 60% marks) and consistently excellent academic record.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Experience:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>At least 15 years experience as Scientific Officer / Technical Officer or an equivalent post or above out of which at least 8 years experience as Sr. Scientific Officer / Sr. Technical Officer in PB-3 with GP of Rs.7600/- or an equivalent post in Central / State Government Department / Autonomous Bodies / University / Institution of national importance / PSU etc.</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 year as per NIT Statutes for direct recruits.</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% Direct Recruitment failing which by deputation / contract.</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 11.   | In case of recruitment by promotion / deputation / transfer, grades from   | **Deputation:** Officers from the Central/State Governments or Institute of national importance or Universities/University level Institution or PSU:  
|       | which promotion / deputation / transfer to be made                         | a) i) holding analogous post or  
|       |                                                                            | i)With at least 3 years service in posts with  
|       |                                                                            | Grade Pay of Rs.8700 or at least 8 years' service in posts with GP of Rs.7600/- or its equivalent. and  
|       |                                                                            | b) Possessing educational qualification as prescribed in Row 7.                                                                                                                                         |
| 12.   | If DPC exists, what is its composition                                     | Not applicable.                                                                                                                                                                                           |
| 13.   | Circumstances in which UPSC is to be consulted in making recruitment       | Not Applicable                                                                                                                                                                                         |

### Subject to creation of post if not sanctioned in the past.
Recruitment Rules (2019) for the post of SENIOR SCIENTIFIC / TECHNICAL OFFICER (GENERAL / ICT / RESEARCH) in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Sr. Scientific Officer / Technical Officer</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - A</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB 3 (Rs.15600-39100) with Grade Pay of Rs.7600/-. After five years of service as Senior Scientific Officer and Senior Technical Officer with GP of Rs.7600/-. an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade in PB-4 with GP of Rs.8700/- with the same designation.</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>50 years</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Educational Qualification &amp; Experience:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Essential:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educational Qualification:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.E./ B.Tech. / M.Sc. in relevant field or MCA Degree with first class or equivalent grade (6.5 in 10 point scale ) and consistently excellent academic record.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Experience:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Five years experience in the field of Science/ Technology/ ICT/ Research as Technical Officer/ Scientific Officer or an equivalent post in PB-3 with Grade Pay of Rs.5400/- or above.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Desirable:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Candidates with Ph.D in the relevant field shall be preferred.</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Age bar: Not applicable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educational qualification: No, but must possess at least B.E./ B.Tech. / M.Sc. in relevant field or MCA Degree from a recognized University/ Institute</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 year as per NIT Statutes for direct recruits.</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment</td>
<td>50% Direct Recruitment, failing which by deputation (Including Short Term contract).</td>
</tr>
<tr>
<td></td>
<td>whether by direct recruitment or by promotion or by</td>
<td>50% by promotion failing which by deputation</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>(including Short Term contract).</td>
</tr>
</tbody>
</table>
| 11.   | In case of recruitment by deputation / transfer, grades from which deputation / transfer to be made | **Promotion:** Scientific / Technical Officer with regular service of 10 years, out of which 5 years to be with GP of Rs.6600/- and working performance record (APAR).  
**Deputation (including Short Term Contract):**  
a) Officers from the Central/ State Government or Institutes of national importance or Universities/ University level institution or PSU:  
i) holding analogous post or  
ii) 10 years of experience in the field of Science/Technology/Research at the level of Technical Officer/ Scientific Officer or an equivalent post in PB-3, Grade Pay Rs.5400/- or in combination of Rs.5400/- or Rs.6600/- or its equivalent.  
b) Possessing educational qualification as prescribed in Row 7. |
| 12.   | If DPC exists, what is its composition                                    | As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statute. |
| 13.   | Circumstances in which UPSC is to be consulted in making recruitment      | Not Applicable.                                                            |
Recruitment Rules (2019) for the post of SCIENTIFIC OFFICER / TECHNICAL OFFICER (GENERAL / ICT / RESEARCH) in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Scientific Officer / Technical Officer</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - A</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB: 3 (Rs.15,600 - 39,100/-) with Grade Pay of Rs.5400/-. After Five years of service as Scientific/Technical Officer with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation.</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>35 years. Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government</td>
</tr>
</tbody>
</table>
| 7.    | Educational and other qualifications required for direct recruits | **Educational Qualification & Experience:**  
   **Essential:**  
   **Educational Qualification:**  
   i) B.E. / B.Tech. / M.Sc. in relevant field or MCA Degree with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record. OR  
   ii) Employees of the Institute serving as Technical Assistant (SG II) for at least 5 years (Grade Pay 4800/-) or Technical Assistant (SG-I) with Grade Pay of Rs.5400/- in PB-2 with two years regular service in the institute.  
   **Desirable:**  
   a) Work experience in relevant field, e.g. maintenance of scientific equipment, system administration, software development in fabrication and support to research.  
   b) Candidates with Ph.D. in the relevant field shall be preferred. |
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| 8.    | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age bar: Not applicable  
Educational qualification: No, but must possess at least B.E. / B.Tech. / M.Sc. or equivalent in relevant field or MCA Degree from a recognized University/ Institute. |
| 9.    | Period of probation, if any                                                  | 1 year as per NIT Statutes for direct recruits.                                                                                         |
| 10.   | Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods | 75% Direct Recruitment failing which by deputation (including Short Term contract).  
25% by Promotion failing which by deputation (including Short Term contract).                                               |
| 11.   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Promotion:  
Promotion from the post of Technical Assistant (Selection Grade II) with GP of Rs.4800/- with 5 years regular service or Technical Assistant (SG-I) (PB-2 with Grade Pay of Rs.5400/-) with 2 years of experience through DPC and working performance record (APAR).  
Deputation (including Short Term Contract):  
a) Officers of the Central / State / PSU / Statutory or Autonomous organization or University / Institution of national importance:  
b) Holding analogous post and  
c) Possessing educational qualification as prescribed in Row 7.                                                   |
| 12.   | If DPC exists, what is its composition                                       | As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statute.                                  |
| 13.   | Circumstances in which UPSC is to be consulted in making recruitment         | Not Applicable                                                                                                                         |
### Recruitment Rules (2019) for the post of SUPERINTENDING ENGINEER in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Superintending Engineer</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - A</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 4(Rs.37,400 - 67,000) with Grade Pay of Rs.8700/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>56 years</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Educational qualification and Experience:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Essential:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educational qualification:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.E. / B.Tech. in Civil Engineering with first class or its equivalent Grade in the CGPA / UGC 7 point scale with good academic record from a recognized University / Institute.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Experience:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) Holding analogous post or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) With at least 5 years regular service as</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Senior Executive Engineer in GP of Rs.7600/- or 10 years regular service as</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Engineer in GP of Rs.6600/- or equivalent; and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) 15 years experience in relevant field as</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engineer / (GP of Rs.5400/-) or higher level from CPWD, State Govt. or Semi-Govt./ PSU / Statutory or Autonomous organization / University / Institution of national importance / reputed organization under Central / State Govt. of which 5 at least years should be as Executive Engineer in the GP of Rs.7600/- or its equivalent.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Desirable:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) Knowledge of Computer-aided Design (CAD) and latest Management Technology / other relevant software.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Proven track record of handling projects / consultancy in organization of repute.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) Experience of working with high tension lines, electrical maintenance planning</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>--------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotoes</td>
<td>Not applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 year for direct recruits as per NIT Statutes.</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% Direct Recruitment failing which through Deputation (including Short Term Contract)</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**Deputation (Including Short Term Contract):**
Officers of the Central PWD / State Govt. s or similar services / semi-Govt. / PSU / Statutory or Autonomous organization, University / Institution of national importance/ reputed organization:

**Experience:**

a) i) Holding analogous post or
ii) With at least 5 years regular service as Senior Executive Engineer in GP of Rs.7600/- or its equivalent. Or
   15 years experience in relevant field as Engineer / (GP of Rs.5400/-) or higher level from CPWD, State Govt. or Semi-Govt./PSU/Statutory or Autonomous organization / University / Institution of national importance /reputed organization under Central / State Govt. of which 5 years should be as Executive Engineer in the GP of Rs.7600/- or its equivalent.

b) Possessing educational qualification as prescribed in Row 7.
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Desirable:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) Knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) Proven track record of handling projects / consultancy in organization of repute.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>iii) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to his specialization.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>Not applicable</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
Recruitment Rules (2019) for the post of SENIOR EXECUTIVE ENGINEER in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Senior Executive Engineer</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - A</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB 3 (15,600-39,000/-) With Grade Pay of Rs.7600/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>50 years</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td><strong>Educational qualification and Experience:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Essential:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educational qualification:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.E. / B.Tech. in Civil/ Electrical Engineering with first class or its equivalent Grade in the CGPA / UGC 7 point scale with good academic record from a recognized University / Institute.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Experience:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>At least 5 years experience in PB-3 with GP of Rs.5400/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Desirable:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) Knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Proven track record of handling projects/works in reputed organization of relevant magnitude and qualities.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc, as relevant to the profession.</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 year for direct recruits as per NIT Statutes.</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by</td>
<td>50% Direct Recruitment, failing which through Deputation (including Short Term Contract).</td>
</tr>
<tr>
<td></td>
<td>deputation or transfer &amp; percentage of the vacancies to be filled by various</td>
<td>50% Promotion, failing which through Deputation (including Short Term Contract).</td>
</tr>
<tr>
<td></td>
<td>methods</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which</td>
<td>Promotion: Executive Engineer with at least 10 years experience in PB-3 with GP of Rs.5400/- out of which at least 5 years experience in PB-3</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statute.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

K. R. J.
Recruitment Rules (2019) for the post of EXECUTIVE ENGINEER in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Executive Engineer</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - A</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB 3 (15,600-39,000/-) With Grade Pay of Rs.5400/-. After five years of service as Engineer with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation.</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not exceeding 35 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government</td>
</tr>
</tbody>
</table>
| 7.    | Educational and other qualifications required for direct recruits | Educational Qualification and Experience:  
Essential:  
Educational Qualification:  
B.E./ B.Tech. in Civil / Electrical Engineering with first class or its equivalent Grade in the CGPA / UGC 7 point scale with good academic record from a recognized University/Institute.  
OR  
Employees of the Institute with at least five years regular service as Assistant Engineer (SG II) in PB-2, Grade Pay of Rs.4800/- or with at least two years regular service as Assistant Engineer (SG-I) in PB-2, Grade Pay of Rs.5400/-. |
| 8.    | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotoes | Age bar : No Qualification: No, but must possess at least B.E. / B.Tech.in Civil / Electrical Engineering from a recognized University/ Institute.                                                                                   |
| 9.    | Period of probation, if any                    | 1 year for direct recruits as per NIT Statutes.                                                                                                                                                                                                                       |
| 10.   | Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by | 75% Direct Recruitment, failing which by deputation.  
25% by promotion failing which by deputation/contract, failing which in both, by direct recruitment.                                                                                                                                                                 |

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<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>various methods</td>
<td><strong>Promotion:</strong> Employees of the Institute with at least five years regular service as Assistant Engineer (SG II) in PB-2, Grade Pay Rs.4800/- or with at least two years regular service as Assistant Engineer (SG-I) in PB-2, Grade Pay of Rs.5400/- and working performance record (APAR), through prescribed test and interview. <strong>Deputation (including Short Term Contract):</strong> Officers of the CPWD/ State PWD or similar organized services / semi-Govt./ PSU / Statutory or Autonomous organization/University, Institutes of national importance, <strong>Experience:</strong> a) holding analogous post on regular basis; and b) Possessing educational qualification as prescribed in Col. 7.</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statute.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
Recruitment Rules (2019) for the post of SENIOR MEDICAL OFFICER in NITs

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Senior Medical Officer</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - A</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB 3 (Rs.15600-39100) with Grade Pay of Rs.7600/- + NPA as per Govt. instructions. After 5 years of service as Senior Medical Officer with GP of Rs.7600/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.8700/- in PB-4 with the same designation.</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>50 Years</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Educational qualification and Experience: <strong>Essential:</strong> Educational qualification: MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register. Or Post Graduate Qualification, preferably MD, in General Medicine, or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register <strong>Experience:</strong> i) For Post Graduate Degree holders, at least 5 years regular service as Medical Officer in PB-3 with GP of Rs.5400/- or equivalent, ii) For MBBS degree holders, at least 10 years experience as Medical officer in PB-3 with GP of Rs.5400/- or equivalent.</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Age: No Educational Qualification: Yes</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
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</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 year for direct recruits as per NIT Statutes.</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>50% Direct Recruitment, failing which through Deputation (including Short Term Contract). 50% Promotion, failing which through Deputation (including Short Term Contract).</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td><strong>Promotion:</strong> At least 10 years experience as Medical Officer in PB-3 with GP of Rs.5400/- of which at least 5 years in PB-3, GP of Rs.6600/-. <strong>Deputation (including short term Contract):</strong> Medical Officers of the Central / State or similar services / semi-Govt. / PSU / Statutory or Autonomous organization, University / Institution of national importance: <strong>Experience:</strong> a) i) Holding analogous post or ii) With at least 5 years regular service in PB-3 with GP of Rs.6600/- or equivalent, b) Possessing educational qualification as prescribed in Row 7.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statute.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>NA</td>
</tr>
</tbody>
</table>

Note:

i) The Medical qualifications possessed by the candidates should have the recognition of the Medical Council of India.

ii) Completion of compulsory Rotating Internship Certificate, [Registration Certificate, an official document showing name of College / Institution from where degree / diploma has been done and official document showing name of the institution from where experience has been gained are required].

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## Recruitment Rules (2019) for the post of MEDICAL OFFICER in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Medical Officer</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - A</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB: 3 (Rs.15,600 - 39,100/-) + NPA as per Govt. instructions. After 5 years of service as Medical Officer with GP of 5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of 6600/- with the same designation.</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>35 years</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td><strong>Educational qualification and Experience:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Essential:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Desirable:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Post Graduate Qualification, preferably MD in General Medicine, or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 year for direct recruits as per NIT Statutes</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by</td>
<td>100% Direct Recruitment falling which through deputation (including Short Term contract)</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 11.   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | **Deputation:** Medical Officers of the Central/State Govt. or similar organized services / semi-Govt. / PSU / Statutory or Autonomous organization / University / Institute of national importance.  
**Experience:**  
a) Holding analogous post on regular basis; or  
b) Possessing educational qualification as prescribed in Row 7. |
| 12.   | If DPC exists, what is its composition                                                       | As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statute.                                        |
| 13.   | Circumstances in which UPSC is to be consulted in making recruitment                          | Not Applicable                                                                                                                          |

**Note:**

i) The Medical qualifications possessed by the candidates should have the recognition of the Medical Council of India.

ii) Completion of compulsory Rotating Internship Certificate, [Registration Certificate, an official document showing name of College / Institution from where degree / diploma has been done and official document showing name of the institution from where experience has been gained are required.]

\[signature\]
### Recruitment Rules (2019) for the post of TECHNICIAN

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Technician</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - C</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB :1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2000/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>27 years</td>
</tr>
<tr>
<td></td>
<td>Note:- Relaxable for Departmental Candidates</td>
<td>upto five years in accordance with the instructions or orders issued by the Central Government</td>
</tr>
</tbody>
</table>
| 7.    | Educational and other qualifications required for direct recruits | **Essential:** Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks  
Or  
Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade.  
Or  
Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade.  
Or  
Diploma in Engineering of three year’s duration in relevant field from a Government recognized Polytechnic / Institute. |
| 8.    | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age bar: Not applicable  
Educational Qualifications: No. However, must possess at least Senior Secondary with Science or Secondary and ITI certificate of 2 years duration in appropriate trade. |
| 9.    | Period of probation, if any                    | 1 year for direct recruits as per NIT Statutes                                                    |
| 10.   | Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods | i) 75% Direct recruitment  
ii) 25% by Promotion. |
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made</td>
<td><strong>Promotion:</strong> Lab Attendant (SG-II) with at least 2 years regular service with Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

K. Fajri
## Recruitment Rules (2019) for the post of SENIOR TECHNICIAN in NITs

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Senior Technician</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - C</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB: 1 (Rs.5,200 - 20,200) with Grade Pay of Rs.2400/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not exceeding 33 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td><strong>Essential:</strong> Seni\nder secondary (10+2) with Science from a recognized board with at least 60% marks Or Senior secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. Or Diploma in Engineering of three year's duration in relevant field from a recognized Polytechnic / Institute. <strong>Desirable:</strong> Bachelor's degree</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Age bar: Not applicable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educational Qualifications: No. However must possess any of the qualifications mentioned in Row 7 without insisting on percentage of marks/class.</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 year for direct recruits as per NIT Statutes</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>50% by Promotion.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>50% by Direct Recruitment</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
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<td>-------</td>
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</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made</td>
<td><strong>Promotion:</strong> At least 5 years regular service as Technician in PB-1, GP 2000/- or at least 5 years combined service of Lab. Attendant (SG-II) and Technician in PB-1, Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
## Recruitment Rules (2019) for the post of TECHNICIAN (SELECTION GRADE-II) in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Technician (Selection Grade-II)</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per Sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - C</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB:1 (Rs.5,200 - 20,200) with Grade Pay of Rs.2800/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>Promotion, failing which by deputation (including short term contract).</td>
</tr>
</tbody>
</table>
| 11.    | In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made | **Promotion**  At least 5 years regular service with Grade Pay of Rs.2400/- as Senior Technician through DPC and working performance record (APAR), through prescribed test and interview.  **Deputation (including short term contract):** Officers of the Central/State Govt. or similar organized services / semi-Govt. / PSU / autonomous organization / University / Institute of national importance:  **Educational Qualification:** Senior secondary (10+2) with Science from a recognized board with at least 60% marks Or Senior secondary (10+2) from a recognized
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. Or Diploma in Engineering of three year’s duration in relevant field from a recognized Polytechnic / Institute.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>1</td>
<td>Name of the post</td>
<td>Technician (Selection Grade-I)</td>
</tr>
<tr>
<td>2</td>
<td>Number of Post(s)</td>
<td>As per Sanctioned strength.</td>
</tr>
<tr>
<td>3</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB:2 (Rs. 9,300 - 34,800) with Grade Pay of Rs. 4,200/-</td>
</tr>
<tr>
<td>5</td>
<td>Whether selection post or non-selection post</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6</td>
<td>Age-limit for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8</td>
<td>Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not applicable</td>
</tr>
<tr>
<td>9</td>
<td>Period of probation, if any</td>
<td>Not applicable</td>
</tr>
<tr>
<td>10</td>
<td>Method of Recruitment</td>
<td>100% promotion, failing which by deputation (including short term contract).</td>
</tr>
<tr>
<td></td>
<td>Whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods.</td>
<td>100% promotion, failing which by deputation (including short term contract).</td>
</tr>
<tr>
<td>11</td>
<td>In case of recruitment by promotion / deputation /absorption, grades from which promotion/deputation/absorption to be made</td>
<td>Promotion: At least 6 Years regular service with Grade Pay of Rs. 2,800/- as Technician (Selection Grade-II) through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deputation (including short term contract): Officers of the Central/State Govt. or similar organized services / semi-Govt. / PSU / autonomous organization / University / Institute of national importance:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educational Qualification: Senior secondary (10+2) with Science from a recognized board with at least 60% marks Or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Senior secondary (10+2) from a recognized board with at least 60% marks Or</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. Or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. Or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Engineering of three year's duration in relevant field from a recognized Polytechnic / Institute.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Experience:</strong></td>
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<tr>
<td></td>
<td></td>
<td>i)  Holding analogous post; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii)  6 years regular service with Grade Pay of Rs.2800/- as Technician (SG-II) or its equivalent post.</td>
</tr>
<tr>
<td>12</td>
<td>If Departmental Promotion Committee exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13</td>
<td>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
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</table>
## Recruitment Rules (2019) for the post of TECHNICAL ASSISTANT in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Technical Assistant</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB -2 (Rs. 9,300 - 34,800/-) with Grade Pay of Rs. 4,200/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>30 years. Note: Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td><strong>Essential:</strong> First Class or equivalent Grade in B.E. / B.Tech. / MCA in relevant subject from a recognized University / Institute. Or First Class Diploma in Engineering in relevant field with excellent academic record Or First Class Bachelor's Degree in Science from a recognized University or Institute Or Master's Degree in Science from a recognized University or Institute with at least 50% marks or equivalent grade</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Age bar: Not applicable Educational Qualification: No. However must possess any of the qualifications mentioned in Row 7 without insisting on percentage of marks/class.</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 Year for direct recruits as per NIT Statutes.</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>75% by direct Recruitment 25% by Promotion, failing which by deputation (including short term contract).</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
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<td>-------</td>
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<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td><strong>Promotion:</strong> At least 2 Years regular service with Grade Pay of Rs.4200/- as Technician (Selection Grade-I) through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Deputation (including short term Contract):</strong> Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization/ University/ Institute of national importance: a) holding analogous post; or b) 6 years regular service with Grade Pay of Rs.2800/- as Technician (SG-II) or its equivalent post.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
Recruitment Rules (2019) for the post of SENIOR TECHNICAL ASSISTANT in NITs

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<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Senior Technical Assistant</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4600/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% by promotion falling which by deputation (including short term contract)</td>
</tr>
</tbody>
</table>

11. In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made

Promotion:
At least 5 years regular service as Technical Assistant in PB-2, GP 4200/- or at least 5 years combined service of Technician (SG-I) and Technical Assistant in PB-2, Grade Pay of Rs.4200/- through DPC and working performance record (APAR), through prescribed test and interview.

Deputation (including short term Contract):
Officers under the Central / State Governments / Universities recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:-
<table>
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<tr>
<th>Sl. No.</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Educational Qualification:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>First Class or equivalent Grade in B.E. / B.Tech. / MCA in relevant subject from a recognized University / Institute.</td>
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<td></td>
<td>Or</td>
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<tr>
<td></td>
<td></td>
<td>First Class Diploma in Engineering in relevant Field with excellent academic record</td>
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<td></td>
<td></td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First Class Bachelor's Degree in Science from a recognized University or Institute</td>
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<td></td>
<td></td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master's Degree in Science from a recognized University with at least 50% marks or equivalent grade</td>
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<tr>
<td></td>
<td></td>
<td><strong>Experience:</strong></td>
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<tr>
<td></td>
<td></td>
<td>i) holding analogous post; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) At least 5 years regular service as Technical Assistant in PB-2, GP 4200/- or at least 5 years combined service of Technician (SG-I) and Technical Assistant in PB-2, Grade Pay of Rs.4200/- through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
Recruitment Rules (2019) for the post of TECHNICAL ASSISTANT (SELECTION GRADE II) in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Technical Assistant (Selection Grade II)</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4800/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% by promotion failing which by deputation (including short term contract)</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Promotion: At least 2 years regular service as Senior Technical Assistant in PB-2, GP Rs.4600/- through DPC and working performance record (APAR), through prescribed test and interview. Deputation (including short term Contract): Officers of the Central / State Govt. Or similar organized services / Semi - Govt./ PSU / autonomous organization / University Institute of national importance: - Educational Qualification: First Class or equivalent Grade in B.E. / B.Tech. / MCA in relevant subject from a recognized University / Institute.</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
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</tr>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Technical Assistant (Selection Grade II)</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4800/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment</td>
<td>100% by promotion failing which by deputation (including short term contract)</td>
</tr>
<tr>
<td></td>
<td>whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>Promotion: At least 2 years regular service as Senior Technical Assistant in PB-2, GP Rs.4600/- through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Deputation (including short term Contract): Officers of the Central / State Govt. Or similar organized services / Semi - Govt./ PSU / autonomous organization / University Institute of national importance: - Educational Qualification: First Class or equivalent Grade in B.E. / B.Tech. / MCA in relevant subject from a recognized University / Institute.</td>
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<td>Criteria</td>
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<tr>
<td></td>
<td>Or First Class Diploma in Engineering in relevant Field with excellent academic record Or First Class Bachelor’s Degree in Science from a recognized University or Institute Or Master’s Degree in Science from a recognized University or Institute with at least 50% marks or equivalent grade</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
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<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
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</table>

Signed: [Signature]
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<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Post</td>
<td>Technical Assistant (Selection Grade I)</td>
</tr>
<tr>
<td>2</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.5400/-</td>
</tr>
<tr>
<td>5</td>
<td>Whether selection post or non-selection post</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6</td>
<td>Age limit for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotoes</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9</td>
<td>Period of probation, if any</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>10</td>
<td>Method of Recruitment</td>
<td>100% by promotion failing which by deputation (including short term contract)</td>
</tr>
<tr>
<td></td>
<td>whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>Promotion: At least 2 years regular service as Technical Assistant (SG-II) in PB-2, GP 4800/- through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td>11</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Deputation (including short term Contract): Officers of the Central / State Govt. Or similar organized services / Semi - Govt./ PSU / autonomous organization/ University Institute of national importance: -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educational Qualification: First Class or equivalent Grade in B.F. / B.Tech. / MCA in relevant subject from a recognized University / Institute.</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Or First Class Diploma in Engineering in relevant Field with excellent academic record Or First Class Bachelor's Degree in Science from a recognized University or Institute Or Master's Degree in Science from a recognized University or Institute with at least 50% marks or equivalent grade</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>If Departmental Promotion Committee exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13</td>
<td>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
**Recruitment Rules (2019) for the post of JUNIOR ENGINEER / SAS ASSISTANT / LIBRARY AND INFORMATION ASSISTANT in NITs**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Jr. Engineer / SAS Assistant / Library and Information Assistant</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB -2 (Rs. 9,300 - 34,800/-) with Grade Pay of Rs. 4200/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>30 years.</td>
</tr>
</tbody>
</table>
| 7.     | Educational and other qualifications required for direct recruits | **Essential:**

A. Junior Engineer
First Class B.E. / B.Tech. in Civil/Electrical Engineering from a recognized University or Institute.
OR
First Class Diploma in Civil/Electrical Engineering with excellent academic record

B. SAS Assistant
(i) First Class Bachelor’s Degree in Physical Education from a recognized University or Institution.
(ii) Strong record of participation in sports and drama / music / films / painting / Photography / journalism event management or other student/ event management activities during college / University studies.

C. Library & Information Assistant
First Class Bachelors Degree in Science /Arts/ Commerce from recognized University /Institute and Bachelor’s Degree in Library and Information Science.

**Desirable (for C only):** Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognized Institution.

<p>| 8.     | Whether age and educational qualifications prescribed for direct | Not Applicable |</p>
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>recruits will apply in the case of promotees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 Year for direct recruits as per NIT Statutes.</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% direct recruitment</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is, its composition</td>
<td>Not Applicable.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

\[Signature\]
### Recruitment Rules (2019) for the post of ASSISTANT ENGINEER / SENIOR SAS ASSISTANT / SENIOR LIBRARY AND INFORMATION ASSISTANT in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Assistant Engineer / Senior SAS Assistant / Senior Library and Information Assistant</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4600/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% by promotion failing which by deputation (including short term contract)</td>
</tr>
</tbody>
</table>

**Promotion:**
At least 5 years regular service as in PB-2 with GP Rs.4200/- as Jr. Engineer / SAS Assistant / Library Information Assistant (LIA) through DPC and working performance record (APAR), through prescribed test and interview.

**Deputation (including short term contract):**
Officers under the Central / State Governments / Universities recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:-

**Educational Qualification:**
A. Junior Engineer
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First Class B.E. / B.Tech. in Civil / Electrical Engineering from a recognized University or Institute. Or First Class Diploma in Civil / Electrical Engineering with excellent academic record</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>B. SAS Assistant</strong></td>
<td>(i) First Class Bachelor’s Degree in Physical Education from a recognized University or Institution. (ii) Strong record of participation in sports and drama/music/films/painting/Photography/journalism/event management or other student/event management activities during college/University studies.</td>
</tr>
<tr>
<td></td>
<td><strong>C. Library &amp; Information Assistant</strong></td>
<td>First Class Bachelors Degree in Science/Arts/Commerce from recognized University/Institute and Bachelor’s Degree in Library and Information Science.</td>
</tr>
<tr>
<td></td>
<td><strong>Desirable (for C only):</strong></td>
<td>Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognized Institution.</td>
</tr>
</tbody>
</table>
|        | **Experience**                                  | i) holding analogous post; or  
   ii) 5 years regular service with Grade Pay of Rs.4200/- as Jr. Engineer / SAS Assistant/ LIA or its equivalent post. |
| 12.    | If DPC exists, what is its composition          | As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes. |
| 13.    | Circumstances in which UPSC is to be consulted in making recruitment | Not Applicable |
Recruitment Rules (2019) for the post of ASSISTANT ENGINEER (SELECTION GRADE - II) / SAS ASSISTANT / LIBRARY AND INFORMATION ASSISTANT (SELECTION GRADE - II) in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Assistant Engineer (Selection Grade II) / SAS Assistant (Selection Grade II) / Library and Information Assistant (Selection Grade II)</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4800/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% by promotion failing which by deputation (including short term contract)</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Promotion: At least 2 years regular service as in PB-2 with GP Rs.4600/- as Assistant Engineer / Sr. SAS Assistant / Sr. LIA through DPC and working performance record (APAR), through prescribed test and interview. Deputation (including short term contract): Officers under the Central / State Governments / Universities recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:-</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td><strong>Educational Qualification:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Junior Engineer</td>
<td>First Class B.E. / B.Tech. in Civil / Electrical Engineering from a recognized University or Institute. Or First Class Diploma in Civil / Electrical Engineering with excellent academic record</td>
</tr>
<tr>
<td></td>
<td>B. SAS Assistant</td>
<td>(i) First Class Bachelor's Degree in Physical Education from a recognized University or Institution. (ii) Strong record of participation in sports and drama / music / films / painting / Photography / journalism event management or other student / event management activities during college / University studies.</td>
</tr>
<tr>
<td></td>
<td><strong>C. Library &amp; Information Assistant</strong></td>
<td>First Class Bachelors Degree in Science / Arts / Commerce from recognized University / Institute and Bachelor's Degree in Library and Information Science.</td>
</tr>
<tr>
<td></td>
<td><strong>Desirable (for C only):</strong> Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognized Institution.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Experience</strong></td>
<td>i) holding analogous post; or ii) 2 years regular service with Grade Pay of Rs.4600/- as Assistant Engineer / Sr. SAS Assistant / Sr. LIA or its equivalent post.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Name of the Post</td>
<td>Assistant Engineer (Selection Grade I) / SAS Assistant (Selection Grade I) / Library and Information Assistant (Selection Grade I)</td>
</tr>
<tr>
<td>2</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.5400/-</td>
</tr>
<tr>
<td>5</td>
<td>Whether selection post or non-selection post</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6</td>
<td>Age limit for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>7</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>8</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9</td>
<td>Period of probation, if any</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>10</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% by Promotion failing which by deputation (including short term contract).</td>
</tr>
<tr>
<td>11</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td><strong>Promotion:</strong> At least 2 years regular service as in PB-2 with GP Rs.4800/- as Assistant Engineer (SG-II)/ SAS Assistant (SG-II)/LIA (SG-II) through DPC and working performance record (APAR), through prescribed test and interview. <strong>Deputation (including short term contract):</strong> Officers under the Central / State Governments / Universities recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:-</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td>Educational Qualification:</td>
<td><strong>A. Junior Engineer</strong>&lt;br&gt;First Class B.E. / B.Tech. in Civil / Electrical Engineering from a recognized University or Institute.&lt;br&gt;Or&lt;br&gt;First Class Diploma in Civil / Electrical Engineering with excellent academic record</td>
</tr>
<tr>
<td></td>
<td><strong>B. SAS Assistant</strong>&lt;br&gt;(i) First Class Bachelor’s Degree in Physical Education from a recognized University or Institution.&lt;br&gt;(ii) Strong record of participation in sports and drama / music / films / painting / Photography / journalism event management or other student / event management activities during college / University studies.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>C. Library &amp; Information Assistant</strong>&lt;br&gt;First Class Bachelors Degree in Science / Arts / Commerce from recognized University / Institute and Bachelor’s Degree in Library and Information Science.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Desirable (for C only):</strong> Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognized Institution.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Experience</strong>&lt;br&gt;i) holding analogous post; or&lt;br&gt;ii) 2 years regular service with Grade Pay of Rs.4800/- as Assistant Engineer (SG-II) / SAS Assistant (SG-II) / LIA (SG-II) or its equivalent post.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>If Departmental Promotion Committee exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13</td>
<td>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
# Recruitment Rules (2019) for the post of PHARMACIST in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the post</td>
<td>Pharmacist</td>
</tr>
<tr>
<td>2</td>
<td>Number of Post(s)</td>
<td>As per Sanctioned strength.</td>
</tr>
<tr>
<td>3</td>
<td>Classification</td>
<td>Group - C</td>
</tr>
<tr>
<td>4</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB:1 (Rs.5,200 - 20,200) with Grade Pay of Rs.2800/-</td>
</tr>
<tr>
<td>5</td>
<td>Whether selection post or non-selection post</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6</td>
<td>Age-limit for direct recruits</td>
<td>27 years</td>
</tr>
</tbody>
</table>
| 7     | Educational and other qualifications required for direct recruits           | **Essential:**  
  (i) 10+2 in Science (PCB/PCM) subjects from recognized Board or University.  
  (ii) 2 Years Diploma with First class from an Institute recognized by the Pharmacy Council of India with minimum two years experience in any recognized hospital or pharmacy.  
  Or  
  Bachelor's degree in Pharmacy (B.Pharma.)  
  (iii) Registered as Pharmacist under the Pharmacy Act 1948.                                                                                                                                     |
<p>| 8     | Whether age and education qualifications prescribed for direct recruits will apply in the case of promotes | Not Applicable                                                                                                                                                                                         |
| 9     | Period of probation, if any                                                 | 1 year for direct recruits as per NIT Statutes                                                                                                                                                          |
| 10    | Method of Recruitment                                                       | 100% Direct recruitment                                                                                                                                                                               |
|       | Whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods |                                                                                                                                                                                                           |
| 11    | In case of recruitment by promotion / deputation /absorption, grades from which promotion/ deputation/ absorption to be made | Not Applicable                                                                                                                                                                                         |</p>
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>If Departmental Promotion Committee exists, what is its composition</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>13</td>
<td>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

Note: After 2 Years' experience in the Grade Pay of Rs.2800/-, the incumbent will be granted Non Functional up-gradation to the next higher Grade Pay of Rs.4200/- in PB-2 and re-designated as Sr. Pharmacist (personal to the incumbent).

Sr. Pharmacist with GP of Rs.4200/- and 7 years of service, out of which at least 5 years of service in GP of Rs.4200/-, may be considered for promotion to the post of Pharmacist (SG II) with GP of Rs.4600/-.

[Signature]

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### Recruitment Rules (2019) for the post of PHARMACIST (SELECTION GRADE - II)

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Pharmacist (Selection Grade - II)</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4600/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% promotion failing which by deputation (including short term contract)</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Promotion: At least 5 years regular service as in PB-2, GP of Rs.4200/- Senior Pharmacist through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deputation (including short term Contract): Officers under the Central / State Governments / Universities recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educational Qualification: (i) 10+2 in Science (PCB/PCM) subjects from recognized Board or University.</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) 2 Years Diploma with First class from an Institute recognized by the Pharmacy Council of India with minimum two years experience in any recognized hospital or pharmacy. Or Bachelor’s degree in Pharmacy (B.Pharma.) (iii) Registered as Pharmacist under the Pharmacy Act 1948.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Experience:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) holding analogous post; or ii) 5 years regular service with Grade Pay of Rs.4200/- as Senior Pharmacist or its equivalent post.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
## Recruitment Rules (2019) for the post of PHARMACIST (SELECTION GRADE - I) in NITs

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Pharmacist (Selection Grade I)</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4800/-.. After 7 years of regular service, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade of PB2 with GP of Rs.5400/- with the same designation.</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% promotion failing which by deputation (including short term contract)</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Promotion: At least 2 years regular service as in PB-2, GP 4600/- Pharmacist (SG-II) through DPC and working performance record (APAR), through prescribed test and interview. Deputation (including short term Contract): Officers under the Central / State Governments / Universities recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:-</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Educational Qualification:</td>
<td>(i) 10+2 in Science (PCB/PCM) subjects from recognized Board or University.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) 2 Years Diploma with First class from an Institute recognized by the Pharmacy Council of India with minimum two years experience in any recognized hospital or pharmacy. Or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor’s degree in Pharmacy (B.Pharma.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii) Registered as Pharmacist under the Pharmacy Act 1948.</td>
</tr>
<tr>
<td></td>
<td>Experience:</td>
<td>i) holding analogous post; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) 2 years regular service with Grade Pay of Rs.4600/- as Pharmacist (SG-II) or its equivalent post.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

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### Recruitment Rules (2019) for the post of JUNIOR ASSISTANT in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Junior Assistant</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - C</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2000/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>27 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Desirable: Proficiency in other computer skills; stenography skills.</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes</td>
<td>Age bar: Not applicable Qualifications and Experience: No, but must possess at least 10+2 and having proficiency in Computer Word Processing.</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 Year for direct recruits as per NIT Statutes</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>75% Direct recruitment. 25% by Promotion.</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Promotion: Office Attendant (SG-II) with at least 2 years regular service with Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
### Recruitment Rules (2019) for the post of SENIOR ASSISTANT in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Senior Assistant</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - C</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB: 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2400/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>33 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. Desirable: Proficiency in other computer skills, stenography skills, Bachelor's degree.</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Age bar: Not applicable Educational Qualifications: No, but must possess at least 10+2 and having proficiency in Computer Word Processing.</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 year for direct recruits as per NIT Statutes</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>50% by Promotion. 50% by Direct Recruitment</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Promotion At least 5 years regular service as Junior Assistant in PB-1, GP 2000/- or at least 5 years combined service of Office Attendant (SG-II) and Junior Assistant in PB-1, Grade Pay of Rs.2000/-through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>12</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
### Recruitment Rules (2019) for the post of ASSISTANT (SELECTION GRADE - II) in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Assistant (Selection Grade-II)</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - C</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2800/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% by promotion failing which by deputation (including short term contract)</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Promotion: Senior Assistant with 5 Years regular service with Grade Pay of Rs.2400/- through DPC and working performance record (APAR), through prescribed test and interview. Deputation (including short term contract): Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization/University/Institute of national importance: Educational Qualification: Bachelor’s degree from a recognized University/institute with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td>Desirable:</td>
<td>Proficiency in other computer skills; stenography skills.</td>
</tr>
<tr>
<td></td>
<td>Experience:</td>
<td>i) Holding analogous post; or ii) 5 years regular service with Grade Pay of Rs.2400/- as Senior Assistant or its equivalent post.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
Recruitment Rules (2019) for the post of ASSISTANT (SELECTION GRADE-I) in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Post</td>
<td>Assistant (Selection Grade-I)</td>
</tr>
<tr>
<td>2</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4200/-</td>
</tr>
<tr>
<td>5</td>
<td>Whether selection post or non-selection post</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6</td>
<td>Age limit for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes</td>
<td>Not applicable</td>
</tr>
<tr>
<td>9</td>
<td>Period of probation, if any</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>10</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% by promotion failing which by deputation (including short term contract)</td>
</tr>
</tbody>
</table>
| 11    | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Promotion  
Assistant SG-II with 6 Years regular service with Grade Pay of Rs.2800/- through DPC and working performance record (APAR) through prescribed test and interview.  
Educational Qualification:  
Bachelor’s degree from a recognized University/institute with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.  
Desirable:  
Proficiency in other computer skills; stenography skills. |
<table>
<thead>
<tr>
<th></th>
<th>Experience:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>If Departmental Promotion Committee exists, what is its composition</td>
</tr>
<tr>
<td></td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13</td>
<td>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</td>
</tr>
<tr>
<td></td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
### Recruitment Rules (2019) for the post of SUPERINTENDENT in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Superintendent</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per Sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group B</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4200/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>30 years. Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government</td>
</tr>
</tbody>
</table>
| 7.    | Educational and other qualifications required for direct recruits | **Essential:**<br>i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline Or Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade  
ii) Knowledge of Computer applications viz., Word processing, Spread Sheet. |
| 8.    | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotoees | **Age bar:** Not applicable  
**Educational Qualification:** No, but must possess at least Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline |
| 9.    | Period of probation, if any                     | 1 year for direct recruits as per NIT Statutes                           |
| 10.   | Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods | 75% by direct Recruitment  
25% by promotion, failing which by deputation (including short term contract) |
<p>| 11.   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | <strong>Promotion:</strong> Assistant (SG-I) with 2 years regular service with Grade Pay of Rs.4200/- through DPC and working performance record (APAR), through prescribed test and interview. |</p>
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Deputation (including short term Contract):</strong>&lt;br&gt;Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization/University/Institute of national importance:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) i) holding analogous post; or&lt;br&gt;b) Possessing educational qualification as prescribed in Row 7.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) 2 years regular service with Grade Pay of Rs.4200/- as Assistant (5G-I) or its equivalent post.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
Recruitment Rules (2019) for the post of SENIOR SUPERINTENDENT in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Senior Superintendent</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per Sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4600/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>100% promotion, failing which by deputation (including short term contract).</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment</td>
<td>Promotion: At least 5 years regular service as Superintendent or Accountant (Existing) in PB-2, GP 4200/- or at least 5 years combined service of Assistant (SG-I) and Superintendent (Existing) in PB-2, Grade Pay of Rs.4200/- through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Deputation (including short term Contract): Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization/University/Institute of national importance: Educational Qualification: i) First Class Bachelor’s Degree or its equivalent from a recognized University or</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Institute in any discipline</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Knowledge of Computer applications viz., Word processing, Spread Sheet.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Experience:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) holding analogous post; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) 5 years regular service with Grade Pay of Rs.4200/- as Superintendent or its equivalent post.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
## Recruitment Rules (2019) for the post of SUPERINTENDENT (SELECTION GRADE - II) in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Superintendent (Selection Grade-II)</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per Sanctioned Strength</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB - 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4800/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotoes</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% promotion, failing which by deputation (including short term contract).</td>
</tr>
</tbody>
</table>
| 11.    | In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation / transfer to be made | **Promotion:** Senior Superintendent with 2 years regular service with Grade Pay of Rs.4600/- through DPC and working performance record (APAR), through prescribed test and interview.  
**Deputation (including short term Contract):** Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization /University/Institute of national importance:  
**Educational Qualification:**  
i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline Or |
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade ii) Knowledge of Computer applications viz., Word processing, Spread Sheet.</td>
<td></td>
</tr>
<tr>
<td>Experience:</td>
<td>i) holding analogous post; or ii) 2 years regular service with Grade Pay of Rs.4600/- as Superintendent or its equivalent post.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

K.

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Recruitment Rules (2019) for the post of SUPERINTENDENT (SELECTION GRADE - I) in NITs

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Post</td>
<td>Superintendent (Selection Grade-I)</td>
</tr>
<tr>
<td>2</td>
<td>Number of Post(s)</td>
<td>As per Sanctioned Strength</td>
</tr>
<tr>
<td>3</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB - 2 (Rs. 9,300 - 34,800/-) with Grade Pay of Rs. 5400/-</td>
</tr>
<tr>
<td>5</td>
<td>Whether selection post or non-selection post</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6</td>
<td>Age limit for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>7</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>8</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9</td>
<td>Period of probation, if any</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>10</td>
<td>Method of Recruitment</td>
<td>100% promotion, failing which by deputation (including short term contract).</td>
</tr>
<tr>
<td></td>
<td>whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>Promotion: Superintendent SG-II with 2 years regular service with Grade Pay of Rs. 4800/- through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td>11</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Deputation (including short term Contract): Officers of the Central / State Govt. or similar organized services / semi-Govt. / PSU / autonomous organization / University / Institute of national importance:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educational Qualification: i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline Or Master's Degree in any discipline from a</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>recognized University or Institute with at least 50% marks or equivalent grade</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Knowledge of Computer applications viz., word processing, spread sheet.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Experience:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) holding analogous post; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) 2 years regular service with grade pay of Rs.4800/- as Superintendent (SG-II) or its equivalent post.</td>
</tr>
<tr>
<td>12</td>
<td>If Departmental Promotion Committee exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13</td>
<td>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

\[\text{Signature} \]
### Recruitment Rules (2019) for the post of STENOGRAPHER in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Stenographer</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - C</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB:1 (Rs.5,200-20,200) with Grade Pay of Rs.2400/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>27 years</td>
</tr>
</tbody>
</table>
| 7.    | Educational and other qualifications required for direct recruits           | **Essential:** Senior secondary (10+2) from a recognized board with minimum speed in short hand 80 w.p.m. in Stenography.  
**Desirable:** Proficiency in Computer Word processing and spread sheet with advance skills. |
<p>| 8.    | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable                                                           |
| 9.    | Period of probation, if any                                                | 1 year for direct recruits as per NIT Statutes                           |
| 10.   | Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods | 100% Direct Recruitment.                                                 |
| 11.   | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Not Applicable                                                           |
| 12.   | If DPC exists, what is its composition                                      | Not applicable.                                                          |
| 13.   | Circumstances in which UPSC is to be consulted in making recruitment       | Not Applicable                                                           |</p>
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Senior Stenographer</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - C</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB:1 (Rs.5,200-20,200) with Grade Pay of Rs.2800/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>33 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Essential: 10+2 or equivalent from a recognized Board or University. Minimum speed in short hand 100 w.p.m. in Stenography. Desirable: Bachelor's degree. Proficiency in Computer Word Processing and Spread Sheet with advance skills.</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotoes</td>
<td>Age bar: Not applicable Educational Qualifications: Yes</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 year for direct recruits only as per NIT Statutes.</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>i) 50% by Promotion, failing which by deputation (including short term contract) ii) 50% by direct recruitment.</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer; grades from which promotion / deputation / transfer to be made</td>
<td>Promotion: Stenographer with 5 years regular service with Grade Pay of Rs.2400/- through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
|       | **Deputation (including short term Contract):** | Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization/ University/Institute of national importance:  
|       |                                               | a) i) holding analogous post; or  
|       |                                               | ii) 5 years regular service with Grade Pay of Rs.2400/- as Stenographer or its equivalent post.  
|       |                                               | b) Possessing educational qualifications as prescribed in Row 7                                                                                                                                   |
| 12.   | If DPC exists, what is its composition       | As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.                                                                                                  |
| 13.   | Circumstances in which UPSC is to be consulted in making recruitment | Not Applicable                                                                                                                                                                                        |
### Recruitment Rules (2019) for the post of STENOGRAPHER SELECTION GRADE-II in NITs

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Stenographer SG-II</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB-2 (Rs.9,300-34,800/-) with Grade Pay of Rs.4200/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment</td>
<td>100% by promotion failing which by deputation (including short term contract)</td>
</tr>
</tbody>
</table>
|        | whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods | Promotion: Senior Stenographer with 6 years regular service with Grade Pay of Rs.2800/- through DPC and working performance record (APAR), through prescribed test and interview. Deputation (including short term Contract): Officers of the Central / State Govt. or similar organized services / semi-Govt. / PSU / Statutory or Autonomous organization / University / institute of national importance. Educational Qualification and Experience: Essential: Educational Qualification: Bachelor’s degree or equivalent from a recognized University/Interview. Minimum
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>speed in short hand 100 w.p.m. in Stenography.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Desirable:</strong> Proficiency in Computer Word Processing and spread sheet with advance skills.</td>
</tr>
</tbody>
</table>
|       |                                                | **Experience:**  
i) Holding analogous post; or  
ii) 6 years regular service with Grade Pay of Rs.2800/- as Senior Stenographer or its equivalent post.                                                                                       |
| 12.   | If DPC exists, what is its composition         | As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.                                                                                               |
| 13.   | Circumstances in which UPSC is to be consulted in making recruitment | Not Applicable                                                                                                                                                                                 |
Recruitment Rules (2019) for the post of STENOGRAPHER SELECTION GRADE-I in NITs

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Post</td>
<td>Stenographer SG-I</td>
</tr>
<tr>
<td>2</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength</td>
</tr>
<tr>
<td>3</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB-2 (Rs.9,300-34,800/-) with Grade Pay of Rs.4600/-</td>
</tr>
<tr>
<td>5</td>
<td>Whether selection post or non-selection post</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6</td>
<td>Age limit for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8</td>
<td>Whether age and educational qualifications prescribed for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>9</td>
<td>Period of probation, if any</td>
<td>100% by Promotion failing which by Deputation (including short term contract)</td>
</tr>
<tr>
<td>10</td>
<td>Method of Recruitment</td>
<td>Promotion: Senior Stenographer (SG-II) with 5 years regular service with Grade Pay of Rs.4200/- through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td></td>
<td>whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>Deputation (including short term Contract): Officers of the Central / State Govt. or similar organized services / semi-Govt. / PSU / Statutory or Autonomous organization / University / Institute of national importance.</td>
</tr>
<tr>
<td></td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made.</td>
<td>Educational Qualification and Experience: Essential: Educational Qualification: Bachelor’s degree or equivalent from a recognized University/Interview. Minimum speed in short hand 100 w.p.m. in Stenography.</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Desirable:</td>
<td>Proficiency in Computer Word Processing and spread sheet with advance skills.</td>
</tr>
<tr>
<td></td>
<td>Experience:</td>
<td>i) Holding analogous post; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) 5 years regular service with Grade Pay of Rs.4200/- as Stenographer (SG-II) or its equivalent post.</td>
</tr>
<tr>
<td>12</td>
<td>If Departmental Promotion Committee exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13</td>
<td>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

[Signature]

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## Recruitment Rules (2019) for the post of PERSONAL ASSISTANT in NITs

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Personal Assistant</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB - 2 (Rs.9300-34800) with Grade Pay of Rs.4200/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>30 years. Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td><strong>Essential</strong>: Bachelor’s degree in any discipline or its equivalent from a recognized University/Institute. Minimum speed of 100 w.p.m. in stenography.</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotoes</td>
<td>Age. NO Educational Qualification: Yes</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 Year for Direct recruits as per NIT Statutes</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>50% Direct recruitment. 50% by Promotion.</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Employees of the Institute with at least 2 years regular service as Stenographer (SG-II) PB-2 with GP Rs.4200/- through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>
# Recruitment Rules (2019) for the post of SENIOR PERSONAL ASSISTANT in NITs

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Senior Personal Assistant</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB - 2 (Rs.9300-34800) with Grade Pay of Rs.4600/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% promotion, failing which by deputation (including short term contract).</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Promotion: At least 5 years regular service as Personal Assistant in PB-2, GP 4200/- or at least 5 years combined service of Stenographer (5G-II) and Personal Assistant in PB-2, Grade Pay of Rs.4200/-through DPC and working performance record (APAR), through prescribed test and interview. Deputation (including short term Contract): Officers of the Central/State Govt. or similar organized services/semi-Govt./ PSU/ autonomous organization /University/Institute of national importance: Educational Qualification: Bachelor’s degree in any discipline or its equivalent from a recognized University / Institute. Minimum speed of 100 w.p.m. in stenography.</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**Experience:**

i) Holding analogous post; or

ii) 5 Years regular service with Grade Pay of Rs.4200/- as Personal Assistant or its equivalent post.
### Recruitment Rules (2019) for the post of PRIVATE SECRETARY in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Private Secretary</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - B</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB:2 (Rs.9300-34800) with Grade Pay of Rs.4800/- after 2 years of regular service, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade of PB2 with GP of Rs.5400/- with the same designation.</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotoees</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% Promotion, failing which by deputation (including short term contract).</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Promotion: Senior Personal Assistant with 2 Years regular service at Grade Pay of Rs.4600/- through DPC and working performance record (APAR), through prescribed test and interview. Deputation (including short term Contract): Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization /University/Institute of national importance:</td>
</tr>
</tbody>
</table>

(NOTE:CAN130-HR. Pay Anomaly & CAPS02.02.2019 - Appendix of How to fill Diploma Faculty - Template)
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Educational Qualification:</strong></td>
<td>Bachelor’s degree in any discipline or its equivalent from a recognized</td>
</tr>
<tr>
<td></td>
<td></td>
<td>University/institute. Minimum speed of 100 w.p.m. in stenography.</td>
</tr>
<tr>
<td></td>
<td><strong>Experience:</strong></td>
<td>i) Holding analogous post; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) 2 Years regular service with Grade Pay of Rs.4600/- as Senior Personal</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>Assistant or its equivalent post.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes</td>
</tr>
<tr>
<td></td>
<td>Circumstances in which UPSC is to be consulted</td>
<td>and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>in making recruitment</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Particular</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Office Attendant / Lab Attendant</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - C</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.1800/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not exceeding 27 years</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Essential:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Office Attendant</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Senior secondary (10+2) from a recognized board.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Lab Attendant</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Senior secondary (10+2) in Science from a recognized board.</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>1 year for direct recruits as per NIT Statutes</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% Direct Recruitment</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>Not applicable</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
## Recruitment Rules (2019) for the post of SENIOR LAB ATTENDANT / SENIOR OFFICE ATTENDANT in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Senior Office Attendant / Senior Lab Attendant</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - C</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.1900/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% by Promotion</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>At least 3 years regular service as Lab Attendant / Office Attendant in PB-I, Grade Pay of Rs.1800/- through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
## Recruitment Rules (2019) for the post of LAB ATTENDANT (SG-II) / OFFICE ATTENDANT (SG-II) in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Office Attendant (SG-II) / Lab Attendant (SG-II)</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - C</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2000/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment: whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% by Promotion</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>At least 3 years regular service as Senior Lab Attendant / Senior Office Attendant in PB-I, Grade Pay of Rs.1900/- through DPC and working performance record (APAR), through prescribed test and interview.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
Recruitment Rules (2019) for the post of LAB ATTENDANT (SG-I) / OFFICE ATTENDANT (SG-I) in NITs

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Post</td>
<td>Office Attendant (SG-I) / Lab Attendant (SG-I)</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Post(s)</td>
<td>As per sanctioned strength.</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group - C</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of Pay (Grade Pay, Band Pay)</td>
<td>PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2400/-</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Selection Post or non-Selection Posts</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Age limit for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Educational and other qualifications required for direct recruits</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>8.</td>
<td>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotoes</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9.</td>
<td>Period of probation, if any</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer &amp; percentage of the vacancies to be filled by various methods</td>
<td>100% by Promotion</td>
</tr>
<tr>
<td>11.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td>At least 5 years regular service as Lab Attendant (SG-II) / Office Attendant (SG-II) in PB-I, Grade Pay of Rs.2000/- through DPC and working performance record (APAR) through prescribed test and interview.</td>
</tr>
<tr>
<td>12.</td>
<td>If DPC exists, what is its composition</td>
<td>As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.</td>
</tr>
<tr>
<td>13.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

* * * * *
ESTABLISHMENT MANUAL

CHAPTER – V

Brochure on Reservation for SCs/STs and OBCs-reg
To,

The Liaison Officer of CPSEs.
(as per list)

Subject: Brochure on Reservation for SCs/STs and OBCs-reg.

Sir/Madam,

Enclosed please find herewith a copy of Brochure on Reservation for SCs/STs and OBCs for reference and record please. This Brochure has two parts i.e. Part-A and Part-B. The Part-A contain write-up on Reservation Policy and Part-B contains only OMs/Guidelines.

Yours sincerely,

(J. N. Prasad)
Director
CHAPTER – 1

INTRODUCTION

Constitutional and Legal Provisions

1.1 Objective of providing reservations to the Scheduled Castes (SCs), Scheduled Tribes (STs) and Other Backward Classes (OBCs) in services is not only to give jobs to some persons belonging to these communities. It basically aims at empowering them and ensuring their participation in the decision making process of the State. Justice B.P. Jeevan Reddy, while delivering the majority judgement in the matter of Indra Sawhney & Ors Vs. UOI & Ors, observed that public employment gives a certain status and power, besides the means of livelihood. The Constitution has, therefore, taken special care to declare equality of opportunity in the matter of public employment. Keeping the broader concept of equality in view, Clauses (4) and (4A) of Article 16 of the Constitution declare that nothing in the said Article shall prevent the State from making any provision for reservation of appointments or posts in favour of backward class of citizens which in the opinion of the State is not adequately represented in the services under the State. Article 16 of the Constitution and also Article 335 which have direct bearing on reservation in services are reproduced below:

16 (1) There shall be equality of opportunity for all citizens in matters relating to employment or appointment to any office under the State.

(2) No citizen shall, on grounds only of religion, race, caste, sex, descent, place of birth, residence or any of them, be ineligible for, or discriminated against in respect of, any employment or office under the State.

(3) Nothing in this article shall prevent Parliament from making any law prescribing, in regard to a class or classes of employment or appointment to an office under the Government of, or any local or other authority within, a State or Union territory, any requirement as to residence within that State or Union territory prior to such employment or appointment.
(4) Nothing in this article shall prevent the State from making any provision for the reservation of appointments or posts in favor of any backward class of citizens which in the opinion of the State, is not adequately represented in the services under the state.

(4A) Nothing in this article shall prevent the State from making any provision for reservation in matters of promotion, with consequential seniority, to any class or classes of posts in the services under the State in favor of the Scheduled Castes and the Scheduled Tribes which, in the opinion of the State, are not adequately represented in the services under the State.

(4B) Nothing in this article shall prevent the State from considering any unfilled vacancies of a year which are reserved for being filled up in that year in accordance with any provision for reservation made under clause (4) or clause (4A) as a separate class of vacancies to be filled up in any succeeding year or years and such class of vacancies shall not be considered together with the vacancies of the year in which they are being filled up for determining the ceiling of fifty per cent reservation on total number of vacancies of that year.

(5) Nothing in this article shall affect the operation of any law which provides that the incumbent of an office in connection with the affairs of any religious or denominational institution or any member of the governing body thereof shall be a person professing a particular religion or belonging to a particular denomination.

335. The claims of the member of the Scheduled Castes and the Scheduled Tribes shall be taken into consideration, consistently, with the maintenance of efficiency of administration in the making of appointments to services and posts in connection with the affairs of the Union or of a State.

Provided that nothing in this article shall prevent in making of any provision in favor of the members of the Scheduled Castes and the Scheduled Tribes for relaxation in qualifying marks in any examination or lowering the standards of evaluation, for reservation in matters of promotion to any class or classes of services or posts in connection with the affairs of the Union or of a State.
1.2 Besides, Article 46 provides that the State shall promote with special care the educational and economic interests of the weaker sections of the people, and, in particular, the Scheduled Castes and Scheduled Tribes, and shall protect them from social injustice and all forms of exploitation.

1.3 Articles 341 and 342 of the Constitution which define as to who would be Scheduled Castes and Scheduled Tribes with respect to any State or Union Territory are quoted below:

341. (1) The President may with respect to any State or Union territory, and where it is a State after consultation with the Governor thereof, by public notification, specify the castes, races or tribes or parts of or groups within castes, races or tribes which shall for the purposes of this Constitution be deemed to be Scheduled Castes in relation to that State or Union territory, as the case may be.

(2) Parliament may by law include in or exclude from the list of Scheduled Castes specified in a notification issued under clause (1) any caste, race or tribe or part of or group within any caste, race or tribe, but save as aforesaid a notification issued under the said clause shall not be varied by any subsequent notification.

342(1) The President may with respect to any State or Union Territory, and where it is a State after consultation with the Governor thereof, by public notification, specify the tribes or tribal communities or parts of or groups within tribes or tribal communities which shall for the purpose of this Constitution be deemed to be Scheduled Tribes in relation to that State or Union Territory, as the case may be.

(2) Parliament may by law include in or exclude from the list of Scheduled Castes specified in a notification issued under clause (1) any caste, race or tribe or part or group within any caste, race or tribe, but save as aforesaid a notification issued under the said clause shall not be varied by any subsequent notification.

1.4 The Constitution does not define Other Backward Classes. However, in pursuance of the judgment of Supreme Court in Indira Sawhney’s case, the Government enacted the National
Commission for Backward Classes (NCBC) Act in April, 1993. As per Section 2 of the NCBC Act, “Backward classes” means such backward classes of citizens, other than the Scheduled Castes and Scheduled Tribes, as may be specified by the Central Government in the lists. For the above purpose, Section 2 also defines “lists” as lists prepared by the Central Government for providing reservation in appointments to backward classes of citizens, which, in its opinion are not adequately represented in services, under the Government of India and any local or other authority. The Ministry of Social Justice and Empowerment has notified the lists of Castes / Communities which are treated as Other Backward Classes.

1.5 It may be noted that the Constitution imposes inter-state area restrictions so that the people belonging to the specific community residing in a specific area, which has been assessed to qualify for the Scheduled Castes or Scheduled Tribes status, only benefit from the facilities provided for them. Similar restrictions are applicable to the OBCs also. Since the people belonging to the same caste but living in different States / Union Territories may not necessarily suffer from the same disabilities, it is possible that two persons belonging to the same caste but residing in different States/ U.Ts may not both be treated to belong to SC/ST/OBC. Thus the residence of a person in a particular locality assumes a special significance. This residence has not to be understood in the literal or ordinary sense of the word. On the other hand it connotes the permanent residence of a person on the date of the notification of the Presidential Order scheduling his caste/tribe in relation to that locality.

1.6 The Constitution (Scheduled Castes) Order, 1950 (as amended from time to time) states that no person professing a religion different from Hindu or Sikh or Buddhist religion can be deemed to be a member of a Scheduled Caste. There is, however, no religious bar for being treated as Scheduled Tribe or Other Backward Class.

Evolution of the Scheme of Reservation

1.7 On attainment of Independence, instructions were issued on 21-9-47 providing for reservation of 12 ½ per cent of vacancies for SCs in respect of recruitment made by open competition. In case of recruitment otherwise than by open competition this percentage was fixed at 16 1/3 per cent. Difference between recruitment by open competition and otherwise then by open competition has been explained in Chapter-II. After the Constitution was promulgated, MUA, in its
Resolution of 13-9-50, provided 5 per cent reservation for STs apart from the percentage fixed for SCs already in force. The 1951 Census showed that the percentage of SCs in the total population was 15.05 per cent and that of ST 6.31 per cent. The percentages were not revised at the time as a comprehensive bill revising the lists of SCs and STs was under consideration. The other reason for not revising the percentage was that reservation had already been provided for SCs in posts filled otherwise than by open competition to the extent of 16.66 per cent and instructions had also been issued for following a regional and local percentage for Class III and Class IV posts attracting candidates from a locality or a region. The 1961 Census revealed that the SC and ST population in proportion to the Indian population stood at 14.64 per cent and 6.80 per cent respectively. Accordingly, the percentage of reservation for SCs and STs was increased from 12 1/4 and 5 per cent to 15 per cent and 7 1/2 per cent respectively on 25-3-70. The 1971 Census did not warrant any such review. The actual impact of 1981 Census figures on all India percentages could not be known because the Census of 1981 could not be carried out in the State of Assam. The Government in 1993 introduced reservation for Other Backward Classes in direct recruitment broadly at the rate of 27%. After introduction of reservation for OBCs, total reservation for SCs, STs and OBCs comes to 49.5% in case of direct recruitment on all India basis by open competition and 50% in case of otherwise than by open competition. As per various judgments of the Supreme Court, total reservation for these communities cannot exceed the limit of 50%.

1.8 Reservation has been extended to different modes of promotion in stages. In 1957, reservation was provided for SC & ST in departmental competitive examinations. Reservation in promotion by selection in Group C and Group D was provided in 1963 and in the same year reservation in departmental competitive examination was limited to Class III and Class IV only. The position was slightly changed in 1968 when reservation in limited departmental examination to Class II, III and IV and promotion by selection 'to Class III and IV was subjected to a condition that element of direct recruitment should not exceed 50 per cent. Reservation in promotion by 'seniority subject to fitness', came in force in 1972 subject to the condition that the element of direct recruitment does not exceed 50 per cent. In 1974, reservation in promotion by selection from Group C to Group B, within Group B and from Group B to the lowest rung of Group A was introduced subject to the condition that the element of direct recruitment, if any, does not exceed 50 per cent. The limitation of the direct recruitment not exceeding 50 per cent was raised to $66 \frac{2}{3}%$ per cent in 1976 and to 75% in 1989.
1.9 Reservation till 1.7.1997 was computed on the basis of number of vacancies filled. The Supreme Court in the case of R.K. Sabharwal Vs. State of Punjab held that the reservation should be determined on the basis of number of posts in the cadre and not on the basis of vacancies. Accordingly post based reservation was introduced w.e.f. 2.7.1997. The basic principle of post based reservation is that the number of posts filled by reservation by any category in a cadre should be equal to the quota prescribed for that category. Prior to introduction of post based reservation, there was a provision of exchange of reservation between SCs and STs. After implementation of the post based reservation such exchange is no more permissible.

1.10 Prior to 1975, scientific and technical posts required for conducting research or for organizing, guiding and directing research were exempted from the purview of orders relating to reservation for Scheduled Castes and Scheduled Tribes. In 1975 however, the above orders were modified and it was decided that the scheme of reservations for Scheduled Castes and Scheduled Tribes should also cover appointments made to scientific and technical posts up to and including the lowest grade of Class I in the respective services wherever they were exempt from the purview of the scheme of reservations. The amended orders were however not made applicable to Department of Space, Department of Electronics, and in regard to recruitment of trainees to the training school of the Department of Atomic Energy. In the case of these latter departments, the orders in force prior to 1975 continue to apply.

1.11 Various relaxations and concessions are given to SC/ST candidates like relaxation in upper age limit, exemption from payment of examination/application fees, relaxation in qualification of experience at the discretion of the UPSC/competent authority, relaxations in standard of suitability etc. Some relaxations like in upper age limit are also available to OBCs.

**Institutional Safeguards**

1.12 Each Ministry / Department is required to nominate officers of the rank of Deputy Secretary or above to work as Liaison Officer who take care of implementation of instructions relating to special representation of SCs/STs/OBCs in their respective Ministries and attached and subordinate offices. The system of nominating Liaison Officers has also been extended to the offices under the Heads of Departments. Ministries/Departments have been asked in 1969 to set up a small Cell
within each Ministry/Department under the direct control of Liaison Officer to assist him to discharge his duties effectively.

1.13 The Constitution provides for the National Commission for Scheduled Castes and the National Commission for Scheduled Tribes which have wide ranging powers and functions in regard to matters pertaining to Scheduled Castes and Scheduled Tribes respectively. The Government has also set up the National Commission for Other Backward Classes. Besides, there is a Committee of Parliament on the Welfare of Scheduled Castes/Scheduled Tribes. The Committee inter-alia examines the position regarding representation of Scheduled Castes/Scheduled Tribes in the services under the various Ministries and other Government organizations and makes suitable recommendations for bringing about improvement therein or removing bottlenecks detected by it during the course of a study.

**Impact of Reservation**

1.14 Representation of SCs/STs has increased in all the Groups viz. A, B, C and D during last six decades. At the dawn of independence representation of SCs/STs in services was very little. As per available information, representation of SCs in Groups A, B, C and D as on 1.1.1965 was 1.64%, 2.82%, 8.88% and 17.75% respectively which has increased to 12.5%, 14.9%, 15.7% and 19.6% respectively as on 1.1.2008. Likewise while representation of STs as on 1.1.1965 in Group A, B, C and D was 0.27%, 0.34%, 1.14% & 3.39% respectively, it has increased to 4.9%, 5.7%, 7.0% and 6.9% respectively as on 1.1.2008. Total representation of SCs and STs as on 1.1.1965 was 13.17% and 2.25% respectively, which has increased to 17.51% and 6.82% respectively on 1.1.2008. Group-wise and total representation (in percentage) of SCs/STs in different years is given in the following table:

<table>
<thead>
<tr>
<th>As on 1st of January</th>
<th>Group A</th>
<th>Group B</th>
<th>Group C</th>
<th>Group D</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SCs</td>
<td>STs</td>
<td>SCs</td>
<td>STs</td>
<td>SCs</td>
</tr>
<tr>
<td>1965</td>
<td>1.64</td>
<td>0.27</td>
<td>2.82</td>
<td>0.34</td>
<td>8.88</td>
</tr>
<tr>
<td>1970</td>
<td>2.36</td>
<td>0.4</td>
<td>3.84</td>
<td>0.37</td>
<td>9.27</td>
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CHAPTER -2

SCOPE OF RESERVATION

Quantum of Reservation in Direct Recruitment

2.1 There shall be a reservation of 15 per cent for the members of the Scheduled Castes, 7.5 per cent for the members of the Scheduled Tribes and 27 per cent for the members of the Other Backward Classes in the matter of appointment by direct recruitment to civil posts and civil services on all India basis by open competition. [36011/33/1981-Estt.(SCT) 5/10/1981]

2.2 There shall be a reservation of 16.66 per cent for the members of the Scheduled Castes, 7.5 per cent for the members of the Scheduled Tribes and 25.84 per cent for the members of the Other Backward Classes in the matter of appointment by direct recruitment to civil posts and civil services on all India basis otherwise than by open competition.

2.3 Except in Delhi, reservation for the Scheduled Castes and Scheduled Tribes in case of direct recruitment to Group C and Group D posts normally attracting candidates from a locality or a region is generally fixed on the basis of proportion of their population in the respective States/UTs. Reservation for Other Backward Classes in such cases is fixed keeping in view the proportion of their population in the respective States/UTs subject to a limit of 27% and total reservation for SCs, STs and OBCs should not exceed 50%. Quantum of reservation fixed for SCs, STs and OBCs in such cases is indicated below [36017/2/2004-Estt.(Res) dated 5/7/2005]:

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2.4 Where recruitment is made for zones or circles or regions consisting of more than one State, the percentages of reservation for SCs and STs is generally fixed on the basis of the proportion of SCs and STs in the respective zones/circles/regions and reservation for OBCs is fixed keeping in view their proportion in the population of the respective zones/circles/regions subject to a limit of 27% and total reservation for SCs, STs and OBCs should not exceed 50%.

**Illustration:** Suppose direct recruitment to a Group C post in an organization is made on the regional basis for the region consisting of the 8 States of the North East namely, Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim. Total population of these States and population of the Scheduled
Castes and Scheduled Tribes in these States as per Census 2001 is 38,857,269; 2,486,474, and 10,465,898 respectively. Thus, the proportion of Scheduled Castes and Scheduled Tribes in the region is 6.39% and 26.93%. Estimated population of Other Backward Classes in the region is more than 27% of the total population of the region. Keeping all aspects in view, percentage of reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes for the region may be fixed as 6%, 27% and 17% respectively.

**Note 1:** The expression 'by open competition' means all recruitments by Union Public Service Commission (UPSC) whether through written examination or by interview or by both; and recruitments made by other authorities including Staff Selection Commission or any other appointing authority through written competitive examination or tests (but not by interview alone). Any recruitment not made by the UPSC or not made through written competitive test held by any other authority would mean direct recruitment otherwise than by open competition.

**Note 2:** In case of recruitment on local/regional/zonal/circle basis, SC/ST/OBC candidates not belonging to the concerned locality/region/ State/ zone/ circle shall also be eligible to get the benefit of reservation.

2.5 The members of the Other Backward Classes who fall in creamy layer shall not get the benefit of reservation. Criterion for determining creamy layer status amongst Other Backward Classes is given in the Annexure to this Chapter.

**Quantum of Reservation in Promotion**

2.6 Reservation to the members of the Scheduled Castes and the Scheduled Tribes shall be provided in the matter of promotion when promotion is made:

(a) through Limited Departmental Competitive Examination in Group B, Group C and Group D posts;

(b) by selection from Group B post to a Group A post or in Group B, Group C and Group D posts; and

(c) by non-selection in Group A, Group B, Group C and Group D posts.
2.7 Reservation in all the above cases shall be given at the rate of 15 per cent for the Scheduled Castes and 7.5 per cent for the Scheduled Tribes. However, reservation in promotion is not given in the grades in which the element of direct recruitment, if any, exceeds 75 per cent [36012/17/88-Estt.(SCT) dated 25/4/1989].

**Reservation in Scientific and Technical Posts**

2.8 Reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes apply to appointments made to "scientific and technical" posts up to and including the lowest grade of Group A in the respective services.

2.9 Such 'scientific and technical' posts which satisfy all the following conditions can be exempted from the purview of the reservation orders by the Ministries/Departments:

(i) The posts should be in grades above the lowest grade in Group A of the service concerned.

(ii) They should be classified as 'scientific or technical' in terms of Cabinet Secretariat (Department of Cabinet Affairs) [O.M. No. 85/11/CF-61(1) dated 28-12-1961] according to which scientific and technical posts for which qualification in the natural sciences or exact sciences or applied sciences or in technology are prescribed and the incumbents of which have to use that knowledge in the discharge of their duties.

(iii) The posts should be 'for conducting research' or 'for organizing, guiding and directing research'.

2.10 Orders of the Minister concerned should be obtained before exempting any posts satisfying the above conditions from the purview of the scheme of reservation.

2.11 In the case of scientific and technical posts required for research up to and inclusive of lowest grade of Group A of a service which are not exempt from the purview of reservation orders, reservation should be provided for Scheduled Castes, Scheduled Tribes and Other Backward Classes as per the scheme of reservations, except that:

(i) reserved vacancies in such posts need be advertised only once and not twice;

(ii) In the event of non-availability of candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes, vacancies in such posts may be de-reserved by the administrative Ministry/Department concerned. However, the National Commission for Scheduled Castes or the National Commission for Scheduled Tribes or the National Commission for Backward Classes, as the case may be, and the Department of Personnel and Training should be informed about the de-reservation together with the details and reasons necessitating de-reservation.
Reservation in Posts of Industrial Workers

2.12 The industrial establishments of the Government of India and the posts and grades in such establishments, whether these have been classified as group A, B, C and D or not, are covered by the scheme of reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes. [O.M.No.8/7/1974-Estt.(SCT) dated 22/08/1975]

Reservation in Work-Charged Posts

2.13 The principle of reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes should generally be suitably applied to the extent possible, to work-charged posts also except those required for emergencies like flood relief work, accident restoration and relief etc. The percentages of reservation in such appointments may correspond to what is applicable to Group C and Group D posts. [O.M.No.36021/9/1976-Estt.(SCT) dated 10/02/1977]

Reservation in Appointments of Daily Rated Staff

2.14 While it may not be practical to apply the reservation orders in toto in respect of daily rated staff, it should be ensured that persons belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes are recruited in such manner as their overall representation does not go below the prescribed percentage of reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes respectively. [O.M.No.36011/18/81-Estt.(SCT) dated 16/07/1981]

Reservation in Appointments of Casual Workers to Regular Posts

2.15 Appointment of casual workers against regular posts will be a case of direct recruitment. Hence all statutory requirements relating to filling up of posts by direct recruitment should be followed while regularizing the services of casual workers. General orders relating to reservation for persons belonging to SCs, STs and OBCs will be applicable in cases relating to regularization of casual workers. Vacancies meant for these categories of persons should be filled up by casual workers of respective reserved categories and the balance, if any, may be filled up by outsiders belonging to these categories, who are not casual workers. Casual workers, who do not belong to the
reserved categories, can be appointed against unreserved vacancies only. O.M.No.49014/12/1988-Estt( C ) dated 22/08/1988]

Reservation in Ad-hoc Promotions

2.16 As a matter of basic approach, ad-hoc promotions should be avoided. However, if ad-hoc promotions are to be made in exceptional circumstances, such as during pendency of court cases, protracted seniority disputes, non-framing of recruitment rules, unforeseen delay in direct recruitment or convening of DPCs for reasons beyond the control of the appointing authority etc., following guidelines may be followed on every occasion when ad-hoc promotions are resorted to so as to ensure that the claims of eligible officers belonging to Scheduled Castes and Scheduled Tribes are also duly considered:

(i) In cases where reservation orders for SCs and STs are applicable, the number of vacancies falling to the share of SCs and STs would be the same if the vacancies were to be filled on regular basis.

(ii) Since ad-hoc promotions are made on the basis of non-selection, all the Scheduled Caste/Scheduled Tribe candidates covered in the relevant seniority list within the total number of such vacancies against which ad-hoc promotions are to be made, should be considered in the order of their general seniority as per the gradation list, on the principle of seniority-cum-fitness and if they are not adjudged unfit, they should all be promoted on ad-hoc basis.

(iii) If the number of SC/ST candidates found fit within the range of actual vacancies is less than the number of vacancies identified as falling to their share if the vacancies were filled on a regular basis, additional SC/ST candidates to the extent required should be located by going down the seniority list, provided they are eligible and found fit for such ad-hoc appointment.

(iv) All ad-hoc appointees have to be replaced by regular incumbents at the earliest opportunity. When regular promotions are made subsequently, reversion of the ad-hoc appointees should take place strictly in the reverse order of seniority, the junior-most candidate being reverted first. No special concessions are to be given to SC/ST candidates at the time of such reversion.
There is no need for maintaining any separate formal register or roster register for ad-hoc promotions. The concept of de-reservation, carrying forward of reservation etc. will also not be applicable in the case of ad-hoc appointments. However, a simple register called Ad-hoc Promotions Register may be maintained for different categories of posts for which ad-hoc appointments are made to facilitate a record being kept of the ad-hoc appointments and for ensuring reversion in the proper order on regular promotions being made to the posts in question.

[No. 36011/14/83-Estt.(SCT) dated 30-4-1983 and O.M. No.36011/13/83-Estt.(SCT) dated 30/09/1983]

Reservation in case of a Single Vacancy

2.17 In cases where only one vacancy occurs in the initial recruitment year and it, according to the scheme of reservation, is reserved for Scheduled Castes or Scheduled Tribes or OBCs, it should be treated as unreserved and filled accordingly and the reservation should be carried forward to subsequent recruitment year. In the subsequent recruitment year, even if there is only one vacancy, it should be treated as “reserved” against the carried forward reservation from the initial recruitment year, and a Scheduled Caste/ Scheduled Tribe/OBC candidate, if available, should be appointed in that vacancy, although it may happen to be the only vacancy in that recruitment year. This provision applies to direct recruitment as well as promotion. When the vacancy is treated as reserved, it shall be filled up as per the procedure prescribed for filling up of reserved vacancies.[36011/39/81-Estt.(SCT) dated 30/11/1981]

Reservation in PSUs, Autonomous Bodies etc

2.18 Instructions contained in this Compendium relate to reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes in posts/services under the Government of India. The Public Sector Undertakings, Statutory and Semi-Government Bodies, Autonomous Bodies/Institutions including Municipal Corporations, Cooperative Institutions, Universities etc. under the control of the Government, may make reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes in their services on the lines of the reservations in services under Government. The Department of Public Enterprises, Ministry of Heavy Industries and Public Enterprises may arrange for issue of suitable directives to the various public sector undertakings,
through the administrative Ministries concerned for making reservations for Scheduled Castes, Scheduled Tribes and Other Backward Classes in their services. The Ministries/Departments should take suitable action to provide for reservations for Scheduled Castes, Scheduled Tribes and Other Backward Classes in the services of the autonomous bodies/institutions which are receiving grants-in-aid from the Government of India by making suitable provision in the relevant statutes or in the Articles of Association of the respective bodies. [O.M.No.39/40/74(SCT)(I) dated 30/09/1974]

**Reservation in Voluntary Agencies**

2.19 The Ministries/Departments should insist as a pre-condition to the sanction of grants-in-aid from Central Government to a non-Government organizations/voluntary agency etc. that it shall provide reservation to the extent of 15% to SCs, 7.5% to STs and 27% to OBCs in case of direct recruitment on all India basis and as shown in the table under Para 2.1 (c) in case of direct recruitment to posts normally attracting candidates from a locality or region where:

(a) The recipient body employ more than 20 persons on a regular basis and at least 50 percent of its recurring expenditure is met from grants-in-aid from the Central Government; and

(b) The body is a registered society or a cooperative institution and is in receipt of a general purpose annual grants-in-aid of Rs.2lakh and above from the Consolidated Fund of India.

2.20 A clause providing for reservations in the services under the voluntary agencies should be included in the terms and conditions under which such voluntary agencies/organizations etc. are given grants-in-aid by Government, somewhat on the following lines:

"..........(Name of Organization/ Agency etc.) agrees to make reservations for Scheduled Castes, Scheduled Tribes and Other Backward Classes in the posts/services under its control on the lines indicated by the Government of India."

2.21 While sanctioning grants-in-aid to various voluntary agencies the progress made by such agencies in employing Scheduled Caste, Scheduled Tribe and Other Backward Class candidates in their services should be kept in view by the administrative Ministries/Departments. The voluntary
agencies etc. should be informed that the progress in respect to the employment by them of Scheduled Castes, Scheduled Tribes and OBCs in the services under them would be taken into account by Government while sanctioning future grants-in-aid to them.\[O.M.No.27/12/73-Estt.SCT) dated 7/10/1974]\]

Non-Applicability of Reservation

2.22 Reservations do not apply to:

(i) Temporary appointments of less than 45 days duration; \[O.M.No.27/4/67(II)-Estt.(SCT) dated 24/09/1968]\]

(ii) Work-charged posts which are required for emergencies like flood relief work, accident restoration and relief etc. \[36021/9/76-Estt.(SCT) 10/2/1977]\]

(iii) Promotions by selection method from a Group ‘A’ post to another Group ‘A’ post.\[36028/21/7/2003-Estt.(SCT) dated 29/01/2004]\]

(iv) Appointments to Scientific and Technical posts which are above the lowest rung of Group ‘A’.\[O.M.No.36012/27/1994-Estt(SCT) dated 13/05/1994]\]

(v) Deputation/Absorption.\[O.M.No.36012/7/77-Estt(SCT) dated 21/01/1978]\]

(vi) Single post cadres

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## CRITERION FOR DETERMINING CREAMY LAYER

**[O.M.No.36012/22/93-Esti(SCT) dated 08/09/1993]**

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<thead>
<tr>
<th>Category</th>
<th>Description of Category</th>
<th>Who will fall in Creamy Layer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>CONSTITUTIONAL POSTS</td>
<td>Son(s) and daughter(s) of</td>
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<tr>
<td></td>
<td></td>
<td>(a) President of India;</td>
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<td></td>
<td></td>
<td>(b) Vice President of India;</td>
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<td></td>
<td></td>
<td>(c) Judges of the Supreme Court and of the High Courts;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(d) Chairman &amp; Members of UPSC and of the State Public Service Commission; Chief Election Commissioner; Comptroller &amp; Auditor General of India;</td>
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<td></td>
<td></td>
<td>(e) Persons holding Constitutional positions of like nature.</td>
</tr>
<tr>
<td>II.</td>
<td>SERVICE CATEGORY</td>
<td>Sons(s) and daughter(s) of</td>
</tr>
<tr>
<td></td>
<td>A. Group A / Class I officers of the All India Central and State Services (Direct Recruits)</td>
<td>(a) parents, both of whom are Class I officers;</td>
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<tr>
<td></td>
<td></td>
<td>(b) parents, either of whom is a Class I officer;</td>
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<tr>
<td></td>
<td></td>
<td>(c) parents, both of whom are Class I officers, but one of them dies or suffers permanent incapacitation.</td>
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<td></td>
<td>(d) Parents, either of whom is a Class I officers and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years.</td>
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<td>(e) Parents, both of whom are Class I officers die or suffer permanent incapacitation and before such death or such incapacitation of the both, either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years.</td>
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<td>Provided that the rule of exclusion shall not apply in the following cases:</td>
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<td></td>
<td></td>
<td>(a) Sons and daughters of parents either of</td>
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<tr>
<td>B. Group B/Class II officers of the Central &amp; State Services (Direct Recruitment)</td>
<td>Son(s) and daughter(s) of</td>
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<tr>
<td></td>
<td>(a) Parents both of whom are Class II officers.</td>
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<td></td>
<td>(b) Parents of whom only the husband is a Class II officers and he gets into Class I at the age of 40 or earlier.</td>
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<td></td>
<td>(c) Parents, both of whom are Class II officers and one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation;</td>
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<td></td>
<td>(d) Parents of whom the husband is a Class I officer (direct recruit or pre-forty promoted) and the wife is a Class II officers and the wife dies; or suffers permanent incapacitation; and</td>
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<td></td>
<td>(e) Parents, of whom the wife is a Class I officer (Direct Recruit or pre-forty promoted) and the husband is a Class II officer and the husband dies or suffers permanent incapacitation</td>
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</table>

Provided that the rule of exclusion shall not apply in the following cases:

Sons and daughters of

(a) Parents both of whom are Class II officers and one of them dies or suffers permanent incapacitation.

(b) Parents, both of whom are Class II officers and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation.

C. Employees in Public Sector Undertakings etc.

The criteria enumerated in A&B above in this Category will apply mutatis mutandis to officers holding equivalent or comparable posts in PSUs, Banks, Insurance Organisations, Universities, etc. and also to equivalent or comparable posts and positions under private employment, pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category VI
| III. | ARMY FORCES INCLUDING PARAMILITARY FORCES  
(Persons holding civil posts are not included) | Son(s) and daughter(s) of parents either or both of whom is or are in the rank of Colonel and above in the Army and to equivalent posts in the Navy and the Air Force and the Para Military Forces;  
Provided that:-  
(i) If the wife of an Armed Forces Officers is herself in the ARMY FORCES (i.e., the category under consideration) the rule of exclusion will apply only when she herself has reached the rank of Colonel;  
(ii) The service ranks below Colonel of husband and wife shall not be clubbed together;  
(iii) If the wife of an officer in the Armed Forces is in civil employment, this will not be taken into account for applying the rule of exclusion unless she falls in the service category under item No.II in which case the criteria and conditions enumerated therein will apply to her independently. |
| IV | PROFESSIONAL CLASS AND THOSE ENGAGED IN TRADE AND INDUSTRY  
(I) Persons, engaged in profession as a Doctor, lawyer, chartered accountant, Income Tax consultant, financial or management consultant, dental surgeon, engineer, architect, computer specialist, film artists and other film professional, author, playwright, sports person, sports professional, media professional or any other vocations of like status.  
(II) Persons engaged in trade, business and industry. | Criteria specified against Category VI will apply:-  
Criteria specified against Category VI will apply:  
Explanation:  
(i) Where the husband is in some profession and the wife is in Class II or lower grade employment, the income / wealth test will apply only on the basis of the husband’s income.  
(ii) If the wife is in any profession and the husband is in employment in a Class II or lower rank post, then the income / wealth criterion will apply only on the basis of the wife’s income and the husband’s income will not be clubbed with it. |
| V. | PROPERTY OWNERS  
A. Agricultural holdings | Son(s) and daughter(s) of persons belonging to a |
family (father, mother and minor children) which owns

(a) Only irrigated land which is equal to or more than 85% of the statutory area, or

(b) Both irrigated and unirrigated land, as follows:-

(i) The rule of exclusion will apply where the pre-condition exists that the irrigated area (having been brought to a single type under a common denominator) 40% or more of the statutory ceiling limit for irrigated land (this being calculated by excluding the unirrigated portion). If this pre condition of not less than 40% exists, then only the area of unirrigated land will be taken into account. This will be done by converting the unirrigated land on the basis of the conversion formula existing, into the irrigated type. The irrigated area so computed from unirrigated land shall be added to the actual area of irrigated land and if after such clubbing together the total area in terms of irrigated land is 80% or more of the statutory ceiling limit for irrigated land, then the rule of exclusion will apply and disentitlement will occur.

(ii) The rule of exclusion will not apply if the land holding of a family is exclusively unirrigated.

### B. Plantations

(i) Coffee, tea, rubber, etc.

Criteria of income / wealth specified in Category VI below will apply.

(ii) Mango, citrus, apply plantations etc.

Deemed as agricultural holding and hence criteria at A above under this Category will apply.

### C. Vacant land and / or buildings in urban areas or urban agglomerations

Criteria specified in Category VI below will apply.

Explanation: Building may be used for residential, industrial or commercial purpose and the like two or more such purposes.

### VI. INCOME / WEALTH TEST

Son(s) and daughter(s) of

(a) Persons having gross annual income of Rs.6 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years

(b) Persons in Categories I, II, III and V A who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income / wealth criteria mentioned in (a) above.
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<th>Explanation:</th>
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<td>(i) Income from salaries or agricultural land shall not be clubbed;</td>
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<td>(ii) The income criteria in terms of rupee will be modified taking into account the change in its value every three years. If the situation, however, so demands, the interregnum may be less.</td>
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</table>

**Explanation:** Wherever the expression “permanent incapacitation” occurs in this statement, it shall mean incapacitation which results in putting an officer out of service.

**Note 1:** Sons and daughters of:

(a) parents either of whom or both of whom are directly recruited Class I/Group A officers and such parent(s) dies/die or suffers/suffer permanent incapacitation while in service;

(b) parents both of whom are directly recruited Class II/Group B officers and one of them dies or suffers permanent incapacitation while in service; and

(c) parents both of whom are directly recruited Class II/Group B officers and both of them die or suffer permanent incapacitation while in service, even though either of them has had the benefit of employment in any International Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation shall not be treated to be falling in creamy layer. But if the parent(s) dies/die or suffers/suffer permanent incapacitation in such cases after retirement from service, his/their sons and daughters would be treated to be falling in creamy layer and would not get the benefit of reservation.

**Note 2:** Sons and daughters of parents who are included in the creamy layer on the basis of service status of their parents shall continue to be treated in creamy layer even if their parents have retired or have died after retirement.

**Note 3:** Sons and daughters of parents of whom only the husband is a directly recruited Class II/Group B officer who gets into Class I/Group A at the age of 40 or earlier are treated to be in creamy layer. If the father is directly recruited Class III/Group C or Class IV/Group D employee and he gets into Class I/Group A at the age of 40 or earlier, his sons and daughters shall not be treated to be falling in creamy layer.

**Note 4:** The creamy layer status of a candidate is determined on the basis of the status of his parents and not on the basis of his own status or income or on the basis of status or income of his/her spouse. Therefore, while determining the creamy layer status of a person the status or the income of the candidate himself or of his/her spouse shall not be taken into account.

**Note 5:** The creamy layer status of sons and daughters of persons employed in organizations where equivalence or comparability of posts vis-à-vis posts in Government has not been evaluated is determined as follows:

"Income of the parents from the salaries and from the other sources [other than salaries and agricultural land] is determined separately. If either the income of the parents from the salaries or the income of the parents from other sources
[other than salaries and agricultural land] exceeds the limit of Rs.6 lakh per annum for a period of three consecutive years, the sons and daughters of such persons shall be treated to fall in creamy layer. But the sons and daughters of parents whose income from salaries is less than Rs. 6 lakh per annum and income from other sources is also less than Rs.6 lakh per annum will not be treated as falling in creamy layer even if the sum of the income from salaries and the income from the other sources is more than Rs.6 lakh per annum for a period of three consecutive years. It may be noted that income from agricultural land is not taken into account while applying the Test."

Note 6: While applying the Income/Wealth Test to determine creamy layer status of any candidate as given in Category-VI, income from the salaries and income from the agricultural land shall not be taken into account. It means that if income from salaries of the parents of any candidate is more than Rs. 6 lakh per annum, income from agricultural land is more than Rs.6 lakh per annum, but income from sources other than salaries and agriculture is less than Rs. 6 lakh per annum, the candidate shall not be treated to be falling in creamy layer on the basis of Income/Wealth Test provided his parent(s) do not possess wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years.

CHAPTER- 3

RELAXATIONS AND CONCESSIONS

Concession in Promotions within Group A

3.1 There is no reservation in case of promotion by ‘selection’ from a Group A post to another Group A post. But when promotion by ‘selection’ is made from a Group A post to a Group A post carrying Grade pay of Rs.8700/- or less, the Scheduled Caste and Scheduled Tribe Officers, who are senior enough in the zone of consideration for promotion so as to be within the number of vacancies for which the select list has to be drawn up, would be included in that list provided they are not considered unfit for promotion. Their position in the select list would, however, be same as assigned to them by the Departmental Promotion Committee on the basis of their record of service.[O.M No. 36028/8/2009-Estt(Res) dt.7.6.2013]

Note: Fitness of the SC/ST officers in such cases would be assessed keeping in view the duties and responsibilities attached to the post and not on the basis of benchmark, if any, prescribed for promotion to the post.

Consideration for Appointment by Deputation and Absorption

3.2 Reservations do not apply to posts filled by deputation or absorption, but whenever a Ministry/Department/Attached Office/Subordinate Office etc. propose to depute, in public interest, officers serving under them to a post in or under another Ministry/Department etc., the Scheduled Caste/Scheduled Tribe employees serving under them, who are eligible to be sent on deputation should also be considered along with other eligible employees for such deputation. The Ministries/Departments under whose control the posts to be filled by deputation or absorption arise, should also, while selecting persons for such post(s), duly consider the cases of eligible Scheduled Caste and Scheduled Tribe employees whose names have been forwarded, for appointment on deputation or absorption to those posts. Where the number of posts to be filled on deputation or absorption by any employing Ministry or Office is fairly substantial, the employing Ministry/Head of Office concerned should endeavor to see that a fair proportion of such posts is filled by employees belonging to Scheduled Castes/Scheduled Tribes, subject of course, to availability from
the feeder categories of qualified persons belonging to these communities. [DP&AR OM No. 36021/6/75-Estt(SCT), dt. 9.10.1975 and DP&AR O.M No. 36012/7/77-Estt (SCT) dt. 21.1.1978].

**Age Relaxation in Direct Recruitment**

3.3 The maximum age-limit prescribed for direct recruitment to a service or post shall be increased by 5 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes and by 3 years in the case of candidates belonging to OBCs. [MHA No. 15/1/55-SCT dt. 30.4.1955, OM No. 43013/2/95-Estt(SCT), dt. 25.1.1995]

**Age Relaxation in Promotion**

3.4 Where an upper age-limit not exceeding 50 years is prescribed for promotion to a service/post, it shall be relaxed by 5 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes. This, however, would not apply to posts which have arduous field duties or are meant for operational safety and to posts in para-Military Organizations. [O.M No. 21/9/70-Estt(SCT), dt. 8.12.1971]

**Concession in Fee**

3.5 The candidates belonging to Scheduled Castes and Scheduled Tribes will not be required to pay any fees for admission to any recruitment examination/selection. [O.M No. 36011/3/84-Estt(SCT) dt. 1.7.1985]

**Relaxation of Experience Qualification for SCs and STs in Direct Recruitment**

3.6 Where some period of experience is prescribed as an essential qualification for direct recruitment to a post, and where, in the opinion of the Ministry/Department concerned, the relaxation of the experience qualification will not be inconsistent with efficiency, a provision should be inserted under the ‘Essential Qualification’ in the relevant Recruitment Rules as at (a) or (b) below to enable the Union Public Service Commission/competent authority to relax the ‘experience'
qualification in the case of Scheduled Caste/Scheduled Tribe candidates in the circumstances mentioned in the provisions:

(a) Where the post is filled by direct recruitment through the Union Public Service Commission, the provision to be inserted will be:

"The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them. The appointing authority shall record the reasons for relaxing the qualifications regarding experience in writing while doing so."

(b) Where the post is filled by direct recruitment otherwise than through the Union Public Service Commission, the provision to be inserted will be:

"The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them. The appointing authority shall record the reasons for relaxing the qualifications regarding experience in writing while doing so."

3.7 When any vacancies reserved for Scheduled Castes and Scheduled Tribes are advertised or intimated to the Employment Exchange, it should be specifically mentioned in the advertisement/requisition that the period of experience prescribed is relaxable, at the discretion of the Union Public Service Commission or the competent authority, as the case may be, in the case of Scheduled Caste/Scheduled Tribe candidates as provided in the Recruitment Rules. This is intended to ensure that the aspirants who may fall slightly short of the requisite experience may know about the possibility of relaxation in this regard. [DP&AR O.M No.27/10/71-Estt (SCT) dt. 5.9.1975]
Relaxation of Standard of Suitability in Direct Recruitment

3.8 In direct recruitment whether by examination or otherwise, if sufficient number of Scheduled Caste/Scheduled Tribe/Other Backward Class candidates are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to these communities should be selected to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. Thus, to the extent the number of vacancies reserved for Scheduled Castes, Scheduled Tribes and Other Backward Classes cannot be filled on the basis of general standard, candidates belonging to these communities will be taken by relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of these candidates for appointment to the post/posts in question. [MHA O.M No. 1/1/70-Estt (SCT), 25.7.1970]

3.9 In addition to the concession referred to above, in cases where the requisite number of Scheduled Caste/Scheduled Tribe/Other Backward Class candidates fulfilling even the relaxed standards admissible in their cases are not available to fill the vacancies reserved for them in non-technical and quasi-technical Group C and D services/posts required to be filled by direct recruitment otherwise than by written examination, the selecting authorities should, to the extent of the vacancies reserved for Scheduled Castes/Scheduled Tribe/Other Backward Class, select for appointment the best among the Scheduled Caste/Scheduled Tribe/Other Backward Class candidates who fulfill the minimum educational qualifications laid down in the notice for recruitment of advertisement. In order to bring such candidates to the minimum standard necessary for the posts and for the maintenance of efficiency of administration, they should be given in-service training. The in-service training will be provided by the appointing authorities within their own offices. Such candidates will, on their appointment, be placed on probation and the rules/orders regarding probation will apply to them.

3.10 Ministries/Departments should instruct all authorities under them to prepare a list of non-technical and quasi-technical posts in Group C and D to which the provisions given above apply. While notifying vacancies in such posts or advertising them, it should be indicated that the posts are non-technical in Group C and D. (O.M.No 24/7/67(I)-Estt.(SCT) dated 24/9/1968)
No Relaxation in Educational Qualification

3.11 Where an educational qualification has been prescribed in the recruitment rules, all candidates including the SC, ST and OBC candidates shall satisfy the said qualification. Sometimes, a minimum number of marks or a minimum grade is prescribed as part of the educational qualification in the recruitment rules. In such cases, the minimum marks/grade so prescribed shall uniformly apply to all candidates including SC, ST and OBC candidates. [OM No. 36011/8/84-Estt(SCT) dt. 29.5.1985]

Relaxation of Standards in Departmental Competitive / Qualifying Examinations

3.12 If in case of promotions made through departmental competitive examinations, sufficient number of Schedule Caste / Scheduled Tribe candidates are not available on the basis of general standard to fill all the vacancies reserved for them, Scheduled Caste/Scheduled Tribe candidates who have not acquired the general qualifying standard can also be considered for promotion to fill up the remaining vacancies reserved for them provided they are not found unfit for such promotions. In other words, the qualifying standard in such examinations can be relaxed in favour of Scheduled Caste and Scheduled Tribe candidates if sufficient number of Scheduled Caste/Scheduled Tribe candidates is not available on the basis of general standard to fill all the vacancies reserved for them.

3.13 In promotions made on the basis of seniority subject to fitness in which there is reservation for Scheduled Castes and Scheduled Tribes and where a qualifying examination is held to determine the fitness of candidates for such promotion, suitable relaxation in the qualifying standard in such examination should be made in the case of Scheduled Caste/Scheduled Tribe candidates. Similar relaxation of standard should be made in favor of Scheduled Caste/Scheduled Tribe candidates in such departmental qualifying examinations for promotions also, where promotion is made by selection and merit is determined by qualifying examination out of the qualified candidates. The extent of relaxation in above cases should be decided on each occasion whenever such an examination is held taking into account all relevant factors including (i) the number of vacancies reserved, (ii) the performance of Scheduled Caste/Scheduled Tribe candidates as well as general candidates in that examination, (iii) the minimum standard of fitness for appointment to the post, and also (iv) the overall strength of the cadre and that of the Scheduled Castes and Scheduled Tribes in that cadre.[DP&AR O.M No. 36021/10/76-Estt(SCT), 21.1.1977]
### Relevant Office Memoranda etc.

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<tr>
<td>1</td>
<td>MHA No.15/1/55-SCT</td>
<td>30.4.1955</td>
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<td>2</td>
<td>MHA OM No. 1/9/69-Estt(SCT)</td>
<td>26.3.1970</td>
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<td>3</td>
<td>DP &amp; AR OM No. 1/10/74-Estt(SCT)</td>
<td>23.12.1974</td>
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<td>4</td>
<td>DP &amp; AR OM No. 27/10/71-Estt(SCT)</td>
<td>5.9.1975</td>
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<td>5</td>
<td>DOPT OM No. 36021/6/1975-Estt(SCT)</td>
<td>9.10.1975</td>
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<td>9</td>
<td>DOPT O.M. No. 36013/3/84-Estt. (SCT)</td>
<td>1.7.1985</td>
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CHAPTER 4

DETERMINATION OF RESERVATION QUOTA

Determination of Number of Reserved Posts

4.1 Number of posts reserved for Scheduled Castes, Scheduled Tribes and Other Backward Classes in a cadre having more than 13 posts shall be determined by multiplying the cadre strength by the percentage of reservation prescribed for respective categories. While doing so, fractions, if any, shall be ignored.

Illustration: Suppose a grade in a service where reservation in promotion is available, has a total of 600 sanctioned posts, 50% of which are filled by direct recruitment on all India basis by open competition and 50% are filled by promotion by non-selection. Number of posts reserved for Scheduled Castes in case of direct recruitment would be equal to 300x 15/100 which comes to 45. Number of posts reserved for scheduled Tribes would be equal to 300x7.5/100, which after ignoring the fraction comes to 22 and number of posts reserved for Other Backward Classes would be equal to 300x27/100 i.e. 81. Similarly, the number of posts reserved for Scheduled Castes and Scheduled Tribes in case of promotion would be 45 and 22 respectively. It may be noted that the number of reserved posts for Scheduled Tribes comes to 22.5 in case of direct recruitment as well as promotion. Exact number of reserved posts is arrived at by ignoring the fraction.

4.2 If the number of posts in a cadre is 2 or more than 2 but less than 14, reservation is provided as per L-shaped rosters prescribed vide Department of Personnel & Training OM No. 36012/2/96-Estt(Res) dated 02.07.1997. These L-shaped rosters are nothing but 14-Point rosters given below. Thus in cadres with 2 posts but less than 14 posts, reservation shall be provided by rotation on the basis of following 14-point rosters:

<table>
<thead>
<tr>
<th>ROSTER POINTS</th>
<th>DIRECT RECRUITMENT</th>
<th>PROMOTION</th>
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**Note 1:** The term 'cadre strength' used in relation to calculation of reservation/maintenance of reservation registers /rosters means number of posts required to be filled by a particular mode of recruitment in terms of the applicable recruitment rules. In a grade comprising 200 posts, where the recruitment rules prescribe a ratio of 40:40:20 for direct recruitment, promotion and deputation/absorption respectively, the cadre strength for direct recruitment shall be 80 and cadre strength for promotion shall be 80. Since there is no reservation in case of deputation/absorption, 40 posts will not be subject to reservation.

**Note 2:** Where the recruitment is made vacancy based, it is possible that at any given point of time share of direct recruitment may increase and share of promotion may correspondingly decrease or vice-versa. In such cases cadre strength for direct recruitment and cadre strength for promotion may change from year to year. Consequently, number of reserved posts in direct recruitment quota and number of reserved posts in promotion quota would change from year to year. Likewise, if there is any increase or decrease in the cadre strength for any other reason, the number of reserved posts shall increase or decrease accordingly.

**Note 3:** Excess or shortfall of reservation, which may arise due to change in cadre strength, shall be adjusted/made up in subsequent recruitments.

**Determination of Reserved Vacancies**

4.3 While filling up of vacancies in a year, efforts shall be made to make up the shortfall of reservation for all the three categories, namely, SCs, STs and OBCs subject, however, to the condition that total number of vacancies reserved for SCs, STs and OBCs is not more than 50% of the vacancies of the year.
4.4 The ceiling of 50% reservation on filling of reserved vacancies would apply only to the vacancies which arise in the current year and the backlog reserved vacancies of SCs, STs and OBCs in case of direct recruitment and backlog reserved vacancies of SCs and STs in case of promotion of earlier years, would be treated as a separate and distinct group, and would not be considered together with the reserved vacancies of the year in which they are filled for determining the ceiling of 50% reservation on total number of vacancies of that year.

Note 1: Shortfall of reservation of a particular reserved category in a cadre means the difference between the 'total number of reserved posts for that category in the cadre' and 'the number of persons of that category appointed by reservation and holding the posts in the cadre'.

Note 2: Backlog reserved vacancies of a category are those vacancies which were earmarked reserved for that category in an earlier recruitment year but remained unfilled in the previous recruitment attempt on account of non-availability of suitable candidates belonging to that category and are still lying unfilled.

4.5 Given below is an illustration which would clarify the method of earmarking reservation for SCs, STs, and OBCs.

(i) There is a cadre having a total number of 1000 posts which are filled by direct recruitment on all India basis by open competition. The number of SC, ST and OBC employees appointed by reservation in the cadre should ideally be 150, 75 and 270 respectively when all the posts are filled.

(ii) Suppose all the 1000 posts stood filled in the year 2006 but the number of SC, ST and OBC employees appointed by reservation was 130, 75 and 100 respectively. There was, thus, a shortfall of 20 SCs and 170 OBCs in the cadre in that year, though all the posts were filled.

(iii) (a) Suppose 200 vacancies occurred in the cadre in the recruitment year 2007, of which 20 were vacated by SCs, 10 by STs and rest by unreserved category candidates. After vacation of these posts, shortfall of SCs, STs and OBCs in the cadre became 40, 10 and 170 respectively. Though there was a big shortfall of SCs, STs and OBCs in the cadre, only 100 of these vacancies could be earmarked reserved because all the 200 vacancies were current vacancies and limit of 50% on reservation in a year would apply on these vacancies.

(b) Shortfall of SCs and OBCs was more than 15% and 27% respectively of the current vacancies. Therefore, 15% of the current vacancies were straightway earmarked reserved for SCs and 27% for OBCs i.e. 30 vacancies were earmarked reserved for SCs and 54 for the OBCs. Shortfall of STs was 10 which is less than 7.5% of total vacancies. Therefore, only 10 vacancies were earmarked reserved for STs. Applying the above principle, 94 vacancies were earmarked
reserved. This left room for 6 \(100-(30+54+10)\) more vacancies to be earmarked reserved to make up the shortfall. These 6 vacancies were apportioned between SCs and OBCs in the ratio of percentage of reservation prescribed for these categories viz. 15: 27, i.e. 2 for SCs and 4 for OBCs (fractions rounded off to the nearest whole number). However, while making such distribution, it has to be kept in view that the number of vacancies earmarked reserved for any category is not more than the shortfall of that category. Thus, final earmarking of reservation in respect of the vacancies for the year 2007 was 32 for SCs, 10 for STs and 58 for OBCs.

(e) Suppose only 20 SC candidates, 5 ST candidates and 50 OBC candidates could be appointed in the recruitment year 2007 against the vacancies reserved for them. Thus, 12 vacancies of SCs, 5 vacancies of STs and 8 vacancies of OBCs which were earmarked reserved could not be filled and remained vacant. These 12 vacancies of SCs, 5 vacancies of STs and 8 vacancies of OBCs which were earmarked reserved but remained vacant in the recruitment attempt will be treated as backlog reserved vacancies for the subsequent recruitment year. After the recruitment process for the year 2007 was over, total number of posts filled was 975, of which 130, 70 and 150 were held respectively by SCs, STs and OBCs. It may be noted that shortfall of reservation of SCs, STs and OBCs at this stage was 20, 5 and 120 respectively. However, number of backlog reserved vacancies of SCs, STs and OBCs was 12, 5 and 8 respectively.

(iv) Suppose 200 vacancies occurred in the recruitment year 2008 of which 20 were vacated by SCs, 10 by STs and 20 by OBCs. At this stage shortfall of SCs, STs and OBCs was 40, 15 and 140 respectively. Total vacancies in the year were 200+12+5+8=225, of which 200 were current vacancies and 25 backlog vacancies. While earmarking reservation, 25 backlog reserved vacancies of SCs, STs and OBCs will be treated as a separate and distinct group and will be kept reserved-12 for SCs, 5 for STs and 8 for OBCs. Of the 200 current vacancies, not more than 100 can be earmarked reserved. By applying the same principles as in the year 2007, out of 200 current vacancies, 28 were earmarked reserved for SCs, 10 for STs and 62 for OBCs. Thus the number of vacancies reserved for SCs, STs and OBCs in the recruitment year 2008, including the backlog reserved vacancies, were 40, 15 and 70 respectively. If only 35 SCs, 12 STs and 50 OBCs become available to fill up the reserved vacancies, 5 vacancies of SCs, 3 vacancies of STs and 20 vacancies of OBCs will be kept vacant and will be treated as backlog reserved vacancies for the subsequent recruitment year.


4.6 In case of cadres where reservation is given by rotation, number of reserved vacancies will be determined as per roster points. It would have to be kept in view that not more than 50 per cent of current vacancies of a year are reserved and total reservation in the cadre does not exceed the limit of 50%. If at any stage, filling up of a vacancy results into more than 50% reservation in the cadre, reservation shall be skipped.
### Relevant Office Memoranda etc.

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CHAPTER - 5
RESERVATION REGISTERS AND ROSTER REGISTERS

5.1 In case of cadres having more than 13 posts, all appointing authorities should maintain reservation registers in the format given in Annexure-I.

5.2 Reservation roster registers will be maintained in format given in the Annexure-II for cadres having less than 14 posts.

5.3 Following principles shall be followed for preparation and maintenance of reservation registers and reservation roster registers:

(a) Separate registers/ roster registers shall be maintained for appointments made by direct recruitment and promotion. In case of promotion, separate registers / roster registers shall be maintained for each mode of promotion viz. limited competitive examination, selection, non-selection, etc.

(b) A common register / roster register shall be maintained for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely.

(c) A separate register / roster register shall be maintained for purely temporary appointments of 45 days or more but which have no chance whatever of becoming permanent or continuing indefinitely.

(d) Immediately after an appointment is made, the particulars of the person appointed shall be entered in the register / roster register in the appropriate columns and the entry signed by the appointing authority or by an officer authorized to do so.

(e) No gap shall be left in completing the register / roster register.

(f) The register / roster register shall be maintained in the form of a running account year after year. For example if recruitment in a year stops at point 6, recruitment in the following year shall begin from point 7.

(g) If reservation register becomes unwieldy or difficult to manage, a fresh register may be started by applying the method of initial preparation of registers.

(h) In case of cadres where reservation is given by rotation, fresh cycle of roster shall be started after completion of all the points in the roster.
(i) Since reservation does not apply to deputation/absorption, where the recruitment rules prescribe a percentage of posts to be filled by these methods, such posts shall be excluded for determining reservations.

(j) After every recruitment year, an account shall be noted in the reservation register indicating representation of Scheduled Castes/Scheduled Tribes/Other Backward Classes and details of backlog reserved vacancies etc.

Note: Reservation registers / roster registers are only an aid to ensure that Scheduled Castes, Scheduled Tribes and Other Backward Classes get quota reserved for them. These registers/roster registers do not determine seniority.

Grouping of Posts

5.4 In the case of posts filled by direct recruitment, small cadres may be grouped with posts in the same group for the purpose of reservation orders taking into account the status, salary and qualifications prescribed for the posts in question.

5.5 The posts of Sweepers should not be grouped for the purpose of reservation, with other categories of Group D posts, even though the number of posts of Sweepers may not be large in an office/establishment.

5.6 Proposals for grouping of posts should be referred to the Department of Personnel & Training for prior approval together with full particulars of the posts proposed to be grouped together in the following respect:

(i) Designation and number of each post.
(ii) Group to which the posts belong i.e. Group A, Group B, Group C or Group D.
(iii) Scale of pay of each post.
(iv) Method of recruitment for each post as provided in the recruitment rules.

5.7 While reservations would be made according to the groups as provided above, the total reservation in any of the posts/services so grouped should not exceed 50 per cent of the vacancies to be filled in it i.e. in the particular post/service, in a recruitment year. The total reservation for SCs, STs and OBCs in any post or service should also not exceed 50 percent of the total number of posts in the particular post/service.
Initial Preparation of Reservation Register / Roster

5.8 In order to prepare the reservation register initially, names of all the candidates holding the post as on the date of starting the reservation register may be entered in the register starting with the earliest appointee who was in the cadre as on the date of start of register. If an appointee in the cadre is a Scheduled Caste candidate, SC may be entered in column 4 of the register against his name. If that candidate was appointed by reservation, SC may be written in column 5 also but if he was appointed on his own merit, UR will be written in column 5. If the next appointee is a general category candidate, general shall be written in column 4 against his name and UR in column 5, and so on till all the appointments are adjusted. After making entries as indicated above, details about the number of SC, ST and OBC candidates appointed by reservation, backlog reserved vacancies, if any, may be indicated in ‘Remarks’ column.

5.9 After initial preparation of the register, the names of persons appointed thereafter may be added by filling up the columns as stated above.

5.10 Roster registers shall be maintained for cadres with 2 to 13 posts. For preparing roster, names of all the incumbents in the cadre as on 2.7.1997 may be entered in the register starting from the earliest appointee. If an appointee in the cadre is a Scheduled Caste candidate, SC may be entered in column 5 of the register against his name. If that candidate was appointed by reservation, SC may be written in column 6 also but if he was appointed on his own merit, UR will be written in column 6. If the next appointee is a general category candidate, general shall be written in column 5 against his name and UR in column 6, and so on till all appointments are adjusted. In doing so, a general category candidate may appear on a reserved point and an SC/ST/OBC candidate may appear against an unreserved point. If name of an SC/ST/OBC candidate appointed by reservation is entered against a general point, entries may be made in remarks column against that point and also against nearest point reserved for SCs/STs/OBCs, as the case may be, to the effect that such a candidate is to be treated to have been adjusted against the relevant reserved point. Likewise, entries will be made in remarks column for candidates who are appointed as general category
candidates but whose names appear against reserved points. Similar adjustments will be made in respect of SC candidates appearing against a point reserved for STs or OBCs and so on. After all the 14 points are consumed, fresh cycle of the roster may be started. As many roster points may be treated to have been consumed on the date of start of the roster register as many employees occupy the roster points as on the date of start of the register. From that point onward, vacancies may be filled as per roster points subject to adjustment of reserved category candidates appointed by reservation and general category candidates as explained above.

SC/ST/OBC Candidates Appointed on Merit

5.11 SC, ST and OBC candidates in case of direct recruitment and SC and ST candidates in case of promotion, appointed on their own merit and not owing to reservation should not be shown against reserved quota. They will be adjusted against unreserved quota.

5.12 If an unreserved vacancy arises in a cadre and there is any SC/ST candidate within the normal zone of consideration in the feeder grade, such SC/ST candidate cannot be denied promotion on the plea that the post is not reserved. Such a candidate will be considered for promotion along with other candidates treating him as if he belongs to general category. In case he is selected, he will be appointed to the post and will be adjusted against the unreserved point.

5.13 Only such SC/ST/OBC candidates who are selected on the same standard as applied to general candidates shall be treated as own merit candidates. If any SC/ST/OBC candidate is selected by getting any relaxation in experience qualification, number of permitted chances in written examination, zone of consideration etc., he/she shall be counted against reserved vacancies. Such a candidate cannot be considered for appointment against an unreserved vacancy.

5.14 SC/ST candidates appointed on their own merit (by direct recruitment or promotion) and adjusted against unreserved points will retain their status of SC/ST and will be eligible to get benefit of reservation in future/further promotions, if any.

5.15 50% limit on reservation will be computed by excluding such reserved category candidates who are appointed/promoted on their own merit.

Adjustment of Compassionate Appointees

5.16 A person selected for appointment on compassionate grounds should be adjusted in the reservation register/reservation roster register against the appropriate category viz. SC/ST/OBC/UR category depending upon the category to which he belongs. For example, if he belongs to SC, he shall be adjusted against a vacancy reserved for SCs. Similarly if he is an ST or OBC candidate, he shall be adjusted against vacancy reserved for STs or OBCs, as the case may be. An unreserved category candidate shall be adjusted against an unreserved vacancy. (O.M.No.14014/6/1995-Estt(D) dated 26.09.1995)

Relevant Office Memoranda etc.

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RESERVATION REGISTER

1. Name of the post:

2. Method of Recruitment: DR/Promotion by selection/Promotion by non-selection/Promotion by Limited Departmental Examination.

3. Number of posts in the cadre (cadre strength):

4. Percentage of Reservation prescribed: SCs____, STs____, OBCs____

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<th>Signature of appointing authority or other authorised officer</th>
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Annexure-II to Chapter- 5

RESERVATION ROSTER REGISTER

1. Name of the post:

2. Method of Recruitment: DR/Promotion by selection/Promotion by non-selection/Promotion by Limited Departmental Examination.

3. Number of posts in the cadre:

4. Percentage of Reservation prescribed: SCs_____, STs_____, OBCs_____

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<th>Date of appointment</th>
<th>Whether SC/ST /OBC/ General</th>
<th>Filled as UR or as reserved for SCs/ STs /OBCs</th>
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CHAPTER-6
FILLING UP OF RESERVED VACANCIES

Direct Recruitment

6.1 When direct recruitment is to be made for reserved as well as unreserved vacancies on any one occasion, a single advertisement should be issued specifying clearly therein the vacancies reserved for Scheduled Castes, Scheduled Tribes and OBCs. (O.M.No.36012/6/88-Estt.(SCT), SRD dated 6.9.1999)

6.2 While notifying the vacancies to the local or the regional employment exchange, a single requisition should be sent to the Employment Exchange for such reserved and unreserved vacancies. The number of vacancies reserved for Scheduled Castes, Scheduled Tribes and OBCs out of the total vacancies notified should be clearly indicated in the requisition to the employment Exchange. The following certificate should also, be given in the requisition:

“Certified that the number of vacancies reserved for Scheduled Castes/Scheduled Tribes/OBCs/ex-servicemen/ Persons with Disabilities is in accordance with the reservation quota fixed by Government for these categories.”

6.3 If sufficient number of Scheduled Caste/Scheduled Tribe candidates are not available or are not sponsored by the Employment Exchange for the reserved vacancies, the appointing authority should also intimate the reserved vacancies to the Director of Scheduled Castes/Scheduled Tribes Welfare in the State/Union Territory concerned.

6.4 The vacancies should also be brought to the notice of the Scheduled Caste/Scheduled Tribe Organizations recognized by this Department for the purpose of notifying to them the vacancies. It may, however, be made clear to such organizations that their function is limited to advising the Scheduled Caste/Scheduled Tribe candidates about the recruitment proposed and that it will not be for them to recommend or press the names of any individuals. The candidates should apply to the appointing authority either direct or through the Employment Exchange, as the case may be.
6.5 Where sufficient number of candidates belonging to SC/ST/OBC are not available to fill up the vacancies reserved for them in direct recruitment, the vacancies should not be filled by candidates not belonging to these communities. In other words, there is a ban on de-reservation of vacancies reserved for SCs, STs and OBCs in direct recruitment.

6.6 If sufficient number of suitable SC/ST/OBC candidates are not available to fill up vacancies reserved for them in the first attempt of recruitment, a second attempt should be made for recruiting suitable candidates belonging to the concerned category in the same recruitment year or as early as possible before the next recruitment year to fill up these vacancies. If the required number of SC/ST/OBC candidates are not even then available, the vacancies which could not be filled up shall remain unfilled until the next recruitment year. These vacancies will be treated as “backlog vacancies.”

6.7 In the subsequent recruitment year when recruitment is made for the vacancies of that year (called the current vacancies), the backlog vacancies of SCs, STs and OBCs will also be announced for recruitment. While doing so, it may be kept in view that the vacancies of the particular recruitment year i.e. the current vacancies will be treated as one group and backlog vacancies of SCs, STs and OBCs as a separate and distinct group. Of the vacancies in the first group, not more than 50% of the vacancies shall be reserved. Vacancies in the second group i.e. all the backlog vacancies reserved for SCs, STs and OBCs will be filled up by the candidates belonging to category concerned without any restriction whatsoever as they belong to distinct group of backlog vacancies of SCs, STs and OBCs.

6.8 Vacancies reserved for SCs/STs/OBCs which could not be filled up and are carried forward as backlog vacancies and remain unfilled in the following recruitment year also, will be carried forward as backlog vacancies for subsequent recruitment year(s) as long as these are not filled by candidates of the category for which these are reserved.

6.9 In posts filled otherwise than through examination, normally six to seven candidates belonging to the community for which the post is reserved may be called for interview for each reserved vacancy, subject to availability of such candidates fulfilling the qualifications prescribed for the post. Where the response from the Scheduled Caste/Scheduled Tribe/Other Backward Class
candidates is exceptionally good, the recruiting authority may, having regard to the merits of each case, call as many as 10 to 12 candidates of the respective category for each reserved vacancy for the purpose of interview/selection.

6.10 In direct recruitment made otherwise than through examination and in direct recruitment made though examination followed by an interview, the interview of Scheduled Caste/Scheduled Tribe candidates should be held on a day or sitting of the Selection Committee other than the day or sitting on which general candidates are to be interviewed so that the Scheduled Caste and Scheduled Tribe candidates are not judged in comparison with general candidates and the interviewing authority/Board is/are prominently aware of the need for judging the Scheduled Caste /Scheduled Tribe candidates by relaxed standards.\textit{(O.M No.27/14/71-Estt.(SCT) dated 30/01/1973)}

\textbf{Promotion by Selection}

6.11 In case of promotion by selection, selection against vacancies reserved for Scheduled Castes and Scheduled Tribes should be made only from among those Scheduled Caste /Scheduled Tribe officers who are within the normal zone of consideration. Where adequate number of SC/ST candidates are not available within the normal field of choice, it may be extended to 5 times the number of vacancies and the SC/ST candidates (and not any other candidates) coming within the extended field of choice should also be considered against the vacancies reserved for them. The following instructions will apply to the filling of vacancies reserved for Scheduled Castes and Scheduled Tribes in such promotions:

(i) Scheduled Caste and Scheduled Tribe officers who are within the normal zone of consideration shall be considered for promotion alongwith others and adjudged on the same basis as others and those Scheduled Caste and Scheduled Tribe officers amongst them who are selected on that basis may be included in the general select list. If some of the SC/ST candidates so selected have been selected on their own merit in all respect and are so placed in the select list that their names fall within the number of unreserved vacancies, such candidates shall be adjusted against unreserved vacancies.

(ii) If number of candidates from Scheduled Castes and Scheduled Tribes other than the candidates selected on their own merit who are adjusted against unreserved vacancies
is less than the number of vacancies reserved for them, the difference should be made up by selecting candidates of these communities who are in the zone of consideration irrespective of merit but who are considered fit for promotion.

(iii) If the number of SC/ST candidates found fit for promotion against reserved vacancies is still less than the number of vacancies reserved for them, the difference should be made up by selecting candidates of these communities who are in the extended zone of consideration irrespective of merit but who are considered fit for promotion.

(iv) A select list should then be prepared in which the names of all the selected officers, general as well as those belonging to Scheduled Castes and Scheduled Tribes, are arranged in the order of merit and seniority according to the general principles for promotion to selection posts. However, such of the SC/ST candidates who are in the extended field and get selected should en block be placed in the end by maintaining their inter se position in accordance with their gradation by the DPC. This select list should, thereafter, be followed for making promotions in vacancies as and when they arise during the year.

**Promotion by Non-Selection**

6.12 In case of promotion by non-selection, all Scheduled Caste and Scheduled Tribe candidates covered in the relevant seniority list within the total number of such vacancies against which the promotions are to be made, shall be considered in the order of their general seniority, and if they are not judged unfit, they shall be promoted. If the number of Scheduled Caste / Scheduled Tribe candidates found fit within the range of actual vacancies is less than the number of vacancies reserved for them, additional Scheduled Caste / Scheduled Tribe candidates to the extent required shall be located by going down the seniority list, provided they are eligible and found fit for appointment.

**Note 1:** In order to ensure proper implementation of reservation of vacancies for Scheduled Castes and Scheduled Tribes in promotion, number of vacancies should be assessed as accurately as possible. Purely short term vacancies should not be taken into account for this purpose; nor should any addition be made to cover unforeseen vacancies. At the same time, it is necessary to ensure that the number of vacancies is not reduced. All clear vacancies arising due to death, retirement, resignation and long term promotion of incumbents from one post/grade to a higher post/ grade
should be taken into account while fixing the number of vacancies and the number of reserved vacancies for Scheduled Castes and Scheduled Tribes.

Note 2: Since appointment to Selection Grade also constitutes promotion, the appropriate orders relating to reservation/concessions for Scheduled Castes and Scheduled Tribes in promotions, would apply to the appointment to the Selection Grade also.

Note 3: While constituting the Departmental Promotion Committee, instructions regarding nomination of SC/ST officers on the DPC, as issued from time to time, should be followed.

Steps To Be Taken in Case of Non-Availability of SC/ST Candidates for Promotion

6.13 If sufficient number of SC/ST candidates fit for promotion against reserved vacancies is not available, such vacancies may be de-reserved as per prescribed procedure and filled by candidates of other communities.

6.14 If sufficient number of SC/ST candidates fit for promotion against reserved vacancies is not available and such vacancies can also not be de-reserved for reasons like non-availability of candidates of other categories to fill up the posts etc., the vacancies shall not be filled and will remain unfilled and will be treated as “backlog vacancies”.


6.15 In the subsequent recruitment year when recruitment is made for the vacancies of that year (called the current vacancies), the backlog vacancies of SCs and STs will also be filled up, keeping the current vacancies and the backlog vacancies of SCs and STs as two distinct groups. Of the current vacancies, not more than 50% of the vacancies shall be reserved. However, all the backlog vacancies reserved for SCs and STs will be filled up by candidates belonging to the concerned category without any restriction whatsoever as they belong to distinct group of backlog vacancies.

Diversion of Reserved Vacancies from Promotion Quota to Direct Recruitment

6.16 Where recruitment to a grade is made both by promotion and direct recruitment i.e. where separate quota for promotion and direct recruitment are prescribed in the Recruitment Rules, reserved vacancies falling in the promotion quota which cannot be filled due to non-availability of eligible persons belonging to SC/ST in the feeder cadre may be temporarily diverted to the direct
recruitment quota and filled by recruitment of candidates belonging to SC or ST, as the case may be, in accordance with the provisions relating to direct recruitment contained in the Recruitment Rules. In the subsequent year(s) when reserved vacancies in the direct recruitment quota become available they may be diverted to the promotion quota to make up for the vacancies diverted earlier and filled from SC/ST candidates in the feeder cadre who might by then become eligible for promotion. This involves relaxation of the Recruitment Rules. The Ministries/Departments may themselves exercise the power of relaxation subject to approval of UPSC, wherever necessary.

Safeguards against Supersession of SC/ST Candidates

6.17 In posts filled by promotion (by selection or by non-selection) wherever the orders regarding reservation apply the following procedure should be observed by the appointing authorities, in regard to cases where eligible Scheduled Caste/Scheduled Tribe candidates, though available, are not appointed/selected for the reserved as well as unreserved vacancies:

(a) In promotions to Group A and within Group A – Such cases should be submitted to the Minister/Minister of State/Deputy Minister concerned, as the case may be.

(b) In promotion to Group B and within Group B – Such cases should be reported to the Minister/Minister of State/Deputy Minister concerned, as the case may be, within a period of one month of the finalization of the select list.

(c) In promotion to and in Group C and within Group D – Such cases should be reported to the Head of the Department, if the appointing authority is lower than the level of the Head of the Department, and where the Head of the Department is himself the appointing authority, to the Secretary of the administrative Ministry/Department.

6.18 In regard to promotions by selection from Group A post to a Group A post which carries an ultimate salary of Rs. 18,300 (pre-revised) or less, cases where the Scheduled Caste / Scheduled Tribe candidates available within the number of vacancies for which the select list is drawn are not selected, should be submitted to the Minister / Minister of State / Deputy Minister concerned, as the case may be.

Implementation of the Findings of DPC Kept in Sealed Cover
6.19 According to the instruction contained in the Ministry of Home Affairs Office Memorandum No.39/3/59-Estt.(A) dated the 31st August, 1960, the findings of the Department Promotion Committee in respect of a person under suspension or against whom vigilance enquiries are pending are kept in sealed cover and a vacancy is kept reserved for him and is filled only on officiating basis till the finalization of the departmental proceedings. If the officer is completely exonerated and the charges leveled against him are proved to be wholly unjustified then he is promoted to the vacancy which had been filled on an officiating basis and which was reserved for him. In such cases, the junior most officer officiating in the grade i.e. the officer occupying the lowest position in the panel is reverted. Where such reversion becomes necessary, the reversions should be made in such a manner that the total number of SC/ST candidates in the cadre appointed by reservation is not reduced below the reservation prescribed for them.
### Relevant Office Memoranda etc.

<table>
<thead>
<tr>
<th>No.</th>
<th>Memorandum Details</th>
<th>Date</th>
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<tr>
<td>1</td>
<td>Para 5 (6) MHA O.M. No. 42/21/49-NGS</td>
<td>28.1.52</td>
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<td>10.4.68</td>
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<td>5.6.70</td>
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<td>27.11.71</td>
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<td>6</td>
<td>DOP&amp;AR O.M. No.16/1/72-Estt (SCT)</td>
<td>11.08.1972</td>
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<tr>
<td>7</td>
<td>Dept. of Per &amp; AR OM No. 36012/3/75-EStt(SCT)</td>
<td>6.10.1976</td>
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<td>8</td>
<td>DP&amp;AR O.M. No.36014/3/77-Estt(SCT)</td>
<td>23.4.77</td>
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<td>9</td>
<td>Dept. of Per &amp; AR OM No. 36013/6/80-EStt(SCT)</td>
<td>28.1.1982</td>
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<td>10</td>
<td>DOP&amp;T O.M.No 36012/6/88-EStt(SCT), SRD</td>
<td>6.9.1989</td>
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</tbody>
</table>
CHAPTER-7
DE-RESERVATION

7.1 A vacancy reserved for SCs or STs or OBCs cannot be filled by a candidate other than an SC or ST or OBC candidate, as the case may be. However, a reserved vacancy may be declared unreserved by following the procedure of de-reservation as given below whereafter it can be filled as an unreserved vacancy.

De-reservation in case of Direct Recruitment

7.2 There is a general ban on de-reservation of reserved vacancies in case of direct recruitment. However, in rare and exceptional cases when a vacancy in a Group ‘A’ service cannot be allowed to remain vacant in public interest, the administrative Ministry/Department may prepare a proposal for de-reservation of the vacancy giving following information:

(i) Designation of the post;
(ii) Pay scale of the post;
(iii) Name of the service to which the post belongs;
(iv) Duties and responsibilities attached to the post;
(v) Educational and other qualifications prescribed for the post;
(vi) Efforts made to fill up the post;
(vii) Reasons why it cannot be allowed to remain vacant;
(viii) Justification for de-reservation; and
(ix) Any other relevant information.

7.3 The administrative Ministry shall consult the National Commission for Scheduled Castes in respect of vacancy reserved for SCs, the National Commission for Scheduled Tribes in respect of vacancy reserved for STs and the National Commission for Backward Classes in respect of vacancy reserved for OBCs. After obtaining the comments of the concerned Commission, the administrative Ministry/Department shall place the proposal alongwith the Commission’s comments before a Committee comprising of the Secretaries in the Department of Personnel and Training, the Ministry of Social Justice and Empowerment, and the Ministry/Department under which the recruitment is to be made for consideration and recommendation. The recommendation of the Committee shall be
placed before the Minister in charge of the Department of Personnel and Training for taking a final decision. If de-reservation of the vacancy is approved, it can be filled as an unreserved vacancy.

7.4 De-reservation in case of Promotion

In case of promotion, if sufficient number of SC/ST candidates fit for promotion against reserved vacancies are not available, such vacancies may be de-reserved and filled by the candidates of other communities. The power to accord approval to de-reservation of the reserved vacancies in such cases is delegated to the administrative Ministries and Departments subject to the following conditions:

(i) no candidate belonging to the category for which the vacancy is reserved is available within the zone of consideration or extended zone of consideration or eligible for promotion in the feeder cadre(s) specified in the relevant service / recruitment rules / orders;

(ii) the proposal for de-reservation has been seen and concurred in by the Liaison Officer of the Ministry / Department;

(iii) the proposal for de-reservation is agreed to at a level not lower than that of Joint Secretary to the Government of India, in the administrative Ministry / Department (proper) concerned; and

(iv) in the event of disagreement between the appointing authority and the Liaison Officer, the advice of the Department of Personnel & Training is obtained.

7.5 Before taking a decision to de-reserve a vacancy under the delegated powers, the administrative Ministry / Department shall prepare a proposal in the proforma given in the Annexure-I and send one copy thereof each to the Department of Personnel & Training and the National Commission for Scheduled Castes in respect of vacancies reserved for SCs and to the National Commission for Scheduled Tribes in respect of vacancies reserved for STs. After sending the proposal, the Ministry / Department shall wait for a period of at least two weeks for the comments of the Department of Personnel & Training and the concerned National Commission. If no comments are received from the Department of Personnel & Training or the concerned Commission within two weeks, the administrative Ministry / Department may presume that the DOPT or the concerned National Commission, as the case may be, do not have any comments to offer and may take a decision regarding de-reservation of the vacancy. In case the Ministry / Department receives
comments from the DOPT or the concerned Commission within two weeks, the comments so received shall be considered while taking a decision in the matter.

7.6 While sending the copy of the proposal to the Commissions / Department of Personnel & Training, it should be ensured that the proposal / proforma duly filled in is signed by an officer of the rank of Under Secretary or above in the administrative Ministry / Department.

7.7 The Attached / Subordinate Offices etc. should not send the proposal direct to the Department of Personnel and Training or to the concerned National Commission. They should send the proposal to the administrative Ministry/ Department who will examine the proposal and send it to the Department of Personnel and Training and to the concerned National Commission.

### Relevant Office Memoranda etc.

<table>
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<tr>
<th>No.</th>
<th>Document Details</th>
<th>Date</th>
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<tr>
<td>1</td>
<td>MHA O.M. No.31/10/63 SCT(l)</td>
<td>02.05.1963</td>
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<td>2</td>
<td>MHA No.16/1 (I)/65-Estt.(C)</td>
<td>20.07.1965</td>
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<td>3</td>
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<td>20.09.1967</td>
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<td>4</td>
<td>MHA No. 27.05.1968-Estt.(C)</td>
<td>13.03.1968</td>
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<td>5</td>
<td>MHA No.1/8/69-Estt.(SCT)</td>
<td>28.01.1969</td>
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<td>6</td>
<td>DOP&amp;AR O.M. No.16/1/72-Estt.(SCT)</td>
<td>11.08.1972</td>
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<td>7</td>
<td>DOP&amp;AR No.16/3/74-Estt.(SCT)</td>
<td>26.04.1974</td>
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<td>8</td>
<td>DOP&amp;AR No.16/27/74-Estt.(SCT)</td>
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<td>9</td>
<td>DOP&amp;AR O.M. No.36011/25/79-Estt.(SCT)</td>
<td>16.11.1979</td>
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</tbody>
</table>
### PROPOSAL FOR DE-RESERVATION OF VACANCIES RESERVED FOR SCHEDULED CASTES AND SCHEDULED TRIBES IN POSTS FILLED BY PROMOTION.

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>1. Name of the Office/Organisation to which the post(s) relate</td>
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<tr>
<td>2. Particulars of the post in which vacancies are proposed to be de-reserved</td>
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<tr>
<td></td>
<td>(a) Name of the post</td>
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<td></td>
<td>(b) Group (Class)</td>
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<tr>
<td></td>
<td>(c) Scale of Pay</td>
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<tr>
<td>3. Information about posts in the promotion quota</td>
<td></td>
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<tr>
<td></td>
<td>(a) Mode of promotion viz by Selection or Non-Selection or by Departmental Examination etc.</td>
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<tr>
<td></td>
<td>(b) No. of posts already filled by the given mode of promotion</td>
</tr>
<tr>
<td></td>
<td>(c) Number of backlog reserved vacancies in respect of the given mode of promotion</td>
</tr>
<tr>
<td></td>
<td>(d) Number of current vacancies to be filled by the given mode of promotion</td>
</tr>
<tr>
<td></td>
<td>(e) Total number of vacancies to be filled (current vacancies + backlog vacancies) by the given mode of promotion</td>
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<tr>
<td></td>
<td>(f) Total number of posts in the given mode of promotion (b+c)</td>
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<tr>
<td>4. No. of posts already held by the candidates appointed by reservation in the cadre</td>
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<td>SCs……………… STs……………… Total………</td>
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<td></td>
<td>SCs……………… STs………………</td>
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Annexure to Chapter-7
<table>
<thead>
<tr>
<th>5. If cadre strength is less than 14 and reservation is given by rotation, cycle no. and point no. of the roster on which the vacancy falls</th>
<th>Cycle No. .......... Point No. ..........</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Number of vacancies earmarked reserved</td>
<td></td>
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<tr>
<td>(a) Out of the current vacancies</td>
<td></td>
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<tr>
<td>(b) Backlog reserved vacancies</td>
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<tr>
<td>(c) Total reserved vacancies (a+b)</td>
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<tr>
<td>SCs. ...............</td>
<td>STs. ...............</td>
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<td>SCs. ...............</td>
<td>STs. ...............</td>
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<tr>
<td>SCs. ...............</td>
<td>STs. ...............</td>
</tr>
<tr>
<td>7. Number of vacancies proposed to be de-reserved</td>
<td></td>
</tr>
<tr>
<td>SCs. ...............</td>
<td>STs. ...............</td>
</tr>
</tbody>
</table>
8. If promotion is by non-selection

(a) Whether the SC/ST candidates who are eligible for promotion including those holding lower positions in the general seniority list were considered for promotion

(b) Total number of SC/ST candidates in the feeder grade

(c) No. of eligible SC/ST candidates in the feeder grade

(d) Number of SC/ST candidates considered fit for promotion

(e) Number of SC/ST candidates considered not fit for promotion

(f) If sufficient number of SC/ST candidates are not eligible for promotion on the crucial date, the date on which the senior most SC/ST candidate in the grade will become eligible for promotion

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<tr>
<th>SCs</th>
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<td>SCs</td>
<td>STs</td>
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</table>

9. If promotion is by selection

(a) Size of the normal zone of consideration

(b) Size of the extended zone of consideration for SCs/STs (5 times the total number of vacancies)

(c) Number of eligible SC/ST candidates in the extended zone of consideration

(d) Number of SC/ST candidates found fit for promotion

(e) Number of SC/ST candidates considered not fit for promotion

(f) If sufficient number of SC/ST candidates are not eligible for promotion on the crucial date, the date on which the senior-most SC/ST candidate will become eligible for promotion and his place in the seniority list

<table>
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<tr>
<th>SCs</th>
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<td>SCs</td>
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<tr>
<td>10. If promotion is through Departmental Qualifying or Departmental Competitive Examination, the number of SC/ST candidates who qualified the examination</td>
<td>SCs..........................STs..........</td>
</tr>
<tr>
<td>11. Whether other category candidates are available in the Select List for appointment to the vacancies sought to be de-reserved</td>
<td></td>
</tr>
<tr>
<td>12(a) Whether SC/ST candidates considered unfit had any adverse entries in their C.R.s considered by the DPC</td>
<td></td>
</tr>
<tr>
<td>(b) If yes, whether such adverse entries were communicated in time to the SC/ST officer (s) concerned</td>
<td></td>
</tr>
<tr>
<td>(c) Whether the cases of the eligible SC/ST candidates not found fit for promotion were submitted / reported to the Minister / Minister of State / Deputy Minister / Secretary / Head of the Department, as the case may be</td>
<td></td>
</tr>
<tr>
<td>13. Where interviews are prescribed, whether SC/ST candidates were interviewed on a day or sitting of the Selection Committee other than the day / sitting on / in which general candidates were interviewed</td>
<td></td>
</tr>
<tr>
<td>14(a) If ex-post-facto approval is sought to the de-reservation of vacancies, the reasons why proposal for prior de-reservation was not made, and what steps have been taken to prevent its recurrence</td>
<td></td>
</tr>
<tr>
<td>(b) The level at which it was decided to fill the reserved vacancies by other category candidate (s) without prior de-reservation</td>
<td></td>
</tr>
</tbody>
</table>
It is certified

(1) that the proposal for de-reservation is agreed to at the level of Joint Secretary to the Government of India in the administrative Ministry / Department.

(2) that the proposal has been seen and concurred in by the Liaison Officer of the Ministry / Department.

(3) that copies of this proposal are simultaneously being sent to the National Commission for Scheduled Castes / National Commission for Scheduled Tribes and the Department of Personnel & Training.

Signature

Name of the Signing Officer

Designation

Tele. No.

No.

Date

To

(1) Department of Personnel & Training, New Delhi.
(2) National Commission for Scheduled Castes / National Commission for Scheduled Tribes.
CHAPTER 8
VERIFICATION OF THE CLAIMS OF SCHEDULED CASTES, SCHEDULED TRIBES AND OTHER BACKWARD CLASSES

8.1 Any person who claims to belong to a Scheduled Caste or a Scheduled Tribe or Other Backward Class will have to produce a certificate to the Appointing Authority/Selection Committee/Board etc. in support of his claim so as to make him eligible for reservation and various relaxations and concessions.

8.2 The Caste/Tribe/Community certificate issued by the following authorities in the prescribed form for SCs/STs and for OBCs will only be accepted as proof in support of a candidate’s claim as belonging to the Scheduled Caste or the Scheduled Tribe or the Other Backward Class as given in Annexure-I and Annexure-II

(i) District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate;

(iii) Revenue Officer not below the rank of Tehsildar; and

(iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.


8.3 The appointing authorities should verify the caste status of a Scheduled Caste/ Scheduled Tribe / Other Backward Class candidate at the time of initial appointment and of an SC/ST officer at the time of promotion against reserved vacancy also. For this purpose, the caste and the community to which an SC/ST/OBC person belongs, his place of residence and the name of the State, should be pasted on the top of his service book, personal file or any other relevant document to facilitate such verification. It may be noted that a Scheduled Caste person, whose caste has been de-scheduled after his initial appointment as a Scheduled Caste, is no longer entitled to enjoy the benefit of reservation in promotions. The verification of caste-status at every important up-turn of employee’s
career is necessary so that the benefit of reservation and other scheme of concessions etc. should go only to the rightful claimants and not those who become disentitled to them. (OM No. 36011/3/2005-Estt.(Res) dated 09.09.2005).

8.4 The Appointing Authorities should, in the offer of appointment to the candidates claiming to belong to Scheduled Castes/Scheduled Tribes/Other Backward Classes include a clause as follows:

"The appointment is provisional and is subject to the Caste/Tribe/Community certificate being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste or Scheduled Tribe or Other Backward Class, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates." (OM No. 36033/4/97-Estt (Res) dated 25.07.2003 and No.36011/3/2005-Estt.(Res.) dated 09/09/2005.

8.5 An appointing authority may, if it considers necessary for any reason, verify the claim of a candidate through the District Magistrate of the place where the candidate and/or his family ordinarily resides. If after appointment in any particular case, the verification reveals that the candidate’s claim was false his services may be terminated in accordance with the relevant rules/orders (OM No. 36011/3/2005-Estt.(Res) dated 09.09.2005).

8.6 As no person professing a religion different from the Hinduism or Sikhism or Budhism can be deemed to be a member of Scheduled Castes, the appointing authorities should stipulate in the letter of appointment issued to Scheduled Caste candidates that they should inform about the change, if any, of their religion to their appointing/administrative authority immediately after such a change. The serving scheduled Caste employees should be instructed to intimate change, if any, in their religion immediately to their appointing/administrative authorities (OM No. 13/3/71-Estt.(SCT) dated 10.09.1971)
<table>
<thead>
<tr>
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<td>1</td>
<td>Para 5(7) of MHA O.M. No.42/21/49-NGS</td>
<td>28.01.1952</td>
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<td>2</td>
<td>DOPT OM No. 13/3/71-Estt.(SCT)</td>
<td>10.09.1971</td>
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<td>3</td>
<td>DOPT OM No. 36012/06/88</td>
<td>24.04.1990</td>
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<td>4</td>
<td>DOPT OM No. 36012/22/93-Estt(Res)</td>
<td>15.11.1993</td>
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</table>
FORM OF SCHEDULED CASTE/TRIBE CERTIFICATE

This is to certify that Shri/Shrimati*/Kumari*___________ son/daughter* of
________________________ village/town* __________________ in
District/Division* _________________ of the State/Union Territory*
________________________ belongs to the ______________ Caste/Tribe which is recognized as

a Scheduled Caste/Scheduled Tribe* under:

*The Constitution (Scheduled Castes) Orders, 1950;
*The Constitution (Scheduled Tribes) Order, 1950;
*The Constitution (Scheduled Tribes) (Union Territories) Order, 1950;
*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951:
{as amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956,
the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of
Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the
Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}
*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as
amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
*The Constitution (Dadra and Nagar Haveli) Scheduled Caste Order, 1962;
* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
*The Constitution (Pondicherry) Scheduled Castes Order, 1964;
* The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
2. Shri/Shrimati*/Kumari* ___________________________ and/or* his/her* family ordinarily reside(s) in village/town* ___________________________ of ___________________________ District/Division* of the State/Union Territory* of ___________________________.

Signature ___________________________

Designation ___________________________

(with seal of office)
State/Union Territory

Place ___________________________

Date ___________________________

* Please delete the words which are not applicable.

Note: The term “Ordinarily resides” used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA

This to certify that Shri/Smt./Kumari ______________________ son/daughter
of __________________ of village/town __________________ in District/Division
____________________ in the State/Union Territory ____________ belongs to the
_______________________ community which is recognised as a backward class under
the Government of India, Ministry of Welfare Resolution No.12011/68/93-BCC(C) dated
10th September, 1993 published in the Gazette of India Extraordinary Part I Section I dated
13th September, 1993*. Shri/Smt./Kumari ______________________ and/or his/her
family ordinarily reside(s) in the __________________________ District/Division
of the __________________________ State/Union Territory. This is also to
certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in
column 3 of the Schedule to the Government of India, Department of Personnel & Training
OM No.36012/22/93-Estt(SCT) dated 8.9.1993*.

District Magistrate,
Deputy Commissioner etc.

Dated:

Seal

* as amended from time to time.

NOTE: The term "Ordinarily" used here will have the same meaning as in Section 20 of the
Representation of the Peoples Act, 1950.
CHAPTER 9
MONITORING AND INSTITUTIONAL SAFEGUARDS

Annual Returns

9.1 Soon after the first of January of every year, each Appointing Authority shall send to its administrative Ministry/Department:-

(i) SC/ST/OBC Report-I in the proforma given in Annexure-I showing the total number of Government servants and the number of SCs, STs and OBCs amongst them as on the 1st January of the year and the number of appointments made during the preceding calendar year along with the number of SCs, STs and OBCs amongst them; and

(ii) SC/ST/OBC Report-II in the proforma given in Annexure-II showing the representation of SCs, STs and OBCs in various grades of organized Group ‘A’ services as on the 1st January of the year and the particulars of recruitment to the various grades during the preceding calendar year in the service.

9.2 On receipt of the above reports, the administrative Ministry/Department shall consolidate the information received from all Appointing Authorities under it and shall send to the Department of Personnel and Training by the 31st March of each year:

(i) Consolidated SC/ST/OBC Report-I in respect of the Ministry/Department including information in respect of all Attached and Subordinate Offices under its control.

(ii) SC/ST/OBC Report-II in respect of each organized Group ‘A’ service under its control reflecting grade-wise position of the representation of SCs/STs/OBCs in the service as on 1st January of the year and particulars of recruitment to various grades of the service during the preceding calendar year.
9.3 Information in respect of public sector undertakings, statutory, semi-Government and autonomous bodies should not be included in the reports sent to the Department of Personnel and Training. Statutory, semi-Government and autonomous bodies should furnish consolidated information in the prescribed proforma to the administrative Ministry/Department. The administrative Ministry/Department may maintain this information in respect of all statutory, semi-Government and autonomous bodies under its control. The Department of Public Enterprises may collect similar information in respect of all public sector undertakings and may maintain it.

9.4 While furnishing the figures of representation of SCs, STs and OBCs in Report-I, information in respect of the posts of “sweepers/safaikaramcharies” should not be included as such inclusion results in inflating the figures of representation of SCs in group D posts. In the report, information in respect of group D posts (excluding sweepers) and group D posts (sweepers) should be given separately.

9.5 The reports relate to persons and not to posts. Therefore, the posts vacant etc. should not be taken into account while furnishing the reports. A person on deputation should be included in the establishment of the borrowing Ministry/Department/Office and not in the parent office. Figures in respect of Scheduled Castes, Scheduled Tribes and Other Backward Classes should include persons appointed by reservation as well as appointed on their own merit. The persons permanent in one grade but officiating or holding temporary appointment in the higher grades should be shown in the figures relating to the class of service in which the higher grade concerned is included.

**Incorporation of Reservation Information in Annual Reports**

9.6 Each Ministry/Department should include in its Annual Report a note about the activities of the Reservation Cell set up within the Ministry/Department under the control of the Liaison Officer and the steps taken by the Ministry/Department to implement the provisions about reservation for SCs, STs, OBCs and PWDs. The statistics relating to representation of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Persons with Disabilities should also be incorporated in the Annual Report. This should include the information contained in SC/ST/OBC Report-I, SC/ST/OBC Report-II, and reports prescribed in respect of persons with disabilities which each Ministry/Department is required to furnish to the Department of Personnel and Training in a
consolidated form every year. Besides the consolidated information in respect of the Ministry/Department as a whole including all the attached and subordinate offices, it would be useful to incorporate information in respect of each organization/establishment under the Ministry/Department in the Annual Report. Similar information in respect of statutory and semi-Government bodies and in respect of public sector undertakings under the control of the Ministry/Department may also be usefully included in the Annual Report.

**Liaison Officers**

9.7 In each Ministry/Department the Deputy Secretary in charge of administration or any other officer at least of the rank of Deputy Secretary will act as a Liaison Officer in respect of matters relating to the representation of Scheduled Castes and Scheduled Tribes in all establishments and services under the administrative control of the Ministry/Department. A separate Liaison Officer should be appointed for Other Backward Classes. The Liaison Officers will be specially responsible for:

(i) Ensuring due compliance by the subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of Scheduled Castes, Scheduled Tribes and Other Backward Classes and other benefits admissible to them.

(ii) Ensuring timely submission of SC/ST/OBC Reports I and II by each appointing authority under the Ministry/Department to the Ministry/Department and ensuring scrutiny and consolidation of the above reports in respect of all establishments and services in and under the control of the Ministry/Department and sending the consolidated reports in the prescribed proformae to the Department of Personnel & Training.

(iii) Acquainting himself (Liaison Officer for SCs and STs) well in time about the dates of various DPCs, which will be held in future. He will have with him a ready list of officers of various levels belonging to SC/ST of a few sister Departments/ Ministries so that whenever requirement arises, an SC/ST officer of appropriate level consistent with the level of the other members of the DPC and the level of appointment for which a DPC is proposed to be convened, can always be associated as a member.
Such a list may be prepared by the Liaison Officer by informally consulting the administrative wing of other Ministries/Departments.

(iv) Ensuring that while making a reference to the Department of Personnel and Training and to the National Commission for Scheduled Castes/the National Commission for Scheduled Tribes for de-reservation of reserved vacancies, full details in support of the proposal for de-reservation are given.

(v) Ensuring the extension of necessary assistance to the National Commission for Scheduled Castes and the National Commission for Scheduled Tribes in the investigation of complaints received by the Commission, in regard to service matters and in the collection of information for his annual report.

(vi) Conducting annual inspection of the reservation registers/roster registers maintained in the Ministry/Department/Offices under the control of the Ministry/Department with a view to ensuring proper implementation of the reservation orders.

(vii) Acting as Liaison Officer between the Ministry/Department and the Department of Personnel & Training for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.

9.8 Each Ministry/Department should set up a Reservation Cell within the Ministry/Department under the direct control of the Liaison Officers. The functions of the Cell will mainly be to assist the Liaison Officers to discharge their duties effectively.

9.9 In offices under the control of each Head of Department also, the Liaison Officers will be nominated for work relating to representation of Scheduled Castes, Scheduled Tribes and Other Backward Classes in such offices. The duties of Liaison Officers for offices under such Heads of Departments will be similar to those mentioned above in respect of offices under their charge.

9.10 Cases of negligence or lapses in the matter of following the reservation and other orders relating to Scheduled Castes, Scheduled Tribes and Other Backward Classes coming to light through the inspections carried out by the Liaison Officers or otherwise, should be reported/submitted by him to the Secretary/Additional Secretary to the Government in the respective Ministry/Department or to the Head of the Department in respect of offices under the Head of Department, as the case may be. The concerned Secretary/Additional Secretary/Head of the Department shall pass necessary
orders on such reports to ensure strict compliance of the reservation orders by the appointing authority concerned. (No.43011/153/2010-Estt.(Res.) dated 04/01/2013)

National Commissions for SCs and STs

9.11 The National Commission for Scheduled Castes and the National Commission for Scheduled Tribes have been constituted under Article 338 and Article 338-A of the Constitution respectively to investigate all matters relating to the safeguards provided for the Scheduled Castes and Scheduled Tribes in the Constitution and report to the President upon the working of these safeguards.

9.12 In regard to the question whether the Commissions can call for the original records and files in specific cases where complaints have been made to them and whether Scheduled Caste and Scheduled Tribe Government servants can write to the concerned Commission direct bringing their grievances to the notice of the Commission, it is stated that:

(a) Files relating to the appointment of candidates belonging to the Scheduled Castes and Scheduled Tribes against the reserved quota should, on demand, be made available to the National Commission for Scheduled Castes or the National Commission for Scheduled Tribes, as the case be;

(b) In all other cases, comprehensive notes explaining the position may be furnished to the Commission;

(c) Should the Commission have any reservations or doubts in regard to the explanations given, the matter may be referred to the Secretary(Personnel), who will go through the original records and answer the queries by the Commission, where possible he will also send the record with the reply; and

(d) Scheduled Caste and Scheduled Tribe Government employees may write to the National Commission for Scheduled Castes or the National Commission for Scheduled Tribes, as the case may be, direct on matters relating to appointments against the reserved quota. It is not necessary for the Scheduled Caste and Scheduled Tribe Government employees to seek prior permission of the concerned administrative Ministry/Department for sending their representations to the concerned Commission.
Note: The expression “reserved quota” will include matters relating to confirmation, promotion, grant of other concessions allowed to Scheduled Caste and Scheduled Tribe employees by the Department of Personnel and Training from time to time.

9.13 Ministries/Departments and particularly, the Liaison Officers should ensure the extension of necessary assistance to the National Commissions for investigation of complaints received by the latter in service matters. The Communications received from the Commissions calling for facts, comments, etc. in respect of representations on service matters made by individuals should be replied to expeditiously.

9.14 Ministries/Departments should extend necessary assistance required by the Commissions for conducting special studies of the registers/ rosters maintained and of implementation of other orders regarding reservation of Scheduled Castes and Scheduled Tribes by any appointing authority under their administrative control. The follow-up action on the reports/ recommendations made by the Commission after such studies, should be completed and action taken reported to the concerned Commission’s office within six months. Where for any reasons, it is not possible for any Ministry to adhere to this time scheduled, the reasons therefore should be communicated to the Commission before the expiry of six months indicating the details of the action already taken and also the probable time that would be further needed by them to send their final replies/reports.

9.15 The Supreme Court in the matter of the All Indian Overseas Bank Scheduled Castes and Scheduled Tribes Employees Welfare Association and Others Vs. Union of India and Others (Civil Appeal No.13700 of 1996) has held that the National Commission for the Scheduled Castes and Scheduled Tribes has no power of granting injunction, whether temporary or permanent. The Court also held that the powers of the Commission in terms of Article 338(8) of the Constitution were all the procedural powers of a Civil Court for the purpose of investigating and inquiring into the matters and that too for that limited purpose only. In view of the judgment of the Supreme Court, the National Commission for the Scheduled Castes and the National Commission for the Scheduled Tribes have no powers to direct withholding of the operation of any orders issued by the Government. The Ministries/Departments etc. may keep in view the judgment of the Supreme Court while dealing with the directions given by the National Commission for the Scheduled Castes or the
National Commission for the Scheduled Tribes.  


### Relevant Office Memoranda etc.

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### Annexure-I to Chapter-9

**SC/ST/OBC REPORT-I**

**ANNUAL STATEMENT SHOWING THE REPRESENTATION OF SCs, STs AND OBCs AS ON FIRST JANUARY OF THE YEAR AND NUMBER OF APPOINTMENTS MADE DURING THE PRECEDING CALENDAR YEAR**

**MINISTRY/DEPARTMENT/ATTACHED/SUBORDINATE OFFICE:**

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Group A

Group B

Group C

Group D

(Excluding Sweepers)

Group D

(Sweepers)

TOTAL
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<th>Pay Scale</th>
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<td>Total number of Employees</td>
<td>SCs</td>
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<td>---------------------------------</td>
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</tr>
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CHAPTER -10

MISCELLANEOUS

Arrangements for Training

10.1 The following steps should be taken for training of Group A Officers belonging to Scheduled Castes and Scheduled Tribes:

(i) More intensive training should be arranged for directly recruited Group A officers belonging to Scheduled Castes and Scheduled Tribes by the Heads of the Training Institutions, wherever necessary, along with other officers. [DoPT's OM No.1/9/69-Estt. (SCT) dated 15.11.1971].

(ii) Ministries/Departments should nominate a considerably larger number of Scheduled Caste and Scheduled Tribe officers for the training programmes run by various Departments and Training Institutions. They should lay down a time limit, say 3 years, within which training of such officers in appropriate fields should be completed. A phased programme for sponsoring such officers for training to the various Institutions should be drawn up. The Ministries/Departments should identify the training needs of the Scheduled Caste and Scheduled Tribe officers and then examine to which training programmes these officers should be deputed. Special attention may also be paid to the training of such officers as are selected for promotion by relaxed standards to enable them to give a good account of themselves. The Training Division of the Department of Personnel & Training would render all assistance in suggesting or even devising suitable programmes, wherever necessary. [OM No.36013/18/77-Estt.(SCT) dated 4.9.1978 and DoPT’s OM No.36022/4/2005-Estt.(Res.) dated 13.7.2005].

(iii) In drawing up such training programmes, adequate margin should be provided to take in as many Scheduled Caste and Scheduled Tribe officers as are sponsored by the Ministries. It would be useful to earmark 25 per cent of the seats for officers of Scheduled Castes and Scheduled Tribes, wherever possible. In case this becomes difficult in any particular programme, then such officers could be covered in the next
course or a special programme may be arranged for them. It would also be useful if officers of Scheduled Castes and Scheduled Tribes were included in the various training programmes abroad. It would enable them to broaden their outlook and also build up specialized knowledge. It is also likely to boost up the morale of the officers of these communities. [DP&AR’s OM No.1/1/73-Estt.(Res.) dated 10.12.73 and DP&AR’s OM No.36022/13/76-Estt.(SCT) dated 14.9.1976 and DP&AR’s OM No.36013/18/77-Estt.(SCT) dated 4.9.78].

(iv) Superiors of Scheduled Caste and Scheduled Tribe Officers should be asked to take special care regarding on the job training of these officers, identify areas where special training is considered necessary and take appropriate steps for such training in consultation with the Department’s Training Coordinator and the Training Division of the Department of Personnel & Training. [M/o Home Affairs OM No.27/2/70-Estt.(SCT) dated 21.4.70].

(v) Cases of Scheduled Caste and Scheduled Tribe Officers should be considered sympathetically and they should be given preference while nominating officers for training or deputing them for attending seminars/conferences, symposia etc. While nominating officers for training programmes run by the various Departments and Training Institution or for training programmes abroad or for training, seminars and conferences, it should be indicated as to which of the officers nominated belong to Scheduled Castes and Scheduled Tribes, so that their cases may be duly considered by the appropriate authorities at the time of selection. [DP&AR’s OM No.16/4/74-Estt.(SCT) dated 18.4.1974].

Intimation about Competitive Examinations to Pre-Examination Training Centers

10.2 Pre-examination Training Centers have been set up in various States to increase the employment potentialities of Scheduled Caste and Scheduled Tribe candidates in reserved vacancies filled through various competitive examinations. The authorities holding the various competitive examinations should inform these Pre-examination Training Centers well in advance of the actual date of the examination, the probable number of reserved vacancies and the syllabus for and the standard of the examination. This would enable the Pre-examination Training Centers to evolve the Scheme of Training which will be correlated to such examinations and which in turn would lead to
improved intake of Scheduled Caste and Scheduled Tribe candidates against reserved vacancies. [M/o Home Affair\’ letter No.21/3/70-Estt.(B) dated 31.3.70].

**Selection of Persons for Posting Abroad**

10.3 While it will not be possible to provide for any specific norm of relaxation in favour of Scheduled Caste and Scheduled Tribe employees in the matter of posting in foreign countries, when a Ministry/Department etc. makes selection of persons for posting in its units etc. located in a foreign country, it should see that eligible employees belonging to Scheduled Castes and Scheduled Tribes are also considered along with others for such posting. [DP&AR's OM No.16/32/74-Estt.(SCT) dated 3rd April, 1976].

**Forwarding of Application for Employment**

10.4 Application for employment elsewhere of temporary or permanent Central Government servants belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes should be readily forwarded except in very rare cases where there may be compelling grounds of public interest for withholding such applications. Cases where applications of employees belonging to Scheduled Castes/Scheduled Tribes /Other Backward Classes could not be forwarded due to compelling grounds of public interest, should be reported within a month to the officer nominated as Liaison Officer in the administrative Ministry/ Department or in offices under the Head of Department. [M/o Home Affairs' OM No.1/6/69-SCT(I) dated 19.3.1964 and DoPT's OM No.27/4(iv)/70-Estt.(SCT) dated 2.9.70].

**Prevention of Discrimination**

10.5 It has been pointed out on many occasions that the Scheduled Caste and Scheduled Tribe Officers, after appointment, are subjected to harassment and discrimination on grounds of their social origin. It has been pointed out that SC/ST officers are some times transferred to far-off places and also placed at insignificant positions. It has also been stated that these officers are not accepted at their places of postings by the concerned superior officers in some cases. In this connection, it is emphasized that Government servants should desist from any act of discrimination against members of SC/ST communities on grounds of their social origin. Senior officers, including the Liaison Officers of the Ministry/Department, should keep a close watch to ensure that such incidents do not occur at all. However, if any such incident comes to the notice of the authorities, action should be
taken against the erring officials promptly. [OM No.36026/3/85-Estt.(SCT) dated 24th June, 1985].

Provisions In Recruitment Rules/Regulations For Examination

10.6 The recruitment rules in respect of all services/posts within the purview of the reservation orders should contain a separate rule on the following lines:-

“Savings: Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Disabilities and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.” [DoPT’s OM No. 8/12/71-Estt. (SCT) dated 21st September, 1971].

10.7 The provisions in recruitment rules and regulations for examinations for relaxation in standards in favour of Scheduled Castes/Tribes may be worded as follows:

“Candidates belonging to any of the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or the Persons with Disabilities may, to the extent the number of vacancies reserved for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes and the Persons with Disabilities cannot be filled on the basis of the general standard, be recommended by the Commission by a relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of these candidates for selection to the post/service irrespective of their ranks in the order of merit at the examination.” [OM No.8/12/71-Estt.(Res.) dated 19th October, 1971 and M/o Home Affairs’ OM No.1/1/70-Estt.(SCT) dated 25.7.1970].

Note: If the recruitment is not made through the UPSC, the reference to the Commission in the above provision may be modified to refer to the competent authority.

Clarifications about SC/ST/OBC Status
10.8 Cases in which a doubt arises whether a person belongs to a Scheduled Caste or Other Backward Class or whether a caste or community is a Scheduled Caste or included in Other Backward Classes may be referred to the Ministry of Social Justice and Empowerment, Shastri Bhavan, New Delhi. If such a doubt arises about Scheduled Tribe status of a person or community, reference may be made to the Ministry of Tribal Affairs, Shastri Bhavan, New Delhi. However, a set of points which should be taken into account by the certificate issuing authorities are given below. [M/o Home Affairs’ Circular letter No. 35/1/72-RV(SCTV) dated 2.5.75]

10.9 Where a person claims to belong to a Scheduled Caste, Scheduled Tribe or a Backward community by birth, it should be verified:

(i) That the person and his parents actually belong to the community claimed;

(ii) That this community is included in the Presidential Orders specifying the Scheduled Castes and Scheduled Tribes or included in the list of OBCs notified by the Ministry of Social Justice and Empowerment, Government of India in relation to the concerned State;

(iii) That the person belongs to that State and to the area within that State in respect of which the community has been scheduled/notified.

(vi) If the person claims to be a Scheduled Caste, he should profess either the Hindu or the Sikh or the Buddhist religion.

**Cases of Migration**

10.10 (i) Where a person migrates from the portion of the state in respect of which his community is scheduled/notified to another part of the same State in respect of which his community is not scheduled/notified, he will continue to be deemed to be a member of the Scheduled Caste or the Scheduled Tribe or the Other Backward Class, as the case may be in relation to that State;

(ii) Where a person migrates from one state to another, he can claim to belong to a Scheduled Caste or Scheduled Tribe or Other Backward Class only in relation to the State to which he originally belonged and not in respect of the State in which he has migrated.

**Claims through Marriage**

10.11 No person who was not a member of Scheduled Caste or a Scheduled Tribe or Other Backward Class by birth will be deemed to be a member of Scheduled Caste or Scheduled Tribe or Other Backward Class merely because he or she had married a person belonging to a Scheduled
Caste or Scheduled Tribe or Other Backward Class. On the other hand a person who is a member of a Scheduled Caste or a Scheduled Tribe or an OBC would continue to be a member of that Scheduled Caste, Scheduled Tribe or OBC, as the case may be, even after his or her marriage with a person who does not belong to a Scheduled Caste or a Scheduled Tribe or an Other Backward Class.

Cases of Conversion and Reconversion

11.12 (i) Where a Scheduled Caste person gets converted to a religion other than Hinduism or Sikhism or Buddhism and then reconverts himself back to Hinduism or Sikhism or Buddhism, he will be deemed to have reverted to his original Scheduled Caste, if he is accepted by the members of that particular caste as one among them.

(ii) In the case of a descendant of a Scheduled Caste convert, the mere fact of conversion to Hinduism or Sikhism or Buddhism will not be sufficient to entitle him to be regarded as a member of the Scheduled Caste to which his forefathers belonged. It will have to be established that such a convert has been accepted by the members of the caste claimed as one among themselves and has thus become a member of that caste.

Cases of Adoption

11.13 Great care has to be exercised in dealing with cases where a person claims to be a member of Scheduled Caste or Other Backward Class on the ground that he has been adopted by a Scheduled Caste/OBC person. The validity of the adoption has to be clearly established before any caste certificate can be given. It is for the party to prove his claim by cogent and reliable evidence:

(i) The requirements of valid adoption are given in sections 6 to 11 of the Hindu Adoption Maintenance Act, 1956. The actual giving and taking of the child in adoption is a mandatory requirement and thereafter the adopted child is deemed to be the child of his or her adoptive father or mother for all purposes and the child severs all ties with the family of his or her birth. Ordinarily, no child who has attained the age of 15 years or who is married can be given in adoption unless there is a custom or usage applicable to the parties.
(ii) In deciding whether an adoption is valid, the certificate issuing authority should satisfy himself that all the requirements of law have been complied with. He should also take into account the behaviour of the child after adoption whether he physically lives with and is supported by his adoptive parents and receives no financial help from his original parents. In case these conditions are not satisfied, the certificate should be refused.

(iii) Where the case relates to an adoption of a married person or of a person of the age of 15 years and above, the certificate shall be required to be given by the District Magistrate who shall after making due enquiries as to the validity of the adoption as to whether such adoption is permitted by a custom or usage applicable to the parties, make an endorsement to that effect on the certificate. Such custom or usage should have been continuously and uniformly observed for a long time and obtained the force of law among the Hindus of that particular area, or that community, group of family provided that the custom or usage is certain and not unreasonable or opposed to public policy and in the case of custom or usage in respect of a particular family that the custom or usage has not been discontinued. In addition, it should be verified that all other conditions for a valid adoption, including the physical transfer of the adopted person to the family of the adoptive parents and that he has severed all ties with the original parents are fulfilled.

**Relevant Office Memoranda etc.**

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CHAPTER – VI

Reservation in promotion to Persons with Benchmark Disabilities (PwBDs).
OFFICE MEMORANDUM

Subject: - Reservation in promotion to Persons with Benchmark Disabilities (PwBDs).

The undersigned is directed to say that the matter regarding reservation in promotion for Persons with Benchmark Disabilities (PwBDs) had been under litigation before various courts of law for quite some time, and the Hon’ble Supreme Court, in its order, dated 28.9.2021, delivered in the ‘Application for Clarification’ in the matter of ‘Siddaraju vs. State of Karnataka’, Civil Appeal No.1567/2017, directed the Government to issue instructions on ‘Reservation in Promotion’, as provided in Section 34 of the Rights of Persons with Disabilities Act, 2016.

1.2 Accordingly, the following instructions are issued for grant of reservation in promotion to PwBDs, in the posts and services of the Central Government, as defined under Section 2(r) of the said Act, notified by the Department of Empowerment of Persons with Disabilities (DEPwD).

2. QUANTUM OF RESERVATION

2.1 In case of promotion, four per cent of the total number of vacancies in the cadre strength within Group ‘C’, from Group ‘C’ to Group ‘B’, within Group ‘B’ and from Group ‘B’ to the lowest rung of Group ‘A’ shall be reserved for PwBDs. Reservation in promotion shall be applicable in the cadres in which the element of direct recruitment, if any, does not exceed 75%. 
2.2 Against the posts identified for each disability, one per cent each shall be reserved for PwBDs under clauses (a), (b) and (c), respectively, and one per cent combined, under clauses (d) and (e) below, unless otherwise excluded under the provisions of Para 3 hereinafter:

a. blindness and low vision;
b. deaf and hard of hearing;
c. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
d. autism, intellectual disability, specific learning disability and mental illness;
e. multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

2.3 The authenticity of any certificate, issued by the competent medical authority, may be got verified/re-verified by the appointing authority at the time of appointment.

3. EXEMPTION FROM RESERVATION IN PROMOTION

3.1 Proviso to Section 20(1) of the Right of Persons with Disabilities Act, 2016, states that the appropriate Government may, having regard to the type of work carried on in any establishment, by notification and subject to such conditions, if any, exempt any establishment from the provisions of this Section.

3.2 Accordingly, if any Ministry/Department in the Central Government considers it necessary to exempt any establishment or any cadre or cadres fully or partly from the provisions of reservation in promotion for PwBDs, it shall make a reference to the DEPwD, giving full justification for the proposal. The DEPwD, having regard to the type of work carried out in any Government establishment, by notification, and subject to such condition, if any, as may be specified in the notification, in consultation with the Chief Commissioner for Persons with Disabilities (CCPD), may exempt any Establishment or any cadre(s), fully or partly, from the provisions of reservation for PwBDs. While doing so, Notes 1 to 9 under the Notification No.38-16/2020-DD.II, dated the 4th
January, 2021, issued and amended from time to time by the DEPwD, may kindly be kept in view.

4. **NO DENIAL OF PROMOTION MERELY ON THE GROUND OF DISABILITY**

4.1 In terms of Section 20(3) of the Rights of Persons with Disabilities Act, 2016, no promotion shall be denied to a person merely on the ground of disability. Further, in terms of Section 20(4) of the Act, no Government establishment shall dispense with or reduce in rank an employee who acquires a disability during his/her service. As per the proviso to this sub-section, if an employee, after acquiring disability is not suitable for the post he was holding, shall be shifted to some other post with the same pay scale and service benefits. This section further provides that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier. However, in case the PwBDs for whom the supernumerary post was created is eligible for next promotion to higher pay level, and it is not possible to adjust the employee against any post, a fresh creation of supernumerary post in next higher level will be required by surrendering the previously created supernumerary post at the lower level, and the proposal for the same may be submitted to the Department of Expenditure.

4.2 An employee who acquires disability, after entering into service, will be entitled to get the benefit of reservation in promotion as a PwBD. However, his seniority among PwBDs will be counted from the date of certification of his/her disability, i.e., disability of 40% or more in the categories covered under Section 34(1) of the Rights of Persons with Disabilities Act, 2016.

4.3 No benefit of reservation shall be given on the basis of temporary certificate of disability.
5. **IDENTIFICATION OF POSTS:**

5.1 The DEPwD has already identified posts suitable for being held by PwBDs and the physical requirement for all such posts, have been notified, vide their Notification No. 38-16/2020-DD-III, dated the 4th January, 2021. The posts mentioned in Annexure-C of the said notification (to be read in conjunction with Notes 1 to 9 mentioned under the main Notification, dated 4th January, 2021) shall be used by the Cadre Controlling Authorities to give effect to reservation in promotion to the PwBDs.

6. **RESERVATION IN POSTS IDENTIFIED FOR ONE OR TWO CATEGORIES**

6.1 If in a Ministry/Department/Organization, a post is identified suitable only for one category of disability, reservation in promotion in that post shall be given to persons with that category of benchmark disability only. However, reservation of 4% for PwBDs shall not be reduced in such cases and total reservation in the cadre will be given to PwBDs for which it has been identified. Likewise, in case the post is identified suitable for two categories of disabilities, reservation shall be distributed between persons with those categories of disabilities equally, as far as possible. It shall, however, be ensured that reservation in different posts in the establishment is distributed in such a way that the PwBDs, as far as possible, get equal/fair representation. The points used in the 100-point Roster after a gap of 25 points shall be used to give reservation. In other words, it will be given only at the points reserved for PwBDs, and not in a bunched manner.

7. **ADJUSTMENT OF PwBD CANDIDATES WHO ARE IN THE ZONE OF CONSIDERATION AGAINST GENERAL VACANCY**

7.1 In case of promotions by seniority-cum-fitness, if a PwBD is otherwise eligible and is in the list of candidates finally approved for promotion, he/she may be promoted against the vacancy not specifically reserved for PwBD. In other words, a PwBD cannot be denied promotion on the ground that the vacancy is not earmarked for his category.
7.2 In the case of promotion by selection, PwBDs selected without relaxed standards, along with other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with benchmark disabilities who are lower in merit than the last candidate in merit list but, otherwise found suitable for appointment, if necessary, by relaxed standards.

8. RELAXATION OF STANDARD OF SUITABILITY:

8.1 If sufficient number of PwBD candidates with benchmark disabilities are not available on the basis of prescribed standard to fill all the vacancies (in case of promotion through Limited Departmental Competitive Examination/Departmental Examination, etc.) reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them, provided they are not found unfit for such post or posts. However, this provision shall not be used to allow any relaxation in the eligibility criteria laid down for the issuance of certificate of benchmark disability.

8.2 The same relaxed standard should be applied for all the PwBD candidates with benchmark disabilities, irrespective of whether they belong to the Unreserved/SC/ST/OBC category. No further relaxation of standards will be considered or admissible in favour of any candidate from any category whatsoever.

9. COMPUTATION OF NUMBER OF VACANCIES TO BE RESERVED

9.1 Number of vacancies in a recruitment year to be reserved for PwBDs in Group ‘C’, Group ‘B’ and Group ‘A’, wherever reservation in promotion for PwBD is applicable, shall be computed as 4% of the total number of vacancies in the cadre strength, although the PwBDs would be posted against the category of posts identified as suitable for them.
10. EFFECTING RESERVATION - MAINTENANCE OF ROSTERS

10.1 Every Government establishment shall maintain, cadre-wise and group-wise, a separate 100-point vacancy-based reservation roster/register, as in the case of direct recruitment, for determining/effecting reservation for the PwBDs in promotion. There will be separate roster/register, in each cadre in Group ‘C’, Group ‘B’ and Group ‘A’, wherever reservation in promotion for PwBD is applicable. There shall be separate roster/register for promotion and direct recruitment.

10.2 Each register shall have cycles of 100 points and each cycle of 100 points shall be divided into four blocks, comprising the following points:

- 1st Block - Point No. 01 to point No. 25
- 2nd Block - Point No. 26 to point No. 50
- 3rd Block - Point No. 51 to point No. 75
- 4th Block — Point No. 76 to point No. 100

10.3 Points 1, 26, 51 and 76 of the roster shall be earmarked for PwBDs - one point each for category under (a), (b), (c) of Para 2.2 above, respectively, and one point for category (d) and (e) conjointly. The Head of the establishment shall ensure that vacancies identified at SI. No.1, 26, 51 and 76 are earmarked for the respective categories of the PwBD. However, the Head of the Department shall decide the placement of the selected candidate in the roster/register. In other words, the category to be appointed first will be decided by the Head of the Department based on the functional requirement.

10.4 All the vacancies in each recruitment year in a grade, arising irrespective of vacancies reserved for PwBDs, shall be entered in the relevant roster. If the vacancy falling at point no. 1 is not identified for the PwBD, or if the Head of the Department feels that it is not possible to fill up that post by the PwBDs for any other reason to be recorded in writing, one of the vacancies
falling at any of the points from 2 to 25 shall be treated as reserved for the PwBD and filled, as such.

10.5 Likewise, one vacancy out of the total vacancies falling at points from 26 to 50 or from 51 to 75 or from 76 to 100 shall have to be filled by the PwBDs. The purpose of keeping points 1, 26, 51 and 76 as reserved is to fill up the first available suitable vacancy by the PwBD candidate of the category for which the post is earmarked.

10.6 There is a possibility that none of the vacancies from 1 to 25 is found suitable for any category of the PwBD. In that case, two vacancies from 26 to 50 shall be filled from amongst the PwBDs. If the vacancies from 26 to 50 are also not suitable for any category, three vacancies in the third block 51 to 75 shall be filled as reserved. This means that if no vacancy can be reserved in a particular block, it shall be carried over to the next block.

10.7 After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.

10.8 If the number of vacancies in a year is such as to cover only one block (say 25 vacancies, including PwBD quota, if any) or two (say 50 vacancies, including the quota, if any), the category of the PwBDs should be accommodated as per the roster points. However, in case, the said vacancy is not identified for the respective category of disability, the Head of the Department shall decide the category on the basis of the nature of the post, the level of representation of the specific category in the grade/post concerned, etc.

11. CERTIFICATE BY REQUISITIONING/CADRE
CONTROLLING AUTHORITY WHILE SENDING
APPLICATION FOR SELECTION BY
PROMOTIONS/DEPARTMENTAL EXAMINATION
INCLUDING LIMITED COMPETITIVE DEPARTMENTAL
EXAMINATION:

11.1 In order to ensure proper implementation of the provisions of reservation for PwBDs, the requisitioning/cadre
controlling authority, while sending the requisition/proposal to the recruiting agency/DPC, as the case may be, for filling up of vacancies through promotion by selection/Departmental Examination/Limited Competitive Departmental Examination, shall furnish the following certificate to the recruiting agency/DPC:

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

12. NOTICE OF VACANCIES FOR PROMOTION BY SELECTION

12.1 In order to ensure that PwBDs get a fair opportunity in consideration for appointment against an identified post, the following points shall be kept in view while sending the requisition notice/proposal to the recruiting agencies (SSC, UPSC etc.) and DPCs-

(i) Number of vacancies reserved for SCs, STs and each category of PwBDs should be indicated clearly.

(ii) In respect of vacancies in posts identified suitable for being held by PwBD, it shall be indicated that the post is identified for that respective category of PwBDs from amongst the categories, as mentioned in (a) to (e) of Para 2.2 above, as the case may be. Functional classification for performing the duties attached to such post(s), shall also be indicated clearly.

(iii) The PwBDs belonging to the category/categories for which the post is identified shall be allowed to apply for the post advertised for being filled up by Limited Departmental Competitive Examination, even if no vacancy is reserved for
them. However, they will not be allowed any relaxed standard. Such PwBD candidates will be considered for selection for appointment to the post by general standards of merit.
(iv) It shall also be indicated that persons with valid certificate of benchmark disability shall alone be eligible for the benefit of reservation. However, no benefit of reservation shall be given on the basis of temporary certificate of disability.

13. ZONE OF CONSIDERATION, INTERSE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF PROMOTION

13.1 While filling up the reserved vacancies by promotion by selection, those PwBD candidates who are within the normal zone of consideration, shall be considered for promotion. However, if adequate number of PwBD candidates of the respective category are not available within the normal zone, the zone of consideration may be extended to five times the number of vacancies and the PwBD candidate falling within the extended zone may be considered for promotion. In the event of non-availability of candidates even in the extended zone, the vacancy shall not be filled and be carried forward to the subsequent year. In the subsequent year, if a PwBD of the required category is not available, the reservation can be exchanged with the other categories, so that post can be filled by a person with other category of disability, if possible. If a PwBD candidate of other category is within the zone of consideration and within the number of vacancies available, he cannot be denied promotion on the grounds of disability. If it is not possible to fill up the post by reservation even in the 2nd year, the post may be filled by a person other than a PwBD, and the reservation shall be carried forward for two subsequent recruitment years, whereafter it shall lapse.

13.2 While filling up vacancies by promotion by non-selection, the eligible candidates with benchmark disabilities within the normal zone of consideration shall be considered for promotion
against the reserved vacancies. In case no eligible candidate of
the respective category of disability is available in the normal
zone of consideration, additional PwBD candidates of respective
category to the extent required shall be considered by going
down the seniority list, provided they are eligible, and that the
post is identified for them. In the event of non-availability of
PwBD candidates for promotion even in the extended zone, the
vacancy shall not be filled and shall be carried forward. In the
subsequent year, if PwBD of respective category is not available,
the same can be exchanged with other categories of disabilities
identified for it. If it is not possible to fill up the vacancy by
reservation even by exchange, the reservation shall be carried
forward for two subsequent recruitment years, where-after it
shall lapse.

13.3 In order to ensure that cases of lapse of reservation are
kept to the minimum, any recruitment of the PwBD candidates
shall first be counted against the vacant posts brought forward
from previous years, if any, in the chronological order. If
candidates are not available for all the vacancies, the older
carried-forward posts shall be filled first, and the current
vacancies shall be carried forward, if not filled up, provided that
in every recruitment, the number of vacancies reserved for
PwBD, including the carried forward vacancies, shall be
announced beforehand, for the information of all aspirants.

14. HORIZONTALITY OF RESERVATION FOR PERSONS WITH
BENCHMARK DISABILITIES

14.1 Reservation for backward classes of citizens (SCs, STs
and OBCs) is called ‘vertical’ reservation and the reservation for
categories such as PwBDs and ex-servicemen is called
‘horizontal’ reservation. Horizontal reservation cuts across
vertical reservation (in what is called interlocking reservation)
and persons selected/promoted against the quota for PwBDs
have to be placed in the appropriate category viz. SC/ST/OBC/Unreserved, depending upon the category to which
they belong in the roster meant for reservation of
SCs/STs/OBCs. To illustrate, if in a given year, there are two vacancies reserved for the PwBDs, and out of two PwBDs promoted, one belongs to Scheduled Caste and the other belongs to Unreserved, the SC candidate with benchmark disability shall be adjusted against the SC point in the reservation roster and the Unreserved candidate with benchmark disability against the unreserved point in the relevant roster. In case none of the vacancies falls on point reserved for the SCs, the candidate under benchmark disability belonging to SC shall be adjusted in future against the next available vacancy reserved for SC.

14.2 Since the PwBDs have to be placed in the appropriate category, viz. SC/ST/OBC/Unreserved in the roster meant for reservation of SCs/STs/OBCs, the application form (in respect of Departmental examination for promotion) for the post should require the candidates applying under the quota reserved for PwBDs to indicate whether they belong to SC/ST/OBC or unreserved.

15. ANNUAL REPORTS REGARDING REPRESENTATION OF PERSONS WITH BENCHMARK DISABILITIES

15.1 The Ministries/Departments shall continue to upload data on promotion of PwBDs, along with data on representation/direct recruitment of PwBDs in respect of posts/services under the Central Government on the URL i.e. www.rrcps.nic.in, as on 1st January of every year. All Ministries/Departments have been provided respective user code and password with guidelines for operating the URL.

16. LIAISON OFFICER FOR PERSONS WITH BENCHMARK DISABILITIES:

16.1 Liaison Officers appointed to look after reservation matters for SCs/STs shall also work as Liaison Officers for reservation matters relating to PwBDs and shall ensure compliance of instructions, as contained in DoPT OM No.43011/153/2010-Estt (Res), dated 4.1.2013.
17. MAINTENANCE OF REGISTER OF COMPLAINTS BY THE GOVERNMENT ESTABLISHMENT

17.1 Every Government establishment shall appoint a senior officer of the Department as the Grievance Redressal Officer.

17.2 The Grievance Redressal Officer shall maintain a register of complaints of Persons with Benchmark Disabilities with the following particulars, namely:

(a) date of complaint;
(b) name of complainant;
(c) the name of the establishment or person against whom the complaint is made;
(d) gist of the complaint;
(e) date of disposal by the Grievance Redressal Officer; and any other information.

17.3 Any person aggrieved with any matter relating to discrimination in promotion, may file a complaint with the Grievance Redressal Officer of the respective Government establishment.

17.4 Every complaint filed, shall be inquired into within two months of its registration, and outcome thereof or action taken thereon, shall be communicated to the complainant / PwBD.

18. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control.

(S.P. Pant)
Deputy Secretary to the Government of India
Ph.No.011-23093074

To

(i) The Secretaries of all Ministries/Departments of the Government of India.
(ii) The Secretary, Department of Financial Services, Ministry of
Finance, Jeevan Deep Building, Parliament Street, New
Delhi, with a request to issue similar instructions for
compliance by Public Sector Banks/Financial
Institution/Insurance Companies.

(iii) The Secretary, Department of Public Enterprises, CGO
Complex, Lodhi Road, New Delhi, with a request to issue
similar instructions for compliance by all Central Public
Sector enterprises.

(iv) The Secretary, Railway Board, Rail Bhavan, New Delhi,

(v) The Secretary, President Secretariat, Rashtrapati Bhavan,
New Delhi.

(vi) The Secretary, Union Public Service Commission, Dholpur
House, Shahjahan Road, New Delhi.

(vii) The Secretary, Central Vigilance Commission, A-Block, GPO
Complex, Satarkata Bhavan, INA, New Delhi, Delhi 110023.

(viii) The Secretary, Staff Selection Commission, CGO Complex,
Lodhi Road, New Delhi.

(ix) The Registrar (Administration), Supreme Court of India, New
Delhi.

(x) The Joint Secretary (Administration), Prime Minister’s
Office, South Block, New Delhi.

(xi) The Sr. Principal Secretary, Election Commission of India,
Nirvachan Sadan, New Delhi.

(xii) The Joint Secretary (Administration), Lok Sabha Secretariat,
Parliament House Annexe, New Delhi.

(xiii) The Joint Secretary (Administration), Rajya Sabha Secretariat,
Parliament House Annexe, New Delhi.

(xiv) The Joint Secretary (Administration), Cabinet Secretariat,
Rashtrapati Bhavan, New Delhi.

(xv) The Joint Secretary (Administration), Niti Aayog, Parliament
Street, New Delhi.

(xvi) The Deputy C&AG, Office of the Comptroller & Auditor
General of India, 10 Bahadur Shah Zafar Marg, New Delhi

(xvii) Officer of the Chief Commissioner for Persons with
Disabilities, Sarojini House, 6, Bhagwan Das Road, New
Delhi-110001
(xviii) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate Offices of this Ministry.
(xix) Director, NIC, DOPT – with the request to immediately place this OM on the website of this Department ("what’s new" tab) for information of all concerned.
ESTABLISHMENT MANUAL

CHAPTER – VII

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964 (Updated)
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1. **Short title, commencement and application**

(1) These rules may be called the Central Civil Services (Conduct) Rules, 1964.

(2) They shall come into force at once.

(3) Save as otherwise provided in these rules and subject to the provisions of the Indian Foreign Service (Conduct and Discipline) Rules, 1961, these rules shall apply to every person appointed to a civil service or post (including a civilian in Defence Service) in connection with the affairs of the Union:

Provided that nothing in these rules shall apply to any Government servant who is –

(a) (i) a railway servant as defined in Section 3 of the Indian Railways Act, 1890 (9 of 1890);

(ii) a person holding a post in the Railway Board and is subject to the Railway Services (Conduct) Rules;

(iii) holding any post under the administrative control of the Railway Board or of the Financial Commissioner of Railways;

(b) a member of an All India Service;

(c) a holder of any post in respect of which the President has, by a general or special order, directed that these rules shall not apply:

Provided further that Rules 4,6,7,12,14, sub-rule (3) of Rule 15, Rule 16, sub-rules (1), (2) and (3) of Rule 18, Rules 19, 20 and 21 shall not apply to any Government servant who draws a pay which does not exceed Rs.500 per mensem and holds a non-gazetted post in any of the following establishments, owned or managed by the Government, namely:-

(i) ports, docks, wharves or jetties;

(ii) defence installations except training establishments;

(iii) public works establishments, in so far as they relate to work-charged staff;

(iv) irrigation and electric power establishments;

(v) mines as defined in clause (j) of Section 2 of the Mines Act, 1952 (35 of 1952);

(vi) factories as defined in clause (m) of Section 2 of the Factories Act, 1948 (63 of 1948); and

(vii) field units of the Central Tractor Organisation employing workmen governed by labour laws:

Provided further that these rules shall apply to any person temporarily transferred to a service or post specified in clause (a) of the first proviso to whom but for such transfer these rules would have otherwise applied.

**EXPLANATION**- For the purposes of the second proviso, the expression 'establishment' shall not include any railway establishment or any office mainly concerned with administrative, managerial, supervisory, security or welfare functions.
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2. **Definitions**

In these rules, unless the context otherwise requires,-

(a) "The Government" means the Central Government;
(b) "Government servant" means any person appointed by Government to any civil service or post in connection with the affairs of the Union and includes a civilian in a Defence Service;

EXPLANATION.—A Government servant whose services are placed at the disposal of a company, corporation, organisation or a local authority by the Government shall, for the purpose of these rules, be deemed to be a Government servant serving under the Government notwithstanding that his salary is drawn from sources other than the Consolidated Fund of India;

(c) "Members of family" in relation to a Government servant includes:-

(i) the wife or husband as the case may be, of the Government servant, whether residing with the Government servant or not but does not include a wife or husband, as the case may be, separated from the Government servant by a decree or order of a competent Court;
(ii) son or daughter or step-son or step-daughter of the Government servant and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the Government servant or of whose custody the Government servant has been deprived by or under any law;
(iii) any other person related, whether by blood or marriage to the Government servant or to the Government servant's wife or husband, and wholly dependent on the Government servant.

3. **General**

(1) Every Government servant shall at all times--

(i) maintain absolute integrity;
(ii) maintain devotion to duty; and
(iii) do nothing which is unbecoming of a Government servant.

46(IV) commit himself to and uphold the supremacy of the Constitution and democratic values;
(v) defend and uphold the sovereignty and integrity of India, the security of the State, public order, decency and morality;
(vi) maintain high ethical standards and honesty;
(vii) maintain political neutrality;
(viii) promote the principles of merit, fairness and impartiality in the discharge of duties;
(ix) maintain accountability and transparency;
(x) maintain responsiveness to the public, particularly to the weaker section;
(xi) maintain courtesy and good behaviour with the public;
(xii) take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically;
(xiii) declare any private interests relating to his public duties and take steps to resolve any conflicts in a way that protects the public interest;
(xiv) not place himself under any financial or other obligations to any individual or organisation which may influence him in the performance of his official duties;
(xv) not misuse his position as civil servant and not take decisions in order to derive financial or material benefits for himself, his family or his friends;
(xvi) make choices, take decisions and make recommendations on merit alone;
(xvii) act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society;
(xviii) refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;
(xix) maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him;
(xx) maintain confidentiality in the performance of his official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of the State, strategic, scientific or economic interests of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person;
(xxii) perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities.

(2) (i) Every Government servant holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government servants for the time being under his control and authority;

25(ii) No Government servant shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior;

(iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter;

(iv) A Government servant who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

26Explanation I.- A Government servant who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected to him shall be deemed to be lacking in devotion to duty within the meaning the cause (ii) of sub-rule (1).

Explanation II.- Nothing in clause (ii) of sub-rule (2) shall be construed as empowering a Government servant to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.
343A. Promptness and Courtesy

No Government servant shall

(a) in the performance of his official duties, act in a discourteous manner;
(b) in his official dealings with the public or otherwise adopt dilatory tactics or wilfully cause
   delays in disposal of the work assigned to him.

343B. Observance of Government's policies

Every Government servant shall, at all times-

(i) act in accordance with the Government's policies regarding age of marriage, preservation
    of environment, protection of wildlife and cultural heritage;
(ii) observe the Government's policies regarding prevention of crime against women.

36/433C. Prohibition of sexual harassment of working women

(1) No Government servant shall indulge in any act of sexual harassment of any woman at any work
    place.
(2) Every Government servant who is incharge of a work place shall take appropriate steps to
    prevent sexual harassment to any woman at the work place.

Explanation. - (i) For the purpose of this rule,-

(a) "sexual harassment" includes any one or more of the following acts or behaviour (whether
directly or by implication) namely :-
   (i) physical contact and advances; or
   (ii) a demand or request for sexual favours; or
   (iii) making sexually coloured remarks; or
   (iv) showing pornography; or
   (v) any other unwelcome physical, verbal, non-verbal conduct of a sexual nature.

(b) the following circumstances, among other circumstances, if it occurs or is present in
relation to or connected with any act or behaviour of sexual harassment may amount to
sexual harassment :-
   (i) implied or explicit promise of preferential treatment in employment; or
   (ii) implied or explicit threat of detrimental treatment in employment; or
   (iii) implied or explicit threat about her present or future employment status; or
   (iv) interference with her work or creating an intimidating or offensive or hostile work
      environment for her; or
   (v) humiliating treatment likely to affect her health or safety.

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

4. Employment of near relatives of Government servant in Companies or firms-

(1) No Government servant shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm;

(2) (i) No Class I Officer shall, except with the previous sanction of the Government, permit his son, daughter or other dependant, to accept employment in any company or firm with which he has official dealings or in any other company or firm having official dealings with the Government:

Provided that where the acceptance of the employment cannot await prior permission of the Government or is otherwise considered urgent, the matter shall be reported to the Government; and the employment may be accepted provisionally subject to the permission of the Government.

(ii) A Government servant shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any company or firm, intimate such acceptance to the prescribed authority and shall also intimate whether he has or has had any official dealings with that company or firm:

Provided that no such intimation shall be necessary in the case of a Class I officer if he has already obtained the sanction of, or sent a report to the Government under clause (i).

(3) No Government servant shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Government servant shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

5. Taking part in politics and elections

(1) No Government servant shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

(2) It shall be the duty of every Government servant to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Government as by law established and where a Government servant is unable to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other
manner, any such movement or activity, he shall make a report to that effect to the Government.

(3) If any question arises whether a party is a political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Government thereon shall be final.

(4) No Government servant shall canvass or otherwise interfere with, or use his influence in connection with or take part in an election to any legislature or local authority:

Provided that -

(i) a Government servant qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;

(ii) a Government servant shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

EXPLANATION.- The display by a Government servant on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

6. Joining of associations by Government servants

No Government servant shall join or continue to be a member of, an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order or morality.

7. Demonstration and strikes

No Government servant shall -

(i) engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the state, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence, or

(ii) resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other Government servant.

8. Connection with press or other media

(1) No Government servant shall, except with the previous sanction of the Government, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication or electronic media.

(2) Nothing in sub-rule (1) shall apply in case a Government servant in the bonafide discharge of his official duties publishes a book or participates in a public media.
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(3) A Government servant publishing a book or participating in a public media shall at all times make it clear that the views expressed by him are his own and not that of Government.

9. Criticism of Government

No Government servant shall, in any radio broadcast, telecast through any electronic media or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion -

(i) which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government:

Provided that in the case of any Government servant included in any category of Government servants specified in the second proviso to sub-rule (3) of rule 1, nothing contained in this clause shall apply to bonafide expression of views by him as an office-bearer of a trade union or association of Government servants for the purpose of safeguarding the conditions of service of such Government servants or for securing an improvement thereof; or

(ii) which is capable of embarrassing the relations between the Central Government and the Government of any State; or

(iii) which is capable of embarrassing the relations between the Central Government and the Government of any foreign State;

Provided that nothing in this rule shall apply to any statements made or views expressed by a Government servant in his official capacity or in the due performance of the duties assigned to him.

10. Evidence before Committee or any other authority

(1) Save as provided in sub-rule (3), no Government servant shall, except with the previous sanction of the Government, give evidence in connection with any enquiry conducted by any person, committee or authority.

(2) Where any sanction has been accorded under sub-rule (1), no Government servant giving such evidence shall criticise the policy or any action of the Central Government or of a State Government.

(3) Nothing in this rule shall apply to-

(a) evidence given at an enquiry before an authority appointed by the Government, Parliament or a State Legislature; or
(b) evidence given in any judicial enquiry; or
(c) evidence given at any departmental enquiry ordered by authorities subordinate to the Government.
3911. Communication of Official Information.-

Every Government servant shall, in performance of his duties in good faith, communicate information to a person in accordance with the Right to Information Act, 2005 (22 of 2005) and the rules made thereunder:

Provided that no Government servant shall, except in accordance with any general or special order of the Government or in performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or classified information to any Government servant or any other person to whom he is no authorized to communicate such document or classified information.

12. Subscriptions

No Government servant shall, except with the previous sanction of the Government or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever.

3213. Gifts

(1) Save as provided in these rules, no Government servant shall accept, or permit any member of his family or any other person acting on his behalf to accept, any gift.

EXPLANATION.- The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the Government servant.

NOTE (1) - A casual meal, lift or other social hospitality shall not be deemed to be a gift -

NOTE (2) - A Government servant shall avoid accepting lavish hospitality or frequent hospitality from any individual, industrial or commercial firms, organisations, etc., having official dealings with him.

35[(2) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious and social practice, a Government servant may accept gifts from his near relatives or from his personal friends having no official dealings with him, but shall make a report to the Government, if the value of such gift exceeds:-

(i) rupees twenty five thousand in the case of a Government servant holding any Group 'A' post;
(ii) rupees fifteen thousand in the case of a Government servant holding any Group 'B' post;
(iii) rupees seven thousand five hundred in the case of a Government servant holding any Group 'C' post; and

(3) In any other case of a Government servant shall not accept any gift without sanction of the Government if the value thereof exceeds.
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(i) rupees one thousand five hundred in the case of a Government servant holding any Group 'A' or Group 'B' post; and
(ii) rupees five hundred in the case of a Government servant holding any Group 'C' or Group 'D' post.

(4) Notwithstanding anything contained in sub-rules (2), and (3) a Government servant, being a member of the Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries if the market value of gifts received on one occasion does not exceed rupees one thousand. In all other cases, the acceptance and retention of such gifts shall be regulated by the instructions issued by the Government in this regard from time to time.

(5) A Government servant shall not accept any gifts from any foreign firm which is either contracting with the Government of India or is one with which the Government servant had, has or is likely to have official dealings. Acceptance of gifts by a Government servant from any other firm shall be subject to the provisions of sub-rule (3).

1613-A. Dowry

No Government servant shall-

(i) give or take or abet the giving or taking of dowry; or
(ii) demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation:- For the purposes of this rule, ‘dowry’ has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).

14. Public demonstrations in honour of Government servants

No Government servant shall, except with the previous sanction of the Government, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour; or in the honour of any other Government servant:

Provided that nothing in this rule shall apply to-

(i) a farewell entertainment of a substantially private and informal character held in honour of a Government servant or any other Government servant on the occasion of his retirement or transfer or any person who has recently quit the service of any Government; or
(ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

NOTE :- Exercise of pressure or influence of any sort on any Government servant to induce him to subscribe towards any farewell entertainment if it is of a substantially private or informal character and the collection of subscriptions from Class III or Class IV employees under any circumstances for the entertainment of any Government servant not belonging to Class III or Class IV, is forbidden.
2915. Private trade or employment

(1) Subject to the provisions of sub-rule (2), no Government servant shall, except with the previous sanction of the Government-

(a) engage directly or indirectly in any trade or business, or
(b) negotiate for, or undertake, any other employment, or
(c) hold an elective office, or canvass for a candidate or candidates for an elective office, in any body, whether incorporated or not, or
(d) canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family, or
(e) take part except in the discharge of his official duties, in the registration, promotion or management of any bank or other company registered or required to be registered, under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force, or of any co-operative society for commercial purposes.

35(f) participate in or associate himself in any manner in the making of-

(i) a sponsored media (radio or television) programme; or
(ii) a media programme commissioned by Government media but produced by a private agency; or
(iii) a privately produced media programme including video magazine:

Provided that no previous permission shall be necessary in case where the Government servant participates in a programme produced or commissioned by Government media in his official capacity.

(2) A Government servant may, without the previous sanction of the Government,-

(a) undertake honorary work of a social or charitable nature, or
(b) undertake occasional work of a literary, artistic or scientific character, or
(c) participate in sports activities as an amateur, or
(d) take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society or of a club or similar organisation, the aims or objects of which relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1860 (21 of 1860), or any other law for the time being in force, or
(e) take part in the registration, promotion or management (not involving the holding of elective office) of a co-operative society substantially for the benefit of Government servants, registered under the Co-operative Societies Act, 1912 (2 of 1912), or any other law for the time being in force:

Provided that:

(i) he shall discontinue taking part in such activities, if so directed by the Government; and
(ii) in a case falling under clause (d) or clause(e) of this sub-rule, his official duties shall not suffer thereby and he shall, within a period of one month of his taking part in such activity, report to the Government giving details of the nature of his participation.
(3) Every Government servant shall report to the Government if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

(4) Unless otherwise provided by general or special orders of the Government, no Government servant may accept any fee for any work done by him for any private or public body or any private person without the sanction of the prescribed authority.

EXPLANATION - The term 'fee' used here shall have the meaning assigned to it in Fundamental Rule 9 (6-A).

**35.15 A. Sub-letting and vacation of Government accommodation.**

(1) Save as otherwise provided in any other law for the time being in force, no Government servant shall sub-let, lease or otherwise allow occupation by any other person of Government accommodation which has been allotted to him.

(2) A Government servant shall, after the cancellation of his allotment of Government accommodation vacate the same within the time-limit prescribed by the allotting authority.

**16. Investment, lending and borrowing**

35(1) No Government servant shall speculate in any stock, share or other investment:

Provided that nothing in this sub-rule shall apply to occasional investments made through stock brokers or other persons duly authorised and licensed or who have obtained a certificate of registration under the relevant law.

Explanation - Frequent purchase or sale or both, of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

40(2) (i) No Government servant shall make, or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties. For this purpose, any purchase of shares out of the quotas reserved for Directors of Companies or their friends and associates shall be deemed to be an investment which is likely to embarrass the Government servant.

(ii) No Government servant who is involved in the decision making process of fixation of price of an Initial Public Offering or Follow-up Public Offering of shares of a Central Public Sector Enterprise shall apply, either himself or through any member of his family or through any other person acting on his behalf, for allotment of shares in the Initial Public Offerings or Follow-up Public Offerings of such Central Public Sector Enterprise.

(3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule(2), the decision of the Government thereon shall be final.

9(4) (i) No Government servant shall, save in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf,-
(a) lend or borrow or deposit money, as a principal or an agent to, or from or with, any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or

(b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid;

Provided that a Government servant may, give to, or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest, or operate a credit account with a bona fide tradesman or make an advance of pay to his private employee;

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by a Government servant with the previous sanction of the Government.

(ii) When a Government servant is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-rule (2) or sub-rule (4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

17. Insolvency and habitual indebtedness

A Government servant shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Government servant against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent, shall forthwith report the full facts of the legal proceedings to the Government.

NOTE. - The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the Government servant could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the Government servant.

18. Movable, immovable and valuable property

(1) (i) Every Government servant shall on his first appointment to any service or post submit a return of his assets and liabilities, in such form as may be prescribed by the Government, giving the full particulars regarding -

(a) the immovable property inherited by him, or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;
(b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;
(c) other movable property inherited by him or similarly owned, acquired or held by him; and
(d) debts and other liabilities incurred by him directly or indirectly.
NOTE I.- Sub-rule (1) shall not ordinarily apply to Group 'D' servants but the Government may direct that it shall apply to any such Government servant or class of such Government servants.

NOTE II.- In all returns, the values of items of movable property worth less than Rs.31,000/- may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc. need not be included in such return.

NOTE III.- Where a Government servant already belonging to a service or holding a post in appointed to any other civil service or post, he shall not be required to submit a fresh return under this clause.

18(ii) Every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.

(2) No Government servant shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family:

27 Provided that the previous sanction of the prescribed authority shall be obtained by the Government servant if any such transaction is with a person having official dealing with him.

41(3) Where a Government servant enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months' basic pay of the Government servant:

Provided that the previous sanction of the prescribed authority shall be obtained by the Government servant if any such transaction is with a person having official dealings with him.

(4) The Government or the prescribed authority may, at any time, by general or special order, require a Government servant to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the Government or by the prescribed authority, include the details of the means by which, or the source from which, such property was acquired.

(5) The Government may exempt any category of Government servants belonging to Group 'C' or Group 'D' from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the Cabinet Secretariat (Department of Personnel).

Explanation I. - For the purposes of this rule -

(1) the expression "movable property" includes-
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(a) jewellery, insurance policies, the annual premia of which exceeds Rs. 42'2 months' basic pay of the Government servant, shares, securities and debentures;
(b) all loans, whether secured or not, advanced or taken by the Government servant;
(c) motor cars, motor cycles, horses or any other means of conveyance; and
(d) refrigerators, radios radiograms and television sets.

2. "Prescribed authority" means-

(a) (i) the Government, in the case of a Government servant holding any Group 'A' post, except where any lower authority is specifically specified by the Government for any purpose;
(ii) Head of Department, in the case of a Government servant holding any Group 'B' post;
(iii) Head of Office, in the case of a Government servant holding any Group 'C' or Group 'D' post;

(b) in respect of a Government servant on foreign service or on deputation to any other Ministry or any other Government, the parent department on the cadre of which such Government servant is borne or the Ministry to which he is administratively subordinate as member of that cadre.

Explanations.- For the purpose of this rule 'lease' means, except where it is obtained from, or granted to, a person having official dealings with the Government servant, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.

1418-A. Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.-

Notwithstanding anything contained in sub-rule (2) of Rule 18, no Government servant shall, except with the previous sanction of the prescribed authority,-

(a) acquire, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;

(b) dispose of, by sale, mortgage, gift or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;

(c) enter into any transaction with any foreigner, foreign Government, foreign organisation or concern,-

(i) for the acquisition, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property;

(ii) for the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

Explanation.- In this rule "prescribed authority" has the same meaning as in Rule 18.
19. Vindication of acts and character of Government servant

(1) No Government servant shall, except with the previous sanction of the Government, have recourse to any Court or to the Press for the vindication of any official act which has been the subject-matter of adverse criticism or an attack of a defamatory character.

Provided that if no such sanction is received by the Government servant within a period of three months from the date of receipt of his request by the Government, he shall be free to assume that the permission as sought for has been granted to him.

(2) Nothing in this rule shall be deemed to prohibit a Government servant from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the Government servant shall submit a report to the prescribed authority regarding such action.

20. Canvassing of non-official or other outside influence

No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government.

521. Restriction regarding marriage-

(1) No Government servant shall enter into, or contract, a marriage with a person having a spouse living; and

(2) No Government servant, having a spouse living, shall enter into, or contract, a marriage with any person:

Provided that the Central Government may permit a Government servant to enter into, or contract, any such marriage as is referred to in clause (1) or clause(2), if it is satisfied that-

(a) such marriage is permissible under the personal law applicable to such Government servant and the other party to the marriage; and
(b) there are other grounds for so doing.

(3) A Government servant who has married or marries a person other than of India Nationality shall forthwith intimate the fact to the Government.

22. Consumption of intoxicating drinks and drugs

A Government servant shall -

(a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;

(b) not be under influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;
13(bb) refrain from consuming any intoxicating drink or drug in a public place;

(c) not appear in a public place in a state of intoxication;

(d) not use any intoxicating drink or drug to excess.

Explanation: For the purposes of this rule, ‘public place’ means any place or premises (including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise.

37.22-A. Prohibition regarding employment of children below 14 years of age.

No Government servant shall employ to work any child below the age of 14 years.

23. Interpretation

If any question arises relating to the interpretation of these rules, it shall be referred to the Government whose decision thereon shall be final.

24. Delegation of Powers

The Government may, by general or special order, direct that any power exercisable by it or any Head of Department under these rules (except the powers under Rule 23 and this rule) shall, subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

25. Repeal and Saving

Any rules corresponding to these rules in force immediately before the commencement of these rules and applicable to the Government servants to whom these rules apply are hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

Provided further that such repeal shall not affect the previous operation of the rules so repealed and a contravention of any of the said rules shall be punishable as if it were a contravention of these rules.
Hyperlinks for all the Amendments

1. S.O. No. 4177 dated the 12th December, 1964
2. Notification No. 25/46/64-Ests(A) dated 22nd June, 1965
5. S.O. No. 3424 dated 28th September, 1968
7. S.O. No. 1511 dated 24th April, 1969
8. S.O. 482, dated the 14th February, 1970
9. S.O. 1207, dated the 4th April, 1970
10. S.O. 2683, dated the 15th August, 1970
11. S.O. 3129, dated the 26th September, 1970
12. S.O. 3943, dated the 19th December, 1970
13. S.O. 3643, dated the 4th November, 1972;
14. S.O. 83, dated the 13th January, 1973
15. S.O. 2099, dated the 4th August, 1973
16. S.O. 846, dated the 28th February, 1976;
17. S.O. 2563, dated the 17th July, 1976;
18. S.O. 2691, dated the 24th July, 1976
19. S.O. 3385, dated the 25th September, 1976
20. S.O. 4663, dated the 11th December, 1976
21. S.O. 2859, dated the 17th September, 1977
22. S.O. 2859, dated the 30th September, 1978
23. S.O. 3, dated the 6th January, 1979
24. S.O. 1270, dated the 10th May, 1980
25. S.O. 4812, dated the 19th October, 1985;
26. S.O. 935, dated the 8th March, 1986;
27. S.O. 1124, dated the 22nd March, 1986;
28. S.O. 3159, dated the 20th September, 1986;
29. S.O. 3280, dated the 27th September, 1986;
30. S.O. 1965, dated the 5th August, 1987;
31. S.O. 1454, dated the 14th May, 1988;
32. S.O. 2582, dated the 6th October, 1990;
33. S.O. 3132, dated the 26th December, 1992;
34. GSR 355, dated the 29th July, 1995;
35. GSR 367, dated the 31st August, 1996;
36. GSR 49, dated the 7th March, 1998;
37. GSR 342, dated the 23rd October, 1999;
38. GSR 458, dated the 27th December, 2003;
39. GSR 376, dated the 22nd October, 2005;
40. GSR 8, dated the 31st January, 2009;
41. GSR 370(E), dated the 9th May, 2011;
42. GSR 149(E), dated the 4th March, 2014 and
43. GSR 823(E), dated the 19th November, 2014
44. GSR 845(E), dated the 27th November, 2014
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       |           | 2. S.O. No. 935 dated 8th March, 1986  
       |           | 3. G.S.R No 845(E) dated 27th November, 2014 |
| 4.   | 3-A      | G.S.R. No. 355 dated 29th July, 1995 |
| 5.   | 3-B      | G.S.R. No. 355 dated 29th July, 1995 |
| 6.   | 3-C      | 1. G.S.R. No. 49 dated 7th March, 1998  
       |           | 2. G.S.R. 823(E) dated 19th November, 2014 |
| 7.   | 4        | 1. S.O. No. 846 dated 28th February, 1976  
       |           | 2. S.O. No. 2563 dated 17th July, 1976 |
| 8.   | 5        | Nil        |
| 9.   | 6        | Nil        |
| 10.  | 7        | S.O. No. 2683 dated 15th August, 1970 |
| 11.  | 8        | 1. Notification No. 25/10/67-Ests(A) dated 23.11.1967  
       |           | 2. G.S.R. No. 355 dated 29th July, 1995 |
| 12.  | 9        | G.S.R. No. 355 dated 29th July, 1995 |
| 13.  | 10       | Nil        |
| 14.  | 11       | 1. Notification No. 25/3/66-Ests(A) dated 3.03.1966  
       |           | 2. G.S.R. 376 dated 22nd October, 2005 |
| 15.  | 12       | Nil        |
       |           | 2. S.O. No. 4812 dated 19th October, 1985  
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       |           | 5. G.S.R. 458 dated 27th December, 2003  
| 17.  | 13-A     | S.O. No. 846 dated 28th February, 1976 |
| 18.  | 14       | Nil        |
       |           | 2. S.O. No. 2859 dated 30th September, 1978  
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| 21   | 16       | 1. Notification No.25/46/64-Ests(A) dated 22.06.1965  
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| 23 | 18 | 1. Notification No.25/46/64-Ests(A) dated 22.06.1965  
2. S.O. No. 3129 dated 26th September, 1970  
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5. S.O. No. 2691 dated 24th July, 1976  
6. S.O. No. 4663 dated 11th December, 1976  
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| 24 | 18-A | S.O. No. 83 dated 13th January, 1973 |
| 25 | 19 | G.S.R. No. 355 dated 29th July, 1995 |
| 26 | 20 | Nil |
| 27 | 21 | 1. S.O. No. 3424 dated 28th September, 1968  
2. S.O. No. 3943, dated 19th November, 1970 |
| 28 | 21-A (deleted) | 1. S.O. 3385, dated the 25th September, 1976  
2. S.O. No. 2859 dated 17th September, 1977 |
| 29 | 22 | 1. S.O. No. 482 dated 14th February, 1970  
2. S.O. No. 3643 dated 4th November, 1972 |
| 30 | 22-A | G.S.R. 342 dated 23rd October, 1999 |
| 31 | 23 | Nil |
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| 33 | 25 | 1. S.O. No. 951 dated 15th March, 1969  
2. S.O. No. 1511 dated 24th April, 1969 |
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ESTABLISHMENT

MANUAL

CHAPTER – VIII

CENTRAL CIVIL SERVICES
(LEAVE) RULES, 1972.
(UPDATED AS ON 19.09.2022)
CENTRAL CIVIL SERVICES

(LEAVE) RULES, 1972.

(UPDATED AS ON 19.09.2022)
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CENTRAL CIVIL SERVICES

LEAVE RULES

CHAPTER I- Preliminary

1. Short title and commencement

(1) These rules may be called the Central Civil Services (Leave) Rules, 1972.
(2) They shall come into force on the 1st day of June, 1972.

2. Extent of application

Save as otherwise provided in these rules, these rules shall apply to Government servants appointed to the civil services and posts in connection with the affairs of the Union, but shall not apply to-

(a) Railway servants;
(b) persons in casual or daily-rated or part-time employment;
(c) persons paid from contingencies;
(d) workmen employed in industrial establishments;
(e) persons employed in work-charged establishments;
(f) members of the All India Services;
(g) persons locally recruited for service in Diplomatic, Consular or other Indian establishments in foreign countries;
(h) persons employed on contract except when the contract provides otherwise;
(i) persons in respect of whom special provisions have been made by or under the provisions of the Constitution or any other law for the time being in force;
(j) persons governed, for purposes of leave, by the Fundamental Rules or the Civil Service Regulations;
(k) persons serving under a Central Government Department, on deputation from a State Government or any other source, for a limited duration.

3. Definitions

(1) In these rules, unless the context otherwise requires-

(a) "Administrator" means an Administrator of a Union Territory;
(b) "Audit Officer" means the Accounts and Audit Officer, whatever his official designation, in whose circle the office of the Government servant is situated;
(c) "Authority competent to grant leave" means the authority specified in Column (3) of the First Schedule to these rules, competent to grant the kind of leave specified in the corresponding entries in Column (2) of the said Schedule;
(d) “Completed years of service” or “one year’s continuous service” means continuous service of specified duration under the Central Government and includes the period spent on duty as well as on leave including extraordinary leave;

(e) “Date of retirement” or “date of his retirement” in relation to a Government servant, means the afternoon of the last day of the month in which the Government servant attains the age prescribed for retirement under the terms and conditions governing his services.

(MOF Notification No. 57-EIV(A)/75 dated 02.12.1975)

(f) “Department of the Central Government” means a Ministry or a Department of the Central Government as notified from time to time and includes the Planning Commission, the Department of Parliamentary Affairs, the President’s Secretariat, the Vice-President’s Secretariat, the Cabinet Secretariat and the Prime Minister’s Secretariat;

(fa) “disability” means "specified disability", "benchmark disability" and "disability having high support needs" as referred to in the Rights of Persons with Disabilities Act, 2016 (49 of 2016).


(g) “Foreign service” means service in which a Government servant receives his pay with the sanction of Government from any source other than the Consolidated Fund of India or the Consolidated Fund of any State [or the Consolidated Fund of a Union Territory];

(h) “Form” means a Form appended to the Second Schedule to these rules;

(i) Government servant in quasi-permanent employ” means-

(A) an officer who, having been declared by the Union Public Service Commission to be eligible for appointment to the ministerial Services of the Government of India, has been appointed to a temporary or officiating vacancy on the understanding given to him in writing before he took up the appointment, that that vacancy is expected to become permanent but is not confirmed after completion of three years continuous service;

(B) an officer who may be declared as quasi-permanent under the Central Civil Services (Temporary Services) Rules, 1965.

(j) “Government servant in permanent employ” means an officer who holds substantively or provisionally substantively a permanent post or who holds a lien on a permanent post or who would have held a lien on permanent post had the lien not been suspended;

(k) “Head of Mission” means Ambassador, Charge d’ Affaires, Minister, Consul-General, High Commissioner or any other authority declared as such by the Central Government, in the country in which the Government servant undergoes a course of study or training;

(l) “Military Officer” means an officer of the Armed Forces who is-

(i) a Commissioned Officer of the Army, the Navy or the Air Force, or
(ii) (a) a Junior Commissioned Officer (including an honorary commissioned officer), or an ‘other rank’ of the Army, or
(b) a Branch List Officer or rating of the Navy, or
(c) an airman including a Master Warrant Officer of the Air Force;
(m) “Vacation Department” means a department or part of a department, to which regular vacations are allowed, during which Government servants serving in the department are permitted to be absent from duty.

(2) Words and expressions used herein and not defined but defined in the Fundamental Rules and Supplementary Rules shall have the meanings respectively assigned to them in the Fundamental Rules and Supplementary Rules.

4. Government servants on temporary transfer or on foreign service

(1) Government servants to whom these rules apply shall continue to be governed by these rules while on temporary transfer to the Indian Railways or to a State Government or while on foreign service within India.

(2) In the case of Government servants on foreign service outside India (including service with UN agencies within or outside India) or on temporary transfer to the Armed Forces of the Union, these rules shall apply only to the extent provided in the terms and conditions of foreign service or temporary transfer, as the case may be.

5. Transfer from services or posts governed by other leave rules

Unless it be otherwise provided in these rules, a permanent Government servant to whom these rules do not apply –

(a) when transferred temporarily to a service or post to which these rules apply, shall remain subject to the leave rules which were applicable to him before such transfer; and

Provided that where a Military Officer not in permanent civil employ has elected to draw civil rates of pay, his leave shall be regulated as per the provisions under these rules:

Provided further that in the event of his release/discharge from the Armed Forces, he shall carry forward the annual leave due to him with effect from the date of such release/discharge.

(DOPF Notification No. 1002/1/85-Estt.(L) dated 23.06.1987)
(b) when appointed substantively to a permanent post to which these rules apply, shall become subject to these rules from the date of such appointment, in which case the leave at his credit under the rules previously applicable to him shall be carried forward subject to the maximum limits of accumulation as laid down in Rule 26. The leave so carried forward shall first be exhausted before the leave earned under these rules is availed of. The leave salary in respect of the leave carried forward shall be borne by the (Department or the Government from which the Government servant proceeds on leave):

(DOPT Notification No. 14028/4/91-Estr./L) dated 18.09.95

Provided that in the case of Military Officer, half pay leave equal to the number of days of furlough shall also be carried forward in addition to the earned leave equal to the number of days of annual leave on the date he is so appointed, it would be permissible to grant him under the leave rules of the Armed Forces.

(DOPT Notification No. 11012/1/85-Estr./L) dated 23.06.1987

6. **Transfer to industrial establishment**

If a Government servant governed by these rules is appointed in an industrial establishment wherein his leave terms are governed by the Factories Act, 1948 (63 of 1948), the authority competent to grant leave shall, suo motu, issue an order granting cash equivalent of leave salary in respect of earned leave and half pay leave at his credit subject to a maximum of 300 days and the cash so granted shall be a sum equal to the leave salary as admissible for earned leave and leave salary as admissible for half pay leave plus dearness allowance admissible on that leave salary at the rate in force on the date the Government servant ceases to be governed by the provisions of the said rules:

Provided that in the event of his return to a post or service to which the Central Civil Services (Leave) Rules, 1972 apply, the benefit of cash equivalent of leave salary payable under Rule 39 shall be modified as under—

(a) On superannuation.— encashment of leave shall be subject to the condition that the number of days of both earned leave and half pay leave for which encashment has already been allowed under this rule and the number of days of earned leave and half pay leave to be encashed on superannuation does not exceed 300 days;

(b) On premature retirement.— cash equivalent of unutilized earned leave and half pay leave should be subject to the condition that the number of days of earned leave and half pay leave for which encashment had already been allowed under this rule and the number of days of earned leave and half pay leave to be encashed on premature retirement shall not exceed 300 days.

(DOPT Notification No. 11012/1/2009-Estr./L) dated 01.12.2009
CHAPTER II- General Conditions

7. **Right to leave**

(1) Leave cannot be claimed as of right.

(2) When the exigencies of public service so require, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the Government servant.

Provided that leave applied under Rule 20, shall not be refused or revoked without reference to the Medical Authority, whose advice shall be binding.

[DOPT Notification No. No. 18077/2014-Estt. (L), dated 03.04.2018]

8. **Regulation of claim to leave**

A Government servant’s claim to leave is regulated by the rules in force at the time the leave is applied for and granted.

9. **Effect of dismissal, removal or resignation on leave at credit**

(1) Except as provided in Rule 39 and this rule, any claim to leave to the credit of a Government servant, who is dismissed or removed or who resigns from Government service, ceases from the date of such dismissal or removal.

(2) Where a Government servant applies for another post under the Government of India but outside his parent office or department and if such application is forwarded through proper channel and the applicant is required to resign his post before taking up the new one, such resignation shall not result in the lapse of the leave to his credit.

(3) A Government servant, who is dismissed or removed from service and is reinstated on appeal or revision, shall be entitled to count for leave his service prior to dismissal or removal, as the case may be.

(4) A Government servant, who having retired on compensation or invalid pension or gratuity is re-employed and allowed to count his past service for pension, shall be entitled to count his former service towards leave.

10. **Commutation of one kind of leave into another**

(1) At the request of a Government servant, the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the Government servant cannot claim such commutation as a matter of right.
Provided that no such request shall be considered unless received by such authority, or any other authority designated in this behalf, within a period of 30 days of the concerned Government servant joining his duty on the expiry of the relevant spell of leave availed of by him.


(2) The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the Government servant, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

NOTE.- Extraordinary leave granted on medical certificate or otherwise may be commuted retrospectively into leave not due subject to the provisions of Rule 31.

11. Combination of different kinds of leave

Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

EXPLANATION.- Casual leave which is not recognized as leave under these rules shall not be combined with any other kind of leave admissible under these rules.

12. Maximum amount of continuous leave

[DOPT Notification No. 13026/2/2010-Estt. (I), dated 29.03.2012]

(1) No Government servant shall be granted leave of any kind for a continuous period exceeding five years

(2) Unless the President, in view of the exceptional circumstances of the case, otherwise determines, a Government servant who remains absent from duty for a continuous period exceeding five years other than on foreign service, with or without leave, shall be deemed to have resigned from the Government service:

Provided that a reasonable opportunity to explain the reasons for such absence shall be given to that Government servant before provisions of sub-rule (2) are invoked.

Provided that this rule shall not apply to a case where leave is applied on medical certificate, in connection with a disability.

[DOPT Notification No. 18017/2/2014-Estt. (I), dated 03.04.2018]
13. Acceptance of service or employment while on leave

(1) A Government servant (other than a Government servant who has been permitted a limited amount of private practice or who has been permitted to undertake casual literary work or service as an examiner or similar employment) while on leave, including leave preparatory to retirement shall not take up any service or employment elsewhere, including the setting up of a private professional practice as accountant, consultant or legal or medical practitioner, without obtaining the previous sanction of -

(a) the President, if the proposed services or employment lies elsewhere than in India; or

(b) the authority empowered to appoint him, if the proposed service or employment lies in India.

(2)(a) No Government servant while on leave, other than leave preparatory to retirement shall ordinarily be permitted to take up any other service or employment.

(b) If grant of such permission is considered desirable in any exceptional case, the Government servant may have his services transferred temporarily from his parent office to the office in which he is permitted to take up service or employment or may be required to resign his appointment before taking up any other service or employment.

(c) A Government servant while on leave preparatory to retirement shall not be permitted to take up private employment. He may, however, be permitted to take up employment with a Public Sector Undertaking or a body referred to in Clause (a) of sub-rule (2) of Rule 38 and in that event also leave salary payable for leave preparatory to retirement shall be the same as admissible under Rule 40.

(3)(a) In case a Government servant who has proceeded on leave preparatory to retirement is required, before the date of retirement for employment during such leave in any post under the Central Government in or outside India and is agreeable to return to duty, the unexpired portion of the leave from the date of rejoining shall be cancelled.

(b) The leave so cancelled under Clause (a) shall be allowed to be encashed in the manner provided in sub-rule (2) of Rule 39.

(c) Deleted.
(MOF Notification No. F-11012/1/77-E IV(A) dated 21.11.1979)

(d) Deleted.
(DO/PT Notification No. 14028/9/80-Estt.(L) dated 01.10.1981)
CHAPTER III- Grant of and return from leave

14. Application for leave

Any application for leave or for extension of leave shall be made in Form 1 to the authority competent to grant leave.

Provided that where a Government servant is unable to submit an application or medical certificate on account of a disability, such application or medical certificate may be signed and submitted by:

(a) the spouse of the Government servant; or
(b) the parents in case of an unmarried Government servant; or
(c) the child including adopted child or brother or sister of the Government servant, who has attained the age of majority; or
(d) any person who has been assigned limited guardianship of the Government servant in terms of Section 14 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016), and the same shall be deemed to have been made and submitted by the Government servant himself.

(DOPT Notification No. 18017/3/2014-Estt. (L), dated 03.04.2018)

15. Leave account

Except as provided in the Note below, a leave account shall be maintained in Form 2 for each Government servant by the Audit Officer in the case of Gazetted Government servants and by the Head of Office or an officer authorized by him in the case of non-Gazetted Government servants.

NOTE.- In the case of Gazetted Government servants whose pay and allowances are drawn and disbursed by the Head of Office, the leave account shall be maintained by that Head of Office.

(MOF Notification No. 4(7)-E.IV(A)/72, dated 30.04.1973)

16. Verification of title to leave

(1) No leave shall be granted to a Government servant until a report regarding its admissibility has been obtained from the authority maintaining the leave account.

NOTE.- The order sanctioning leave shall indicate the balance of earned leave/half pay leave at the credit of the Government servant.

(GSR No. 3422, F.No. 11012/1/77-E.IV(A) dated 21.11.1979)

(2)(a) Where there is reason to believe that the obtaining of admissibility report will be unduly delayed, the authority competent to grant leave may calculate, on the basis of available information, the amount of leave admissible to the Government servant and issue provisional sanction of leave for a period not exceeding sixty days.
(b) The grant of leave under this sub-rule shall be subject to verification by the authority maintaining the leave account and a modified sanction for the period of leave may be issued, where necessary.

(c) In the case of Gazetted Government servants, the Audit Officer may, at the request of the authority competent to grant leave, issue a provisional leave salary slip for a period not exceeding sixty days.

NOTE.- In the case of leave preparatory to retirement or where cash payment in lieu of leave at credit is granted under Rule 39, an undertaking for recovery of the leave salary, if any, paid in excess, shall be taken from the Government servant.

(DOPT Notification No. 14028/9/80-Estt.(L) dated 01.10.1981)

17. Leave not to be granted in certain circumstances

Leave shall not be granted to a Government servant whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from Government service.

18. Deleted.

19. Grant of leave on medical certificate to Gazetted and non-Gazetted Government servants

(1) An application for leave on medical certificate made by —

(DOPT Notification No. 13026/2/2002-Estt. (L), dated 16.01.2004)

(i) a Gazetted Government servant, shall be accompanied by a Medical Certificate in Form 3 given by a doctor in a Central Government Health Scheme Dispensary if such a Government servant is a Central Government Health Scheme beneficiary or by a Government Hospital or by an Authorized Medical Attendant if he is not a Central Government Health Scheme beneficiary and by an Authorized Doctor of the private hospital recognized under Central Government Health Scheme or Central Services (Medical Attendance) Rules, 1944, in case of hospitalization or indoor specialized treatment in respect of any particular kind of disease like heart disease, cancer, etc., for the treatment of which the concerned hospital has been recognized by the Ministry of Health and Family Welfare:

Provided that the Gazetted Government servant who is a Central Government Health Scheme beneficiary, if at the time of illness, is away from Central Government Health Scheme area or proceeds on duty outside the Headquarters will produce Medical Certificate or Fitness Certificate in Form 3 and Form 5, as the case may be, given by an Authorized Medical Attendant;
(ii) a non-Gazetted Government servant, shall be accompanied by a Medical Certificate in Form 4 given by a Central Government Health Scheme Dispensary if such a Government servant is a Central Government Health Scheme beneficiary or by Government Hospital or by an Authorized Medical Attendant if he is not a Central Government Health Scheme beneficiary; and by an Authorized Doctor of the private hospital, recognized under Central Government Health Scheme or Central Services (Medical Attendance) Rules, 1944, in case of hospitalization or indoor specialized treatment duly approved by the Competent Authority in respect of particular kind of disease like heart disease, cancer, etc., for the treatment of which the concerned hospital has been recognized by the Ministry of Health and Family Welfare:

Provided that the non-Gazetted Government servant who is a CGHS beneficiary, if at the time of illness is away from Central Government Health Scheme area or proceeds on duty outside the Headquarters will produce Medical Certificate or Fitness Certificate in Form 4 or Form 5, as the case may be, given by an Authorized Medical Attendant or by Registered Medical Practitioner if there is no Authorized Medical Attendant available within a radius of eight kilometers from his residence or place of temporary stay outside his Headquarters and also in the circumstances when he finds it difficult to obtain Medical Certificate or Fitness Certificate from a Doctor in a Central Government Health Scheme Dispensary or an Authorized Medical Attendant; defining clearly the nature and probable duration of illness.

NOTE.— In the case of non-Gazetted Government servant, a certificate given by a registered Ayurvedic, Unani or Homoeopathic medical practitioner or by a registered Dentist in the case of dental ailments or by an honorary Medical Officer may also be accepted, provided such certificate is accepted for the same purpose in respect of its own employees by the Government of the State in which the Central Government servant falls ill or to which he proceeds for treatment.

(DOPT Notification No. 13015/11/82-Estt. (I), dated 25.05.1984)

(2) In case of a Government servant who has acquired disability, the Medical Authority shall certify, in Form 3-A,—

(DOPT Notification No. 18017/I/2014-Estt. (I), dated 03.04.2015)

(a) the nature and extent of the disability;

(b) the date from which such disability has occurred or manifested, to the extent it may be medically possible to indicate the same;

(c) whether there are reasonable prospects for the Government servant to be fit to resume duties, and if not, categorically state that such Government servant is completely and permanently incapacitated for further service.
(2-A) For the purposes of these rules, a doctor in Central Government Health Scheme or a Government Hospital, or a specialist in Government Hospital in cases requiring specialized treatment, or a Medical Board in a Government Hospital in the case of multiple disabilities shall, in addition to the authority certifying specified disability under the provisions contained in Chapter X of the Rights of Persons with Disabilities Act, 2016 (49 of 2016), be the Medical Authorities competent to issue certificate of disability in Form 3-A.

(2-B) Notwithstanding anything in these rules, no reference from the Head of Office or any other authority may be required for issue of medical certificate of disability.

(3) The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting a Government Medical Officer not below the rank of a Civil Surgeon or Staff Surgeon, to have the applicant medically examined on the earliest possible date.

(4) It shall be the duty of the Government Medical Officer referred to in sub-rule (3) to express an opinion both as regards the facts of the illness and as regards the necessity for the amount of leave recommended and for that purpose may either require the applicant to appear before himself or before a Medical Officer nominated by himself.

(5) The grant of medical certificate under this rule does not in itself confer upon the Government servant concerned any right to leave; the medical certificate shall be forwarded to the authority competent to grant leave and orders of that authority awaited.

(6) The authority competent to grant leave may, in its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding three days at a time. Such leave shall not, however, be treated as leave on medical certificate and shall be debited against leave other than leave on medical grounds.

20. Leave to a Government servant who is unlikely to be fit to return to duty

(1)(a) When a Medical Authority has reported that there is no reasonable prospect that the Government servant will even be fit to return to duty, leave shall not necessarily be refused to such Government servant.

(b) The leave may be granted, if due, by the authority competent to grant leave on the following conditions:—.
(i) if the Medical Authority is unable to say with certainty that the Government servant, who has acquired a disability, will never again be fit for service, leave not exceeding twelve months at a time may be granted and such leave shall not be extended without further reference to a Medical Authority;

(ii) if a Government servant is declared by the Medical Authority, as specified in Rule 19, as to have acquired such disability which may prevent him from discharging further service, leave or an extension of leave may be granted to him after the certificate of the Medical Authority has been received in Form 3-A:

Provided that any leave debited for the period(s) granted under sub-clause (i) of Clause (b), after receipt of the certificate of disability of the Medical Authority, shall be remitted back into the leave account of the Government servant:

Provided further that any leave granted to regulate the period of absence under sub-clause (ii) of Clause (b), after receipt of the certificate of the Medical Authority, shall not be debited to the leave account of the Government servant.

(2) In the case of a Government servant who is granted leave in accordance with the provisions of Clause (b) of sub-rule (1), the provisions of Section 20 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) shall, suo motu, apply.

(DoPT Notification No. 18017/1/2016-Estt. (L), dated 03.04.2016)

21. Commencement and termination of leave

Except as provided in Rule 22, leave ordinarily begins on the day on which the transfer of charge is effected and ends on the day preceding that on which the charge is resumed.

22. Combination of holidays with leave

(1)(i) When the day, immediately preceding the day on which a Government servant’s leave (other than leave on medical certificate) begins or immediately following the day on which his leave expires, is a holiday or one of series of holidays, the Government servant shall be deemed to have been permitted (except in cases where for administrative reasons permission for prefixing/suffixing holidays to leave specifically withheld) to leave his station at the close of the day before, or return to it on the day following such holiday or series of holidays, provided that-

(a) his transfer or assumption of charge does not involve the handling or taking over of securities or moneys other than a permanent advance;
(b) his early departure does not entail a correspondingly early transfer from another station of a Government servant to perform his duties; and

(c) the delay in his return does not involve a corresponding delay in the transfer to another station of the Government servant who was performing his duties during his absence or in the discharge from Government service of a person temporarily appointed to it.

(ii) In the case of leave on medical certificate-
(GSR No. 1422, F.No. 11012/1/77-E.IV(A) dated 21.11.1979)

(a) When a Government servant is certified medically unwell to attend office, holiday(s), if any, immediately preceding the day he is so certified shall be allowed automatically to be prefixed to leave and the holiday(s) if any, immediately succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s), if any, preceding the day he is so certified shall be treated as part of the leave; and

(b) When a Government servant is certified medically fit for joining duty, holiday(s) if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s), if any, preceding the day he is so certified shall be treated as part of the leave.
(DOPT Notification no. 11012/2/80-Est.I dated 24.08.1981)

(2) On condition that the departing Government servant remains responsible for the moneys in this charge, the Head of Department may, in any particular case, waive the application of Clause (a) of the proviso to sub-rule (1).

(3) Unless the authority competent to grant leave in any case otherwise directs -

(a) if holidays are prefixed to leave, the leave and any consequent rearrangement of pay and allowances take effect from the day after the holidays; and

(b) if holidays are suffixed to leave, the leave is treated as having terminated and any consequent rearrangement of pay and allowances takes effect from the day on which the leave would have ended if holidays had not been suffixed.

NOTE.- A compensatory leave granted in lieu of duty performed by a Government servant on Sunday or a holiday for a full day may be treated as a holiday for the above purpose.
23. Recall to duty before expiry of leave

(1) Deleted.

(2) Deleted.

(MOF Notification No. 11012/1/77-E.IV(A) dated 21.11.1979)

(3) In case a Government servant is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases and the Government servant shall be entitled-

(a) if the leave from which he is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw -

(i) travelling allowance under rules made in this behalf for the journey; and

(ii) leave salary, until he joins his post, at the same rate at which he would have drawn it but for recall to duty;

(b) if the leave from which he is recalled is out of India, to count the time spent on the voyage to India as duty for purposes of calculating leave, and to receive-

(i) leave salary, during the voyage to India and for the period from the date of landing in India to the date of joining his post, at the same rate at which he would have drawn it but for recall to duty;

(ii) a free passage to India;

(iii) refund of his passage from India if he has not completed half the period of his leave by the date of leaving for India on recall or three months, whichever is shorter;

(iv) travelling allowance, under the rules for the time being in force, for travel from the place of landing in India to the place of duty.

24. Return from leave

(1) A Government servant on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave.

(2) Notwithstanding anything contained in sub-rule (1), a Government servant on leave preparatory to retirement shall be precluded from returning to duty, save with the consent of the authority competent to appoint him to the post from which he proceeded on leave preparatory to retirement.
(3)(a) A Government servant who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness in Form 5.

(b) If the Government servant is a gazetted officer the certificate under clause (a) shall be obtained from a Medical Board, except in the following cases:

(i) Cases in which the leave is for not more than three months;
(ii) Cases in which leave is for more than three months or leave for three months or less is extended beyond three months, and the medical Board states, at the time of granting the original certificate or the certificate for extension, that the Government servant need not appear before another Medical Board for obtaining the certificate of fitness.

(c) In cases falling under clause (b) the certificate may be obtained from the Chief Medical Officer, the District Medical Officer, a Civil Surgeon, a Staff Surgeon or a Medical Officer of equivalent status including a Medical Officer of the Central Government Health Scheme or in a case covered by sub-rule (6) of 18, from the Authorised Medical Attendant or the Medical Superintendent of the hospital concerned.

(d) In the case of a non-Gazetted Government servant, the authority under which the Government servant is employed on return from leave may, in its discretion, accept a certificate signed by a Registered Medical Practitioner.

(4)(a) A Government servant returning from leave is not entitled, in the absence of specific orders to that effect, to resume as a matter of course the post which he held before going on leave.

(b) Such Government servant shall report his return to duty to the authority which granted him leave or to the authority, if any, specified in the order granting him the leave and await orders.

NOTE.- A Government servant who had been suffering from Tuberculosis may be allowed to resume duty on the basis of fitness certificate which recommends light work for him.
25. Absence after expiry of leave

(1) Unless the authority competent to grant leave extends the leave, a Government servant who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.

(2) Wilful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action.

CHAPTER IV – Kinds of leave due and Admissible

26. Earned leave for Government servants serving in Departments other than Vacation Departments

(1)(a)(i) The leave account of every Government servant (other than a military officer) who is serving in a Department other than a Vacation Department, shall be credited with earned leave, in advance, in two installments of 15 days each on the first day of January and July of every calendar year.
   (CSR No. 1422, F.No. 11012/1/77-E.IV(A) dated 21.11.1979)

(ii) When a Government servant joins a new post without availing full joining time by reasons that -
   [CSR No. 198 vide DOPT Notification No. 13012/12/86-Estt.(L.) dated 25.03.1989]
   (a) he is ordered to join the new post at a new place of posting without availing of full joining time to which he is entitled,

   or

(b) he proceeds alone to the new place of posting and joins the post without availing full joining time and takes his family later within the permissible period of time for claiming traveling allowance for the family,

   the number of days of joining time as admissible under sub-rule (4) of Rule 5 of the Central Civil Services (Joining Time) Rules, 1979, subject to the maximum of 15 days reduced by the number of days actually availed of, shall be credited to his leave account as earned leave:

Provided that the earned leave at his credit together with the unavailed joining time allowed to be so credited shall not exceed 300 days.
   ("240 days substituted with 300 days" vide DOPT Notification No. 13026/6/99-Estt. (L.), dated 18.04.2003)

(b) The leave at the credit of a Government servant at the close of the previous half-year shall be carried forward to the next half-year, subject to the condition that the leave so carried forward plus the credit for the half-year do not exceed the maximum limit of 300 days.
Provided that where the earned leave at the credit of Government servant as on the last day of December of June is 300 days or less but more than 285 days, the advance credit of 15 days earned leave on first day of January or July to be afforded in the manner indicated under sub-rule (i) of Clause (a) of sub-rule (1) shall instead of being credited in leave account be kept separately and first adjusted against the earned leave that the Government servant takes during that half-year and the balance, if any, shall be credited to the leave account at the close of the half-year, subject to the condition that balance of such earned leave plus leave already at credit do not exceed the maximum limit of 300 days.

(225 days substituted with 285 days vide DOPT Notification No. 13026/1/99-Estt. (L) dated 18.04.2002)
(DOPT Notification No. 11012/1/2003-Estt. (L) dated 01.12.2009)
(DOPT Notification No. 13026/2/1990-Estt. (L) dated 22.10.1990)

(c)(i) Where a Government servant not in permanent employ or quasi-permanent employ is appointed without interruption of service substantively to a permanent post or declared as quasi permanent, his leave account shall be credited with the earned leave which would have been admissible, if his previous duty had been rendered as a Government servant in permanent employ diminished by any earned leave already taken.

(ii) Where a Government servant had availed of extraordinary leave since the date of permanent appointment or quasi-permanent appointment, such leave may, subject to the provisions of rule 10, be converted into earned leave to the extent it is due and admissible as a result of recasting of his leave account.

(d) A period spent in foreign service shall count as duty for purposes of this rule, if contribution towards leave salary is paid on account of such period.

EXCEPTION.- The earned leave admissible to a Government servant of non-Asiatic domicile recruited in India, who is in continuous service from a date prior to the 1st February, 1949 and is entitled to leave passage, is one-seventh of the period spent on duty and he ceases to earn such leave when the earned leave due amounts to 180 days.

(2) Subject to the provisions of Rules 7 and 39 and sub-rules (1) and (3) of the rule, the maximum earned leave that may be granted at a time shall be -

(i) 180 days in the case of any Government servant employed in India, or
(DOPT Notification No. 11014/3/89-Estt. (L) dated 02.05.1991)
(ii) 150 days, in the case of any Government servant mentioned in the Exception to sub-rule (1)
(3) Earned leave may be granted to a Government servant in Class I of Class II service or to a Government servant mentioned in the Exception to sub-rule (1), for a period exceeding 180 days but not exceeding 30 days if the entire leave so granted or any portion thereof is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan:

Provided that where earned leave for a period exceeding 180 days, is granted under this sub-rule, the period of such leave spent in India shall not in the aggregate exceed the aforesaid limits.

27. Calculation of Earned Leave

(1) Earned leave shall be credited to the leave account of Government servant at the rate of 2½ days for each completed calendar month of service which he is likely to render in a half-year of the calendar year in which he is appointed.

(2)(a) The credit for the half-year in which a Government servant is due to retire or resigns from service shall be afforded only at the rate of 2½ days per completed calendar month up to the date of retirement or resignation. (MOF Notification No. 16(6)-E.IV(A)/74 dated 31.07.1976)

(b) When a Government servant is removed or dismissed from service, credit of earned leave shall be allowed at the rate of 2½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service;

(c) When a Government servant dies while in service, credit of earned leave shall be allowed at the rate of 2½ days per completed month of service up to the date of death of the Government servant. (DOPT Notification No. F. No. 13026/1/2010-Estt. (I), dated 12.05.2011)

(3) If a Government servant has availed of extraordinary leave and/or some period of absence has been treated as dies non in a half-year, the credit to be afforded to his leave account at the commencement of the next half-year shall be reduced by 1/10th of the period of such leave and/or dies non subject to maximum of 15 days. (MOF Notification No. 11012/1/77-E.IV(A) dated 21.11.1979)

(4) While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day. (DoF Notification No. 16(6)-E.IV(A)/74 dated 31.07.1976)
28. Earned leave for persons serving in Vacation Departments

(DOPT Notification No. 11020/01/2017- Ett. (L), dated 11.12.2018)

(1)(a) The leave account of every Government servant (other than a military officer) who is serving in a Vacation Department shall be credited with earned leave, in advance in two instalments of five days each on the first day of January and July of every calendar year.

(b) In respect of any year in which a Government servant avails a portion of the vacation, he shall be entitled to additional earned leave in such proportion of twenty days, as the number of days of vacation not taken bears to the full vacation, provided the total earned leave credited shall not exceed thirty days in a calendar year.

(c) If, in any year, the Government servant does not avail any vacation, earned leave will be as per Rule 26 instead of Clauses (a) and (b).

EXPLANATION.— For the purpose of this rule, the term "year" shall be construed not as meaning a calendar year in which duty is performed but as meaning twelve months of actual duty in a Vacation Department.

Note 1.— A Government servant entitled to vacation shall be considered to have availed a vacation or a portion of a vacation unless he has been required by general or special order of a higher authority to forgo such vacation or portion of a vacation.

Provided that if he has been prevented by such order from enjoying more than fifteen days of the vacation, he shall be considered to have availed himself of no portion of the vacation.

Note 2.— When a Government servant serving in a Vacation Department proceeds on leave before completing a full year of duty, the earned leave admissible to him shall be calculated not with reference to the vacations which fall during the period of actual duty rendered before proceeding on leave but with reference, to the vacation that falls during the year commencing from the date on which he completed the previous year of duty.

(2) Vacation may be taken in combination with or in continuation of any kind of leave under these rules:

Provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the Government at a time under Rule 26.
(3) The earned leave under this rule at the credit of a Government servant at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year shall not exceed the maximum limit of 300 days.

NOTE. — The facility of crediting of unavailed portion of joining time shall be admissible to persons serving in Vacation Departments, in accordance with the provisions of sub-clause (ii) of Clause (a) of sub-rule (1) of Rule 26.

(DOPT Notification No. 13012/12/86-Estt(I) dated 25.03.1989)

29. Half pay leave
(DOPT Notification No. 11020/01/2017-Estt (I), dated 11.12.2018)

(1) The half pay leave account of every Government servant (other than a military officer and a Government servant serving in a Vacation Department) shall be credited with half pay leave in advance, in two instalments of ten days each on the first day of January and July of every calendar year).

(2)(a) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half-year of the calendar year in which he is appointed.

(b) The credit for the half-year in which a Government servant is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month up to the date of retirement or resignation.

(c) When a Government servant is removed or dismissed from service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service.

(DOPT Notification No. 13026/01/2010-Estt (I), dated 12.05.2011)

(ca) When a Government servant dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed month of service up to the date of death of the Government servant.

(DOPT Notification No.13026/1/2010-Estt (I), dated 12.05.2011)

(d) Where a period of absence or suspension of a Government servant has been treated as dies non in a half-year, the credit to be afforded to his half pay leave account at the commencement of next half-year, shall be reduced by one-eighteenth of the period of dies non subject to a maximum of ten days.

(DOPT Notification No. 1304/1/87-Estt.1 dated 16.06.1987)

(3) A Government servant who is eligible for Departmental leave under Rule 49, shall be entitled to half pay leave of twenty days on completion of twelve months of actual duty.
(4) The leave under this rule may be granted on medical certificate or on private affairs.
(DOPT Notification No. 1304/1/85-Estt.(L) dated 03.12.1985)

(5) While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day:
(DOPT Notification No. 1304/1/87-Estt.(L) dated 16.06.1987)

30. Commuted leave

(1) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to a Government servant (other than a military officer), subject to the following conditions:-

(a) the authority competent to grant leave is satisfied that there is reasonable prospect of the Government servant returning to duty on its expiry:

(b) Deleted.

(c) Deleted.

(d) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;

(e) Deleted.
(MOF Notification No. 16(5)-EIV(A)/74 dated 11.04.1975)

(1-A) Half pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course of study certified to be in the public interest by the leave sanctioning authority.

(2) Where a Government servant who has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered:

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the Government servant for further service or in the event of his death.

NOTE.- Commuted leave may be granted at the request of the Government servant even when earned leave is due to him.
31. **Leave not due**

(1) Save in the case of leave preparatory to retirement, Leave Not Due may be granted to a Government servant in permanent employ or quasi-permanent employ (other than a military officer) limited to a maximum of 360 days during the entire service on medical certificate subject to the following conditions:

(a) The authority competent to grant leave is satisfied that there is reasonable prospect of the Government servant returning to duty on its expiry;

(b) Leave Not Due shall be limited to the half pay leave he is likely to earn thereafter;

(c) Leave Not Due shall be debited against the half pay leave the Government servant may earn subsequently.

(1-A) Leave Not Due may also be granted to such of the temporary Government servants as are suffering from TB, Leprosy, Cancer or Mental Illness, for a period not exceeding 360 days during entire service, subject to fulfillment of conditions in Clauses (a) to (c) of sub-rule (1) and subject to the following conditions, namely:-

(DOPT Notification No. 130/2/1/85-Estt.(E), dated 05.06.1988)

(i) that the Government servant has put in a minimum of one year’s service;

(ii) that the post from which the Government servant proceeds on leave is likely to last till his return to duty; and

(iii) that the request for grant of such leave is supported by a medical certificate as envisaged in Clauses (c) and (d) of sub-rule (2) of Rule 32.

(GSR No. 3422, F.No. 11012/1/77-E(N)(A), dated 21.11.1979)

(2)(a) Where a Government servant who has been granted Leave Not Due resigns from service or at his request permitted to retire voluntarily without returning to duty, the Leave Not Due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered.

(b) Where a Government servant who having availed himself of Leave Not Due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently:

Provided that no leave salary shall be recovered under Clause (a) or Clause (b) if the retirement is by reason of ill-health incapacitating the Government servant for further service or in the event of his death:
Provided further that no leave salary shall be recovered under Clause (a) or Clause (b), if the Government servant is compulsorily retired prematurely under Rule 48(1)(b) of the Central Civil Services (Pension) Rules, 1972, or is retired under Fundamental Rule 56(j) or Fundamental Rule 56(j).

(MHA Notification No. 6(9)-E.IV(A)/76 dated 31.12.1980)

32. Extraordinary leave

(1) Extraordinary leave may be granted to a Government servant (other than a military officer) in special circumstances:

(a) when no other leave is admissible:

(b) when other leave is admissible, but the Government servant applies in writing for the grant of extraordinary leave.

(2) Unless the President in view of the exceptional circumstances of the case otherwise determines, no Government servant, who is not in permanent employ or quasi-permanent employ, shall be granted extraordinary leave on any one occasion in excess of the following limits:

(a) three months;

(b) six months where the Government servant has completed one year’s continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months’ extraordinary leave under Clause (a) and his request for such leave is supported by a medical certificate as required by these rules;

(c) Deleted.

(d) eighteen months, where the Government servant who has completed one year’s continuous service is undergoing treatment for -

(i) Pulmonary Tuberculosis or Pleurisy of tubercular origin, in a recognized sanatorium;

NOTE.- The concession of extraordinary leave up to eighteen months shall be admissible also to a Government servant suffering from Pulmonary Tuberculosis or Pleurisy of tubercular origin who receives treatment at his residence under a Tuberculosis Specialist recognized as such by the State Administrative Medical Officer concerned and produces a certificate signed by that Specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.

(ii) Tuberculosis of any other part of the body by a qualified Tuberculosis Specialist or a Civil Surgeon or Staff Surgeon; or
(iii) Leprosy in a recognized leprosy institution or by a Civil Surgeon or Staff Surgeon or a Specialist in leprosy hospital recognized as such by the State Administrative Medical Officer concerned;

(iv) Cancer or for mental illness, in an institution recognized for the treatment of such disease.
(MOF Notification No. F.11012/1/77-E-IV(A) dated 21.11.1979)

e twenty-four months, where the leave is required for the purpose of prosecuting studies certified to be in the public interest, provided the Government servant concerned has completed three years' continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months' extraordinary leave under Clause (a).

(3)(a) Where a Government servant is granted extraordinary leave in relaxation of the provisions contained in Clause (e) of sub-rule(2), shall be required to execute a Bond in Form 6 undertaking to refund to the Government the actual amount of expenditure incurred by the Government during such leave plus that incurred by any other agency with interest thereon in the event of his not returning to duty on the expiry of such leave or quitting the service before a period of three years after return to duty.

(b) The Bond shall be supported by Sureties from two permanent Government servants having a status comparable to or higher than that of the Government servant.

(4) Government servants belonging to the Scheduled Castes or the Scheduled tribes may, for the purpose of attending the Pre-Examination Training Course at the centers notified by the Government from time to time, be granted extraordinary leave by Head of Department in relaxation of the provisions of sub-rule (2).

(5) Two spells of extraordinary leave, if intervened by any other kind of leave, shall be treated as one continuous spell of extraordinary leave for the purposes of sub-rule (2).

(6) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

33. Leave to probationer, a person on probation and an apprentice

(1)(a) A probationer shall be entitled to leave under these rules if he had held his post substantively otherwise than on probation.

(b) If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend -
(i) beyond the date on which the probationary period as already sanctioned or extended expires, or

(ii) beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.

(2) A person appointed to a post on probation shall be entitled to leave under these rules as a temporary or a permanent Government servant according as his appointment is against a temporary or a permanent post:

Provided that where such person already holds a lien on a permanent post before such appointment, he shall be entitled to leave under these rules as a permanent Government servant.

(3) An apprentice shall be entitled to-

(a) leave, on medical certificate, on leave salary equivalent to half pay for a period not exceeding one month in any year of apprenticeship;

(b) extraordinary leave under Rule 32.

34. **Persons re-employed after retirement**

In the case of a person re-employed after retirement, the provisions of these rules shall apply as if he had entered Government service for the first time on the date of his re-employment.

35. Deleted.

(DOPT Notification No. 11012/1/85-Estt.(L) dated 23.06.1987)

36. Deleted.

(DOPT Notification No. 11012/1/85-Estt.(L) dated 23.06.1987)

37. Deleted.

(DOPT Notification No. 11012/1/85-Estt.(L) dated 23.06.1987)

38. **Leave preparatory to retirement**

(1) A Government servant may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding 300 days together with half pay leave due, subject to the condition that such leave extends up to and includes the date of retirement.

("340 days substituted with 300 days" vide DOPT Notification No. 13036/1/2002-Estt. (L), dated the 15/16.01.2004)

NOTE.- The leave granted as leave preparatory to retirement shall not include extraordinary leave.
(2)(a) Where a Government servant who is on foreign service in or under any Local Authority or a Corporation or Company wholly or substantially owned or controlled by the Government or a Body controlled or financed by the Government (hereinafter referred to as the local body) applies for leave preparatory to retirement, the decision to grant or refuse such leave shall be taken by foreign employer with the concurrence of the lending authority under Central Government.

(DOPT Notification No. 14028/9/80-Estt. (L) dated 01.10.1981)

(b) The Government servant on foreign service shall also be allowed to encash earned leave at his credit on the date of retirement in the manner provided in sub-rule (2) of Rule 39.

(c) Deleted. (DOPT Notification No. 14028/6/82 - Estt. (L) dated 31.05.1985)

(3) Where a Government servant is on foreign service in or under a local body other than the one mentioned in Clause (a) of sub-rule (2), leave preparatory to retirement shall be admissible to him only when he quits duty under the foreign employer:

Provided that where the Government servant continues in service under such foreign employer, the Government servant shall not be eligible for grant of cash payment in lieu of leave under Rule 39.

38-A. Encashment of Earned Leave along with Leave Travel Concession while in service.-

(DOPT Notification No. 14028/1/10- Estt. (L), dated 26.08.2011)

(l) A Government servant may be permitted to encash earned leave up to ten days at the time of availing of Leave Travel Concession while in service, subject to the conditions that—

(a) a balance of at least thirty days of earned leave is available to his credit after taking into account the period of encashment as well as leave being availed of:

(b) the total leave so encashed during the entire career does not exceed sixty days in the aggregate;
The cash equivalent for encashment of leave under sub-rule (1) shall be calculated as follows, namely:—

| Cash equivalent \ Pay admissible on the date of availing of the Leave Travel Concession plus Dearness Allowance admissible on that date. 30 | Number of days EL subject to the maximum 10 days at one time |

(3) No House Rent Allowance shall be included in the cash equivalent calculated under sub-rule (2);

(4) The period of earned leave encashed shall not be deducted from the quantum of leave that can normally be encashed by the Government servant under Rules 6,39,39-A, 39-B, 39-C and 39-D.

(5) If the Government servant fails to avail the Leave Travel Concession within the time prescribed under the Central Civil Services (Leave Travel Concession) Rules, 1988, then he shall be required to refund the entire amount of leave so encashed along with interest at the rate of two per cent above the rate of interest allowed by the Government as applicable to Provident Fund balances and shall also be entitled for credit back of leave so debited for leave encashment.

39. Leave/Cash payment in lieu of leave beyond the date of retirement, compulsory retirement or quitting of service

(1) No leave shall be granted to a Government servant beyond-

(a) the date of his retirement, or
(b) the date of his final cessation of duties, or
(c) the date on which he retires by giving notice to Government or he is retired by Government by giving him notice or pay and allowances in lieu of such notice, in accordance with the terms and conditions of his service, or
(d) the date of his resignation from service.
(2)(a) Where a Government servant retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall, *suo motu*, issue an order granting cash equivalent of leave salary for both earned leave and half pay leave, if any, at the credit of the Government servant on the date of his retirement subject to a maximum of 300 days;

(b) The cash equivalent of leave salary under Clause (a) shall be calculated as follows and shall be payable in one lumpsum as a one-time settlement,—

(i) Cash equivalent for earned leave = \[\text{Pay admissible on the date of retirement plus Dearness Allowance admissible on that date} \times 30\]

(ii) Cash payment in lieu of half pay leave component = \[\text{Half pay leave salary admissible on the date of retirement plus Dearness Allowance admissible on that date} \times 30\]

NOTE. — The overall limit for encashment of leave including both earned leave and half pay leave shall not exceed 300 days.

(c) To make up the shortfall in earned leave, no commutation of half pay leave shall be permissible.]

(3) The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of a Government servant who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him on conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of Government dues, if any.

(DOPT Notification No. 14025/6/81-Estt. (L), dated 17.10.1983)

(4)(a) Where the service of a Government servant has been extended, in the interest of public service beyond the date of his retirement, he may be granted—

(i) during the period of extension, any earned leave due in respect of the period of such extension plus the earned leave which was at his credit on the date of his retirement subject to a maximum of 180 days / 300 days as the case may be, as prescribed in Rule 26.

(DOPT Notification No. 14028/9/80-Estt. (L), dated 01.10.1981)
(DOPT Notification No. 11014/3/89-Estt.(L), dated 02.05.1991)

(ii) after expiry of the period of extension, cash equivalent in the manner provided in Clause (b) of sub-rule (2) in respect of both earned leave and half pay leave at credit on the date of retirement, plus the earned leave and half pay leave earned during the period of extension reduced by the earned leave and half pay leave availed of during such period, subject to a maximum of 300 days.

(DOPT Notification No. 11012/1/2009-Estt. (L), dated 01.12.2009)

(b) The cash equivalent payable under sub-clause (ii) of Clause (a) of this sub-rule shall be calculated in the manner indicated in Clause (b) of sub-rule (2) above.

(5) A Government servant who retires or is retired from service in the manner mentioned in Clause (c) of sub-rule (1), may be granted suo motu, by the authority competent to grant leave, cash equivalent of the leave salary in respect of both earned leave and half pay leave at his credit subject to a maximum of 300 days. The cash equivalent payable shall be the same as in sub-rule (2) of Rule 39.

(DOPT Notification No. 11012/1/2009-Estt. (L), dated 01.12.2009)

(5-A) deleted.

(DOPT Notification no.14028/18/86-Estt.(L) dated 23.03.1988)
(DOPT Notification 14029/1/2004-Estt.(Leave) dated 15.02.2006)
(6)(a)(i) where the services of a Government servant are terminated by notice or by payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment, he may be granted, suo motu, by the authority competent to grant leave, cash equivalent in respect of both earned leave and half pay leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days and the cash equivalent payable shall be the same as in sub-rule (2) of Rule 39.

(DOPT Notification No. 11012/8/2009-Estt. (L), dated 01.12.2009)

(ii) If a Government servant resigns or quits service, he may be granted, suo motu, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days.

(DOPT Notification No. 14026/9/80 - Estt. (L), dated 01.10.1981)

(“120 days substituted with 150 days” vide DOPT Notification No. 13026/9/99- Estt. (L), dated 18.04.2002)

(iii) A Government servant, who is re-employed after retirement may, on termination of his re-employment, be granted, suo motu, by an authority competent to grant leave, cash equivalent in respect of both earned leave and half pay leave at his credit on the date of termination of re-employment subject to a maximum of 300 days including the period for which encashment was allowed at the time of retirement and the cash equivalent payable shall be the same as in sub-rule (2) of Rule 39.

(DOPT Notification No. 11012/8/2009-Estt. (L), dated 01.12.2009)

(b) The cash equivalent payable under Clause (a) shall be calculated in the manner indicated in Clause (b) of sub-rule (2) and for the purpose of computation of cash equivalent under sub-clause (iii) of Clause (a), the pay on the date of the termination of re-employment shall be the pay fixed in the scale of post of re-employment before adjustment of pension and pension equivalent of other retirement benefits, and the Dearness Allowance appropriate to that pay.

(DOPT Notification No. 14028/6/82 - Estt. (L) dated 31.05.1985)

39-A. Cash equivalent of leave salary in case of death in service

In case a Government servant dies while in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on earned leave that would have been due and admissible to him but for the death on the date immediately following the death and in any case, not exceeding leave salary for 300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service), shall be paid to his family in the manner specified in Rule 39-C without any reduction on account of pension equivalent of death-cum-retirement gratuity.
NOTE.- In addition to the cash equivalent of leave salary admissible under this rule, the family of the deceased Government servant shall also be entitled to payment of Dearness Allowance only as per orders issued in this behalf separately.
(MOF Notification No. 16(5)-EIV(A)/74 dated 11.04.1975)

39-B. Cash equivalent of leave salary in case of invalidation from service

(1) A Government servant who is declared by a Medical Authority to be completely and permanently incapacitated for further service may be granted, *suo motu*, by the authority competent to grant leave, cash equivalent of leave salary in respect of both earned leave and half pay leave, if any, at the credit of the Government servant on the date of invalidation from service, subject to a maximum of 300 days and the cash equivalent payable shall be the same as in sub-rule (2) of Rule 39.

(2) A Government servant not in permanent employ or quasi permanent employ shall not, however, be granted cash equivalent of leave salary in respect of half pay leave standing at his credit on the date of his invalidation from service.

[DOPT Notification No. 11012/2/2009-Estt. (I), dated 01.12.2009]

39-C. Payment of cash equivalent of leave salary in case of death, etc., of Government servant

In the event of the death of a Government servant while in service or after retirement or after final cessation of duties but before actual receipt of its cash equivalent of leave salary payable under Rules 39,39-A and 39-B, such amount shall be payable-

[DOPT Notification No. 14028/1/81-Estt. (I) dated 19.07.1984]

(i) to the widow, and if there are more widows than one, to the eldest surviving widow if the deceased was a male Government servant, or to the husband, if the deceased was a female Government servant;

EXPLANATION.- The expression "eldest surviving widow" shall be construed with reference to the seniority according to the date of the marriage of the surviving widows and not with reference to their ages;

(ii) failing a widow or husband, as the case may be, to the eldest surviving son; or an adopted son;

(iii) failing (i) and (ii) above, to the eldest surviving unmarried daughter;

(iv) failing (i) to (iii) above, to the eldest surviving widowed daughter;

(v) failing (i) to (iv) above, to the father;

(vi) failing (i) to (v) above, to the mother;

(vii) failing (i) to (vi) above, to the eldest surviving married daughter;

[DOPT Notification No. 11012/2/2009-Estt. (I), dated 01.12.2009]

(viii) failing (i) to (vii) above, to the eldest surviving brother below the age of eighteen years;
(ix) failing (i) to (viii) above, to the eldest surviving unmarried sister;
(x) failing (i) to (ix) above, to the eldest surviving widowed sister;
(xi) failing (i) to (x) above, to the eldest child of the eldest predeceased son.

39-D. Cash equivalent of leave salary in case of permanent absorption in Public Sector Undertaking/Autonomous Body wholly or substantially owned or controlled by the Central/State Government

(DOPT Notification No. 13026/2/90-Estt. (L), dated 22.10.1990)

A Government servant who has been permitted to be absorbed in a service or post in or under a Corporation or Company wholly or substantially owned or controlled by the Central Government or State Government or in or under a body controlled or financed by one or more than one such Government shall be granted suo motu by the authority competent to grant leave cash equivalent of leave salary in respect of earned leave at his credit on the date of absorption subject to a maximum of 300 days. This will be calculated in the same manner as indicated in Clause (b) of sub-rule (2) of Rule 39.

(DOPT Notification No. 13026/2/90-Estt.(L), dated 20.04.1993)

NOTE.– The expression ‘permanent absorption’ used in Rule 39-D shall mean the appointment of a Government servant in a Public Sector Undertaking or an Autonomous Body, for which he had applied through proper channel and resigns from the Government service to take up that appointment.


40. Leave Salary

(1) Except as provided in sub-rule (7), a Government servant who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.

(DOPT Notification No. 14028/9/80-Estt.(L), dated 01.10.1981)

NOTE :- In respect of any period spent on foreign service out of India, the pay which the Government servant would have drawn if on duty in India but for foreign service out of India shall be substituted for the pay actually drawn while calculating leave salary.

(2) deleted

(MoF Notification No. F. 6 (3)-E. IV (A)/75, dated the 07.10.1976)

(3) A Government servant on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-rule (1).

(4) A Government servant on commuted leave is entitled to leave salary equal to the amount admissible under (sub-rule (1)).
(5) A Government servant on extraordinary leave is not entitled to any leave salary.

(6) Deleted.

(7) (a) Deleted.

(b) Deleted.

(DOPT Notification No. 14028/9/80 -Estt.(L) dated 1-10-1981)

(c) In the case of a Government servant who is granted leave earned by him during the period of re-employment, the leave salary shall be based on the pay drawn by him exclusive of the pension and pension equivalent of other retirement benefits.

(DOPT Notification No. 14028/6/82 -Estt.(L) dated 31.03.1983)

(8) In the case of a person to whom the Employees’ State Insurance Act, 1948 (34 of 1948) applies, leave salary payable during leave, other than earned leave, shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

(9) (a) If, in the case of a Government servant who retires or resigns from the service, the leave already availed of is more than the credit so due to him, necessary adjustment shall be made in respect of leave salary, if any, overdrawn.

(b) Where the quantum of earned leave already availed of by a Government servant who is dismissed or removed from service or who die while in service is in excess of the leave credit under Clause (b) of sub-rule (2) of Rule 27, the over payment of leave salary shall be recovered in such cases.

(MOF Notification No. 16(6)-E.IV(A)/74 dated 31.07.1976)

41. **Drawal of leave salary**

The leave salary payable under these rules shall be drawn in rupees in India.

42. **Advance of Leave salary**

A Government servant, including a Government servant on foreign service, proceeding on leave for a period not less than thirty days may be allowed an advance in lieu of leave salary up to a month's pay and allowances admissible on that leave salary subject to deductions on account of Income Tax, Provident Fund, House Rent, Recovery of Advances, etc.

(MOF Notification No. P-11012/177-E.IV(A) dated 21.11.1979)
CHAPTER V – Special kinds of leave other than study leave

43. Maternity Leave

(1) A female Government servant (including an apprentice) with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of (180 days) from the date of its commencement.

(MOF Notification No. P-11012/1/77-E.IV(A) dated 21.11.1979)

(‘135 days substituted by 180 days’ vide DOPT Notification No. 1101/2(1)/2009-Estt.I, dated 01.12.2009).

(2) During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

NOTE :- In the case of a person to whom Employees’ State Insurance Act, 1948 (34 of 1948), applies, the amount of leave salary payable under this rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

(3) Maternity leave not exceeding 45 days may also be granted to a female Government servant (irrespective of the number of surviving children) during the entire service of that female Government in case of miscarriage including abortion on production of medical certificate as laid down in Rule 19:

(DOPT Notification No. 13018/7/94-Estt.I, dated 31.03.1995)

Provided that the maternity leave granted and availed of before the commencement of the CCS(Leave) Amendment Rules, 1995, shall not be taken into account for the purpose of this sub-rule.

(4) (a) Maternity leave may be combined with leave of any other kind.

(b) Notwithstanding the requirement of production of medical certificate contained in sub-rule (1) of Rule 30 or sub-rule (1) of Rule31, leave of the kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) up to a maximum of two year may, if applied for, be granted in continuation of maternity leave granted under sub-rule (1).

(5) Maternity leave shall not be debited against the leave account.

(MOF Notification No. 16(3).E.IV(A)/74 dated 20.12.1974)

(DOPT Notification no. 11012/1/85-Estt.I dated 06.06.1988)

43-A. Paternity leave


(1) A male Government servant (including an apprentice) with less than two surviving children, may be granted Paternity Leave by an authority competent to grant leave for a period of 15 days, during the confinement of his wife for childbirth, i.e., up to 15 days before, or up to six months from the date of delivery of the child.
(2) During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(3) The paternity Leave may be combined with leave of any other kind.

(4) The paternity leave shall not be debited against the leave account.

(5) If Paternity Leave is not availed of within the period specified in sub-rule (1), such leave shall be treated as lapsed.

NOTE:- the Paternity Leave shall not normally be refused under any circumstances.

43-AA. Paternity Leave for Child Adoption

(1) A male Government servant (including an apprentice) with less than two surviving children, on valid adoption of a child below the age of one year, may be granted Paternity Leave for a period of 15 days within a period of six months from the date of valid adoption.

(2) During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(3) The Paternity Leave may be combined with leave of any other kind.

(4) The Paternity Leave shall not be debited against the leave account.

(5) If Paternity Leave is not availed of within the period specified in sub-rule (1), such leave shall be treated as lapsed.

NOTE 1.— The Paternity Leave shall not normally be refused under any circumstances.

NOTE 2.— "Child" for the purpose of this rule will include a child taken as ward by the Government servant, under the Guardians and Wards Act, 1890 or the personal law applicable to that Government servant, provided such a ward lives with the Government servant and is treated as a member of the family and provided such Government servant has, through a special will, conferred upon that ward the same status as that of a natural born child.
**43-B. Child Adoption Leave**


1. A female Government servant, with fewer than two surviving children, on valid adoption of a child below the age of one year may be granted child adoption leave, by an authority competent to grant leave, for a period of 180 days immediately after the date of valid adoption.

2. During the period of child adoption leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

3. (a) Child adoption leave may be combined with leave of any other kind.

(b) In continuation of the child adoption leave granted under subrule (1), a female Government servant on valid adoption of a child may also be granted, if applied for, leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of medical certificate) for a period up to one year reduced by the age of the adopted child on the date of valid adoption, without taking into account child adoption leave.

Provided that this facility shall not be admissible in case she is already having two surviving children at the time of adoption.

4. Child adoption leave shall not be debited against the leave account.

**NOTE.** — "Child" for the purpose of this rule will include a child taken as ward by the Government servant, under the Guardians and Wards Act, 1890 or the personal law applicable to that Government servant, provided such a ward lives with the Government servant and is treated as a member of the family and provided such Government servant has, through a special will, conferred upon that ward the same status as that of a natural born child.


**43-C. Child Care Leave**

(DoPT Notification No. 13018/4/2011-Estt. (I), dated 27.08.2011)

1. Subject to the provisions of this rule, a female Government servant and single male Government servant may be granted child care leave by an authority competent to grant leave for a maximum period of seven hundred and thirty days during entire service for taking care of two eldest surviving children, whether for rearing or for looking after any of their needs, such as education, sickness and the like.

(DoPT Notification No. 13028/01/2017-Estt. (I), dated 11.12.2018)

2. For the purposes of sub-rule (1), "child" means—
(a) a child below the age of eighteen years: or

(b) an offspring of any age with a minimum disability of forty per cent as specified in the Government of India in Ministry of Social Justice and Empowerment's Notification No. 16-18/97-N 1.1, dated the 1st June, 2001. (DOPT Notification No. 13018/6/2013- Estt. (I), dated 06.06.2018)

(3) Grant of child care leave to a female Government servant and a single male Government servant under sub-rule (1) shall be subject to the following conditions, namely:— (DOPT Notification No. 11020/01/2017-Estt. (I), dated 11.12.2018)

(i) it shall not be granted for more than three spells in a calendar year;

(ii) in case of a single female Government servant, the grant of leave in three spells in a calendar year shall be extended to six spells in a calendar year.

(iii) it shall not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of child care leave to the probationer, provided that the period for which such leave is sanctioned is minimal.

(iv) child care leave may not be granted for a period less than five days at a time.

(4) During the period of child care leave, a female Government servant and a single male Government servant shall be paid one hundred per cent of the salary for the first three hundred and sixty-five days, and at eighty per cent of the salary for the next three hundred and sixty-five days.

EXPLANATION.— Single Male Government servant means — an unmarried or widower or divorcee Government servant.

(5) Child care leave may be combined with leave of any other kind.

(6) Notwithstanding the requirement of production of medical certificate contained in sub-rule (1) of Rule 30 or sub-rule (1) of Rule 31, leave of the kind due and admissible (including Commuted Leave not exceeding sixty days and Leave Not Due) up to a maximum of one year, if applied for, be granted in continuation with child care leave granted under sub-rule (1).

(7) Child care leave shall not be debited against the leave account.
44. Work Related Illness and Injury Leave  
(DOPT Notification No. 11020/01/2017-Estt. (I), dated 11.12.2018)

The authority competent to grant leave may grant Work Related Illness and Injury Leave (hereinafter referred to as WRIIL) to a Government servant (whether permanent or temporary), who suffers illness or injury that is attributable to or aggravated in the performance of her or his official duties or in consequence of her or his official position subject to the provisions contained in sub-rule (1) of Rule 19 of these rules, on the following conditions, namely:

1. Full pay and allowances shall be granted to all employees during the entire period of hospitalization on account of WRIIL.

2. Beyond hospitalization, WRIIL shall be governed as follows:

   a. A Government servant (other than a military officer) — full pay and allowances for the six months immediately following hospitalization and Half Pay for twelve months beyond the said period of six months. The Half Pay period may be commuted to full pay with corresponding number of days of Half Pay Leave debited from the employees leave account.

   b. For officers of Central Armed Police Forces — full pay and allowances for six months immediately following the hospitalization and full pay only for the next twenty-four months.

   c. For personnel below the rank of officer of the Central Armed Police Forces — full pay and allowances, with no limit regarding period.

3. In the case of persons to whom the Workmen’s Compensation Act, 1923 applies, the amount of leave salary payable under WRIIL shall be reduced by the amount of compensation paid under the Act.

4. No Earned Leave or Half Pay Leave shall be credited during the period that employee is on WRIIL.

45. Omitted.

46. Omitted.

47. Seamen’s sick leave

1. A Government servant serving as an officer, warrant officer or petty officer on a Government vessel may, while undergoing medical treatment for sickness or injury, either on his vessel or in hospital, be granted leave, by an authority competent to grant leave, on leave salary equal to full pay for a period not exceeding six weeks:
Provided that such shall not be granted if a Government Medical officer certifies that the Government servant is malingering or that his ill-health is due to drunkenness or similar self-indulgence or to his own action in willfully causing or aggravating disease or injury.

(2) A seaman disabled in the exercise of his duty may be allowed leave on leave salary equal to full pay for a maximum period not exceeding three months, if the following conditions are fulfilled, namely:-

(a) a Government Medical Officer must certify the disability;

(b) the disability must not be due to the seaman's own carelessness or inexperience;

(c) the vacancy cause by his absence must not be filled.

(3)(a) In the case of a person to whom the Workmen's Compensation Act, 1923 (8 of 1923), applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under Clause (d) of sub-section (1) of Section 4 of the said Act.

(b) In the case of a person to whom the Employees' State Insurance Act, 1948 (34 of 1948), applies, the amount of leave salary payable under this rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

48. **Special Leave connected to inquiry of sexual harassment**

(DOPT Notification No. 13026/2/2016-Estt.I, dated 15.03.2017.)

Leave up to a period of 90 days may be granted to an aggrieved female Government servant on the recommendation of the Internal Committee or the Local Committee, as the case maybe, during the pendency of inquiry under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the leave granted to the aggrieved female Government servant under this rule shall not be debited against the leave account.

49. **Departmental Leave**

(1) Departmental leave may be granted to:

(a) Class III Government servants (other than Division I staff and Clerks) and to Class IV Government servants in the Survey of India, attached to Survey Parties with field and recess duties:

(b) members of the seasonal staff in the Posts and Telegraphs Department, whose duties are not continuous but are limited to certain fixed period in each year.
(2) In addition to leave due and admissible, departmental leave may be granted only to Government servants whose services are temporarily not required.

(3)(a) Departmental leave with leave salary may be granted during the recess by the Head of the Party or Office to which the Government servant belongs in the Survey of India or an authority not lower than the Divisional Superintendent of Post Offices in the Posts and Telegraphs Department, as the case may be provided the authority granting the leave considers in the case of a Class IV Government servant that it is desirable to re-employ the Government servant in the ensuing season.

(b) Leave so granted may, in special cases, be extended by the Surveyor-General or the Postmaster-General or the Director of Posts and Telegraphs, as the case may be, up to a maximum of eighteen months in all.

(4) (a) Departmental leave with leave salary may be granted at times other than the recess, for not more than six months at a time, by directors in the Survey of India, provided the leave is granted in the interests of Government and not at the request of the Government servant.

(b) Leave so granted may, in special cases, be extended by the Surveyor-General up to a maximum of one year in all.

(c) Leave on medical certificate shall not be regarded as granted in the interest of Government.

(5) Where the President by general or special order so authorizes, departmental leave without leave salary may be granted by the Surveyor-General or the Postmaster-General or the Director of Posts and Telegraphs, as the case may be, in continuation of the departmental leave with leave salary.

(6)(a) A Government servant on Departmental Leave with leave salary shall be paid leave salary equal to 25 per cent of the said salary admissible during the earned leave under sub-rule (1) of Rule 40. No allowance, other than Dearness Allowance, shall be admissible on such leave salary.

(DOPT Notification No. 13012/12/86-Estt. (L) dated 25.03.1989)

(b) A Government servant while on departmental leave with leave salary shall be paid leave salary at the end of each month up to first six months and thereafter it shall be paid when the Government servant returns to duty:

(MOF Notification No. 16(S)-E.IV(A)/74 dated 11.04.1975)

(DOPT Notification No. 1402/78/86-Estt. (L) dated 23.03.1988)
Provided that where a Government servant dies while on departmental leave, his leave salary up to the date of his death, or the last day of such leave with leave salary, whichever is earlier, shall be paid to his heirs.

(7) Departmental leave does not count as duty and such leave shall not be debited to his leave account.

(8) Departmental leave may be granted when no leave is due.

(9) Departmental leave may be combined with any other kind of leave which may be due.

(10)(a) When a Government servant to whom these rules apply, holds a post in which the Surveyor-General or the Postmaster-General or the Director of Posts and Telegraphs, as the case may be (hereinafter in this sub-rule referred to as the authority) considers that he is unlikely to be eligible for departmental leave in future, the authority may, by order in writing, declare that, with effect from such date, not being earlier than the Government servant’s last return from departmental leave, as the authority may fix, any balance of leave at debit in the Government servant’s leave account shall be cancelled.

(b) All leave earned after such date shall be credited as due in the Government servant’s leave account and all leave taken after such date, including departmental leave with leave salary, if any, shall be debited in it.

NOTE :- this sub-rule applies to cases of Government servants who have debit balance in their leave account due to their availing of departmental leave before the 1st November, 1973, when departmental leave with leave salary used to be debited to leave account.

(MOF Notification No. 165/E.IV(A)/74 dated 11.04.1975)

CHAPTER VI – Study Leave

50. Conditions for grant of study leave

(1) Subject to conditions specified in this Chapter, study leave may be granted to a Government servant with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.

(2) Study leave may also be granted-

(i) for a course of training or study tour in which a Government servant may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to Government from the point of view of public interest and is related to sphere of duties of the Government servant; and
(ii) for the purpose of studies connected with the framework or background of public administration subject to the conditions that-

(a) the particular study or study tour should be approved by the authority competent to grant leave; and

(b) the Government servant should be required to submit, on his return, a full report on the work done by him while on study leave;

(iii) for the studies which may not be closely or directly connected with the work of a Government servant, but which are capable of widening his mind in a manner likely to improve his abilities as a civil servant and to equip him better to collaborate with those employed in other branches of the public service.

NOTE.- Application for study leave in cases falling under clause (iii) shall be considered on merits of each case in consultation with the Department of Expenditure of the Ministry of Finance.

(3) Study leave shall not be granted unless-

(i) it is certified by the authority competent to grant leave that the proposed course of study or training shall be of definite advantage from the point of view of public interests;

(ii) it is for prosecution of studies in subjects other than academic or literary subject:

Provided that an officer of the Indian Economic Service or Indian Statistical Service may be granted study leave for prosecuting a course of study for obtaining Ph.D., on a research thesis, subject to the conditions that-

(a) the subject of research and the institution at which such research is to be undertaken are got approved by the Chief Economic Adviser to the Government of India, in case the applicant is a member of the Indian Economic Service, or by the Director, Central Statistical Organization, in case the applicant is a member of the Indian Statistical Service;

(b) the applicant obtains a certificate from the said authority to the effect that such study will be valuable in the matter of increasing the efficiency of the officer in the performance of his duties as a member of the Indian Economic Service or the Indian Statistical Service, as the case may be; and

(c) in cases where the study is to be undertaken at a foreign university, the applicant obtains a further certificate that the facilities for research on the particular subject chosen for study are not available at any University or other Institution in India:
Provided further that a Medical Officer may be granted study leave for prosecuting a course of postgraduate study in Medical Sciences if the Director-General of Health Services certifies to the effect that such study shall be valuable in increasing the efficiency of such Medical Officer in the performance of his duties:

Provided also that a specialist or a technical person may be granted study leave, on merits of each case for prosecuting a postgraduate course of study directly related to the sphere of his duty in case the Head of the Department or the Secretary to the Department or Ministry concerned certifies that the course of study shall enable the specialist or the technical person, as the case may be, to keep abreast with modern development in the field of his duty, improve his technical standards and competence and thus substantially benefit the Department or Ministry.

(DoE Notification No. 16(8)-E.IV(A)/74 dated 26.05.1975)

(iii) the Department of Economic Affairs of the Ministry of Finance agrees to the release of foreign exchange involved in the grant of study leave, if such leave is outside India:

Provided that in releasing foreign exchange to Government servants proceeding on study leave abroad, the Department aforesaid shall satisfy itself whether such Government servant comply with the minimum educational criteria as specified in the general orders issued by the said Department from time to time regulating release of foreign exchange to persons proceeding abroad for higher studies at their expense.

(DoE Notification No. 4(9)-E.IV(A)/76 dated 14.03.1977)

(4) Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India or under any of the Schemes administered by the Department of Economic Affairs of the Ministry of Finance or by the Ministry of Education.

(5) Study leave may be granted to a Government servant—

(i) who has satisfactorily completed period of probation and has rendered not less than five years' regular continuous service including the period of probation under the Government;

(ii) who is not due to reach the age of superannuation from the Government service within years (five years in the case of Central Health Service Officer who has been granted thirty six months study leave under sub-rule (2) of Rule 51) from the date on which he is expected to return to duty after the expiry of the leave; and
(iii) who executes a Bond as laid down in Rule 53 (4) undertaking to serve the Government for a period of [three years (five years in the case of Central Health Service Officer who has been granted thirty-six months' study leave under sub-rule (2) of Rule 51)] after the expiry of the leave.


(6) Study leave shall not be granted to a Government servant with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

51. Maximum amount of study leave


(1) The maximum amount of study leave, which may be granted to a Government servant, other than Central Health Service Officers, shall be—

(a) ordinarily twelve months at any one time, and

(b) during his entire service, twenty-four months in all (inclusive of similar kind of leave for study or training granted under any other rules).

(2) In respect of Central Health Service Officers, study leave may be granted for thirty-six months for acquiring postgraduate qualification, subject to the condition that a Central Health Service Officer who has been granted such study leave shall execute a bond under sub-rule (4) of Rule 53 to serve the Government for a period of five years after completion of the study course.

52. Applications for study leave

(1) (a) Every application for study leave shall be submitted through proper channel to the authority competent to grant leave.

(b) The course or courses of study contemplated by the Government servant and any examination which he proposes to undergo shall be clearly specified in such application.

(2) Where it is not possible for the Government servant to give full details in his application, or if, after leaving India, he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Head of the Mission or the authority competent to grant leave, as the case may be, and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the authority competent to grant the study leave for the course.
53. **Sanction of study leave**

(1) A report regarding the admissibility of the study leave shall be obtained from the Audit Officer:

Provided that the study leave, if any, already availed of by the Government servant shall be included in the report.

(2) Where a Government servant borne permanently on the cadre of one department or establishment is serving temporarily in another department or establishment, the grant of study leave to him shall be subject to the condition that the concurrence of the department or the establishment to which he is permanently attached is obtained before the leave is granted.

(3) Where the study leave is granted for prosecution of studies abroad, the Head of the Mission concerned shall be informed of the fact by the authority granting the leave, provided that where such leave has been granted by an Administrator, the intimation shall be sent through the Ministry concerned.

**NOTE :-** The Head of the Mission shall be contacted by the Government servant for issue of any letters of introduction or for other similar facilities that may be required.

(4)(a) Every Government servant in permanent employ who has been granted study leave or extension of such study leave shall be required to execute a Bond in Form 7 or Form 8, as the case may be, before the study leave or extension of such study leave granted to him commences.

(b) Every Government servant not in permanent employ who has been granted study leave or extension of such study leave shall be required to execute a bond in Form 9 or Form 10 as the case may be, before the study leave or extension of such study leave granted to him commences.

(c) The Authority competent to grant leave shall send to the Audit Officer a certificate to the effect that the Government servant referred to in Clause (a) or Clause (b) has executed the requisite bond.

5(a) On completion of the course of study, the Government servant shall submit to the authority which granted him the study leave, the certificates of examinations passed or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority in charge of the course of study.
(b) If the study is undertaken in a country outside India where there is an Indian Mission, the certificates shall be submitted through the Head of the Mission concerned.

54. Accounting of study leave and combination with leave of other kinds

(1) Study leave shall not be debited against the leave account of the Government servant.

(2) Study leave may be combined with other kinds of leave, but in no case shall be grant of this leave in combination with leave, other than extraordinary leave involve a total absence of more than twenty eight months generally and thirty-six months for the courses leading to PhD. degree from the regular duties of the Government servant.

Explanation:-the limit of twenty-eight months/thirty six months of absence prescribed in this sub-rule includes the period of vacation. (DOPT Notification No. 13026/2/1990-Estt.(L) dated 22.10.1990)

(3) A Government servant granted study leave in combination with any other kind of leave may, if he so desires, undertake or commence a course of study during any other kind of leave. (DOPT Notification No. 13023/1/2017-Estt.(L), dated 01.01.2018)

Provided that the period of such leave coinciding with the course of study shall not count as study leave.

55. Regular of study leave extending beyond course of study

When the course of study fall short of study leave granted to a Government servant, he shall resume duty on the conclusion of the course of study, unless the previous sanction of the authority competent to grant leave has been obtained to treat the period of shortfall as ordinary leave.

56. Leave Salary during study leave

(1) Except as provided in sub-rule (6), during Study Leave availed of outside India, a Government servant shall draw Leave Salary equal to the pay that the Government servant drew while on duty with Government immediately before proceeding on such leave and in addition the Dearness Allowance and House Rent Allowance.

(2) Except as provided in sub-rule (6), during Study Leave availed of in India, a Government servant shall draw Leave Salary equal to the pay that the Government servant drew while on duty with Government immediately before proceeding on such leave and in addition the Dearness Allowance and House Rent Allowance as admissible in accordance with the provisions of Rule 60.
(3) Payment of leave salary at full rate under sub-rule-(2) shall be subject to furnishing of a certificate by the Government servant to the effect that he, is not in receipt of any scholarship, stipend or remuneration in respect of any part-time employment.

(4) The amount, if any, received by a Government servant during the period of Study Leave as scholarship or stipend or remuneration in respect of any part-time employment, shall be adjusted against the Leave Salary payable under this sub-rule subject to the condition that the Leave Salary shall not be reduced to an amount less than that payable as Leave Salary during half-pay leave.

(5) Omitted.

(6) During the currency of Study Leave within or outside India on or after 1st day of January, 1996, a Central Government servant shall draw benefits of Revised Pay from the date such revision took place.

57. Omitted.

58. Omitted.

59. Omitted.

(DOPT Notification No. 13023/1/2017-Estt. (I.), dated 01.01.2018)

60. Admissibility of allowances in addition to Study Allowance

(1) For the first (180) days of the Study Leave, House Rent Allowance shall be paid at the rates admissible to the Government servant from time to time at the station from where he proceeded on study leave. The continuance of payment of House Rent Allowance beyond (180) days shall be subject to the production of a certificate as prescribed in Para.8 (d) of Ministry of Finance, O.M. No.2 (37)-E.II (B)/64, dated 27-11-1965, as amended from time to time.

(DOPT Notification No. 13023/1/82-Estt. (I.), dated 16.04.1983)


(2) Except for house rent allowance as admissible under sub-rule (1) and the Dearness Allowance, where admissible, no other allowance shall be paid to a Government servant in respect of the period of study leave granted to him.

(DOPT Notification No. 13023/1/2017-Estt.(I.), dated 01.01.2018)

61. Travelling Allowance during study leave

A Government servant to whom study leave has been granted shall not ordinarily be paid Travelling Allowance but the President may in exceptional circumstances sanction the payment of such allowance.
NOTE- Where a Government servant serving in the Indian Audit and Accounts Department is on study leave in India, the Comptroller and Auditor-General of India may, in exceptional circumstances, sanction the grant of Travelling Allowance.

62. Cost of fees for study

A Government servant to whom study leave has been granted shall ordinarily be required to meet the cost of fees paid for the study but in exceptional cases, the President may sanction the grant of such fees:

Provided that in no case shall the cost of fees be paid to a Government servant who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part-time employment.

NOTE- Where a Government servant serving in the Indian Audit and Accounts Department is on study leave in India, the Comptroller and Auditor-General of India may, in exceptional circumstances, sanction the grant of the cost of fees paid for the study.

63. Resignation or retirement after study leave or non-completion of the course of study.

(1) If a Government servant resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of [three years (five years in the case of Central Health Service Officer who has been granted thirty-six months' leave under sub-rule (2) of Rule 51) after] such return to duty or fails to complete the course of study and is thus unable to furnish the certificates as required under sub-rule (5) of Rule 53, he shall be required to refund—

(DOPT Notification No. 1302615/2010-Estt. (I), dated 05.08.2011)

(i) the actual amount of leave salary, cost of fees, travelling and other expenses, if any, incurred by the Government of India; and

(DOPT Notification No. 13023/0/2017-Estt.(I), dated 01.01.2018)

(ii) the actual amount, if any, of the cost incurred by other agencies such as foreign Governments, Foundations and Trusts in connection with the course of study, together with interest thereon at rates for the time being in force on Government loans, from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise:

Provided that except in the case of employees who fail to complete the course of study nothing in this rule shall apply—

(a) to a Government servant who, after return to duty from study leave, is permitted to retire from service on medical grounds; or
(b) to a Government servant who, after return to duty from study leave, is deputed to serve in any Statutory or Autonomous Body or Institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his permanent absorption in the said statutory or Autonomous body or Institution in the public interest.

(2)(a) The study leave availed of by such Government servant shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave.

(b) In addition to the amount to be refunded by the Government servant under sub-rule (1), he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

(3) Notwithstanding anything contained in this rule, the President may, if it is necessary or expedient to do so, either in public interest or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount required to be refunded under sub-rule (1) by the Government servant concerned or class of Government servants.

CHAPTER VII - Miscellaneous

64. Interpretation

Where any doubt arises as to the interpretation of these rules, it shall be referred to the Government of India in the Ministry of Personnel, Public Grievances and Pensions for decision.

(DOPT Notification no. 11012/1/85-Estt.(I) dated 06.06.1988)

65. Power to relax

Where any Ministry or Department of Government of India is satisfied that the operation of any of these rules causes undue hardship in any particular case, that Ministry or Department, as the case may be, maybe order, for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner:

Provided that no such order shall be made except with the concurrence of the Ministry of Personnel, Public Grievances and Pensions.

(DOPT Notification no. 11012/1/85-Estt.(I) dated 06.06.1988)
66. Repeal and saving

(1) On the commencement of these rules, every rule, regulation or order, including Office Memorandum (hereinafter referred to in this rule as the old rule) in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these rules, cease to operate.

(2) Notwithstanding such cesser of operation, anything done or any action taken or any leave earned by, or granted to, or accrued to the credit of a Government servant, under the old rule, shall be deemed to have been done, taken, earned, granted or accrued under the corresponding provisions of these rules.
THE FIRST SCHEDULE

[See Rule 3 (c)]

AUTHORITIES COMPETENT TO GRANT LEAVE

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Kind of leave</th>
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<tr>
<td>(1)</td>
<td>(2)</td>
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<td>1.</td>
<td>Earned Leave, Half Pay Leave, Commuted Leave, Leave not Due, Extraordinary Leave, Maternity Leave, Hospital Leave, Seamen's Sick Leave, [Paternity Leave, Child Adoption Leave, Paternity Leave for Child Adoption and Child Care Leave.]</td>
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<th>Authority competent to grant leave</th>
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<td>(3)</td>
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<tr>
<td>(i) Ministry/ Department of the Central Government.</td>
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<td>(ii) Administrator.</td>
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<td>(iii) Comptroller and Auditor-General.</td>
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<td>(iv) Head of Department.</td>
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<td>(v) Any other authority which is the appointing authority.</td>
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<td>(vi) Any subordinate authority to which the authority at (i) to (v) may delegate the power, subject to any condition that may be specified in the delegation.</td>
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NOTE 1.—If the Government servant is in foreign service,—

(i) the authority which sanctioned the transfer to foreign service.

(ii) Foreign employer — Power to be exercised only in respect of earned leave not exceeding 120 days and while taking decision to grant or refuse leave preparatory to retirement, prior concurrence of the lending authority under the Central Government shall be obtained as provided in sub-rule (2) of Rule 38.
NOTE 2.— If the Government servant is serving with a State Government, the State Government or such authority as may be specified by that Government:
(a) While taking decision to grant or refuse leave preparatory to retirement prior concurrence of lending authority under the Central Government shall be obtained:

(b) * Not printed.
In case the lending authority under the Central Government is not agreeable to the refusal of leave preparatory to retirement, it shall be granted to the Government servant and if the State Government needs the services of the officer during that period, the Government servant may be re-employed by that Government concurrently with the leave preparatory to retirement and leave salary regulated in accordance with the provisions of sub-rule (6) of Rule 40.

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<td>(i) Ministry/Department of the Central Government.</td>
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<tr>
<td></td>
<td>(iii) Comptroller and Auditor-General.</td>
</tr>
<tr>
<td></td>
<td>(iv) Head of Department.</td>
</tr>
<tr>
<td></td>
<td>(v) Any other authority which is the appointing authority.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.</th>
<th>Study Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(i) Ministry/Department of the Central Government.</td>
</tr>
<tr>
<td></td>
<td>(ii) Administrator.</td>
</tr>
<tr>
<td></td>
<td>(iii) Comptroller and Auditor-General.</td>
</tr>
</tbody>
</table>
THE SECOND SCHEDULE
[See Rule 3 (h)]
FORM 1
[See Rule 14]

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name of applicant ... ...
2. Post held ... ...
3. Department, Office and Section ... ...
4. Pay ... ...
5. House Rent and other Compensatory Allowances drawn in the present post ... ...
6. Nature and period of leave applied for and date from which required ... ...
7. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave ... ...
8. Grounds on which leave is applied for ... ...
9. Date of return from last leave, and the nature and period of that leave ... ...
10. I propose/do not propose to avail myself of leave travel concession for the block years during the ensuing leave ... ...
11. Address during leave period ... ...

Signature of Applicant (with date)

12. Remarks and/or recommendation of the Controlling Officer

Signature (with date)
Designation

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

13. Certified that ........................................(nature of leave) for ............................... (period) from .......................... to ........................................ of the Central Civil Services (Leave) Rules, 1972.

Signature (with date)
Designation

*14. Orders of the authority competent to grant leave ...

Signature (with date)
Designation

* If the applicant is drawing any compensatory allowance, it should also be indicated in the orders on the expiry of leave, the Government servant is likely to return to the same post or to another post carrying similar allowance.
FORM 2
[See Rule 15]
FORM OF LEAVE ACCOUNT

Name of Government servant: ___________________________ Date of Birth: ___________________________
Date of commencement of continuous service: ___________________________ Date of retirement / resignation: ___________________________

<table>
<thead>
<tr>
<th>EARNED LEAVE</th>
<th>HALF PAY LEAVE</th>
<th>LEAVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Particulars of service in the calendar half-year</td>
<td>Total E.C.L. (Col. 30)</td>
<td>No. of days of E.C.L. (Col. 30)</td>
</tr>
<tr>
<td>From</td>
<td>To</td>
<td>Completed months of service in the Calendar half-year</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

(On Private Affairs and on Medical Certificates including Committed Leave and Leave Not Due)

<table>
<thead>
<tr>
<th>TAKEN</th>
<th>Leave Not Due limited to 360 days in entire service</th>
<th>Otherwise than on Medical Certificate</th>
<th>On Medical Certificate</th>
<th>On Medical Certificate limited to 180 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commuted leave on Medical Certificate on half-pay</td>
<td>Commuted Leave without M.G.</td>
<td>Commuted Leave without M.G.</td>
<td>Commuted Leave without M.G.</td>
<td>Commuted Leave without M.G.</td>
</tr>
<tr>
<td>From</td>
<td>To</td>
<td>No. of days</td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
</tbody>
</table>

Note 1. — The Earned Leave due should be expressed in days.
Note 2. — When a Government servant is appointed during the course of a particular half-year, E.C.L. should be credited @ 3½ days for each completed month and the fraction of a day will be rounded off to the nearest day.
Note 3. — The entries in Col. 11 should be in complete days. Fraction of a day will be rounded off to the nearest day.
Note 4. — The period of extraordinary leave should be noted in red ink.
FORM 3
(See Rule 19)
MEDICAL CERTIFICATE FOR GAZETTED OFFICERS
RECOMMENDED LEAVE OR EXTENSION OF LEAVE OR
COMMUTATION OF LEAVE

Signature of the Government Servant

I........................after careful personal examination of the case hereby certify that Shri/Shrimati/Kumari..............whose signature is given above, is suffering from .............. and I consider that a period of absence from duty of .............. with effect from ..............is absolutely necessary for the restoration of his/her health.

Civil Surgeon / Staff Surgeon /
Authorized Medical Attendant

Dated ........

............................Dispensary

NOTE 1. — Deleted.

NOTE 2.—This form should be adhered to as closely as possible and should be filled in after the signature of the Government servant has been taken. The certifying officer is not at liberty to certify that the Government servant requires a change from or to a particular locality or that he is not fit to proceed to a particular locality. Such certificates should only be given at the explicit desire of the administrative authority concerned to whom it is open to decide, when an application on such grounds has been made to him, whether the applicant should go before a 2 Civil Surgeon/Staff Surgeon/Authorized Medical Attendant/to decide the question of his / her fitness for service.

NOTE 3. — No recommendation contained in this certificate shall be evidence of a claim to any leave not admissible to the Government servant.

FORM 3-A
(See Rules 19 and 20)
MEDICAL CERTIFICATE FOR GOVERNMENT SERVANTS
WHO ARE TO BE RECOMMENDED LEAVE UNDER RULE 20

Signature / thumb impression of the Government servant

It is certified that Shri / Shrimati / Kumari.............. (designation and place of work may also please be indicated) is under my medical supervision since....................... and is suffering from........................*.  

2. The aforesaid medical condition can be reasonably estimated to have manifested itself with effect from .....................and that-
   (i) it cannot be said with certainty that the Government servant will never again be fit for service; or
there is no reasonable prospect that the Government servant will ever be fit to return to duty.

#3. In view of the fact that it cannot be said with certainty as to when the Government servant shall be fit for service, I recommend that Shri/Shrimati/ Kumari .................may be granted leave on medical grounds with effect from ..........to ...........(up to a period of one year).

[#Please strike out if a certificate is being issued under 2 (ii) above]

Name and designation of the Medical Officer of Central Government Health Scheme / Government Hospital/Medical Board

OR

Name, designation and details of certifying authority so designated under Section 57 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016).

*NOTE. - Nature of disability may be specified. Here "disability" means the disability as defined in Clause (fa) of these rules.
FORM 4
[See Rule 19]
MEDICAL CERTIFICATE FOR LEAVE OR EXTENSION OF LEAVE OR COMMUTATION OF LEAVE

Signature of the Government servant..............................................
I,........................................ after careful personal examination of the case hereby certify that Shri / Shrimati / Kumari........................ whose signature is given above, is suffering from .......................and I consider that a period of absence from duty of ...............with effect from ...............is absolutely necessary for the restoration of his / her health.

Authorized Medical Attendant
.............Hospital / Dispensary
or other Registered Medical Practitioner

Dated...........

NOTE 1- The nature and probable duration of the illness should be specified.

NOTE 2- This Form should be adhered to as closely as possible and should be filled in after the signature of the Government servant has been taken. The certifying officer is not at liberty to certify that the Government servant requires a change from or to a particular locality, or that he is not fit to proceed to a particular locality. Such certificates should only be given at the explicit desire of the administrative authority concerned, to whom it is open to decide, when an application on such grounds has been made to him, whether the applicant should go before a Civil Surgeon or Staff Surgeon to decide the question of his/her fitness for service.

NOTE 3- Should a second medical opinion be required, the authority competent to grant leave should arrange for the second medical examination to be made at the earliest possible date by a Medical Officer not below the rank of a Civil Surgeon or Staff Surgeon, who shall express an opinion both as regards the facts of illness and as regards the necessity for the amount of leave recommended and for this purpose he may either require the Government servant to appear before himself or before a Medical Officer nominated by himself.

NOTE 4- No recommendation contained in this certificate shall be evidence of a claim to any leave not admissible to the Government servant.
FORM 5
[See Rule 24 (3)]
MEDICAL CERTIFICATE OF FITNESS TO RETURN TO DUTY

Signature of the Government servant ..............................................

We, the members of Medical Board
I ......................................... Civil Surgeon/Staff Surgeon.
Authorized Medical Attendant of....
Registered Medical Practitioner

do hereby certify that we / I have carefully examined Shri / Shrimati I Kumari
........................................... whose signature is given above, and find that he/she
recovered from his I her illness and is now fit to resume duties in Government
service. We / I also certify that before arriving at this decision, we If have
examined the original medical certificate(s) and statement(s) of the case (or
certified copies thereof) on which leave was granted or extended and have
taken these into consideration in arriving at our / my decision.

Members of the Medical Board
(1)......................................
(2)......................................
(3)......................................

Civil Surgeon / Staff Surgeon
Authorized Medical Attendant
Registered Medical Practitioner

Dated.............

NOTE.- The original medical certificate(s) and statement(s) of the case on
which the leave was originally granted or extended shall be produced before
the authority required to issue the above certificate. For this purpose, the
original certificate(s) and statement(s) of the case should be prepared in
duplicate, one copy being retained by the Government servant concerned.
FORM 6
[See Rule 32 (3)
BOND FOR TEMPORARY GOVERNMENT SERVANTS
GRANTED EXTRAORDINARY LEAVE IN RELAXATION OF
RULE 32 (2) (e) FOR STUDY

KNOW ALL MEN BY THESE PRESENTS THAT WE ......................
residents............... of in the District of............... at present employed as
.....................in the Ministry/Office of............... (hereinafter called "the
Obligor") and Shri / Shrimati / Kumari.................. son/daughter
of............ and Shri / Shrimati / Kumari.................. son/daughter
of............ (hereinafter called "the Sureties"), do hereby jointly
and severally bind ourselves and our respective heirs, executors and
administrators, to pay to the President of India, his successors and assigns
(hereinafter called the "Government") on demand the sum of Rs..............
(Rupees............... only) together with interest thereon from the date of demand at
Government rates for the time being in force on Government loans or, if the
payment is made in a country other than India, the equivalent of the said
amount in the currency of that country converted at the official rate of exchange
between that country and India AND TOGETHER with all costs between the
attorney and client and all charges and expenses that shall or may have been
incurred by the Government.

WHEREAS the Government has at the request of the above bounden Shri
/ Shrimat / Kumari..................employed as a..........., granted him/her regular
leave, followed by extraordinary leave without pay and allowances, for a
period of........ months........ days with effect from........... in order to
enable him / her to study at...............

AND WHEREAS the Government has appointed / will have to appoint a
substitute to perform the duties of........... during the period of absence of
............ Shri/Shrimat/Kumari........... on extraordinary leave.

AND WHEREAS for the better protection of the Government, the Obligor
has agreed to execute this bond with two Sureties with such condition as
hereunder written:

AND WHEREAS the said Sureties have agreed to execute this Bond as
sureties on behalf of the bounden.............

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS
THAT, in the event of the above bounden, Shri/Shrimat/Kumari............
failling to rejoin on the expiry of the period of extraordinary leave, the post
originally held by him I her and serve the Government after rejoining for such
period not exceeding a period of............ years as the Government may
require or refusing to serve the Government in any other capacity as may be
required by the Government on a salary to which he / she would be entitled
under the rules, the said Shri/Shrimat/Kumari........... or his/ her executors
and administrators shall forthwith pay to the Government on demand the said sum of ............... (Rupees ............... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the Obligor Shri/Shrimati/Kumari......... and or Shri/Shrimati/Kumari......... and, or Shri/Shrimati/Kumari.......... the Sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in force and virtue:

PROVIDED ALWAYS that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorized by them (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary for the Government to sue the Obligor before suing the Sureties Shri/Shrimati/Kumari...........and Shri/Shrimati/Kumari.............or any of them for amounts due hereunder.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate Courts in India.

Signed and dated this........ day of ........two thousand and .........

Signed and delivered by the Obligor above named Shri/Shrimati/ Kumar

in presence of ..................

Witnesses: 1.......................... 2..........................

Signed and delivered by the Surety above named Shri / Shrimati / Kumari

in the presence of ..................

Witnesses: 1.......................... 2..........................

Signed and delivered by the Surety above named Shri/Shrimati/Kumari

in the presence of ..................

Witnesses: 1.......................... 2..........................

ACCEPTED
for and on behalf of the
President of India
FORM 7  
[See Rule 53 (4)]

BOND TO BE EXECUTED BY A GOVERNMENT SERVANT
IN PERMANENT EMPLOY, WHEN PROCEEDING
ON STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT I, ..................
resident of ................ in the District of ............... at present employed as ............... in the Ministry/Office of do hereby bind myself and my
heirs, executors and administrators to pay to the President of India
(hereinafter called "the Government") on demand the sum of
Rs. .................. (Rupees ............... only) together with interest thereon
from the date of demand at Government rates for the time being in force
on Government loans or, if payment is made in a country other than
India, the equivalent of the said amount in the currency of that country
converted at the official rate of exchange between that country of India
AND TOGETHER with all costs between attorney and client and all
charges and expenses that shall or may have been incurred by the
Government.

WHEREAS I ............... am granted study leave by Government.

AND WHEREAS for the better protection of the Government, I have
agreed to execute this Bond with such condition as hereunder is written;

NOW THE CONDITION OF THE ABOVE WRITTEN
OBLIGATION IS THAT in the event of my failing to resume duty, or
resigning or retiring from service or otherwise quitting service without
returning to duty after the expiry or termination of the period of study
leave or failing to complete the course of study or at any time within a
period of three years/five years after my return to duty, I shall forthwith
pay to the Government or as may be directed by the Government, on
demand the said sum of Rs. .................. (Rupees .................. only) together
with interest thereon from the date of demand at Government rates for
the time being in force on Government loans.

NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN
OBLIGATION IS THAT the period of my bond mandating putting in
service for the period as specified above, after expiry of the study leave
availed by me, shall be extended by a comparable period, equivalent to
the aggregate periods of leave of any kind availed by me during the
currency of the bond period.

AND upon my making such payment, the above written obligations
shall be void and of no effect, otherwise it shall be and remain in full force
and virtue.
The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

Signed and dated this..... day of....... two thousand and...........

Signed and delivered by .......... 
...........................................
In the presence of................. 

Witnesses 1............................ 
2.................................

ACCEPTED

For and on behalf of the 
President of India

EXPLANATION. — The term 'currency of bond' means the period during which the liability of the Government servant is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the Government servant who fails to discharge his obligation.
FORM 8
[See Rule 53 (4)]
BOND TO BE EXECUTED BY A GOVERNMENT SERVANT
IN PERMANENT EMPLOY, WHEN GRANTED
EXTENSION OF STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT
I.............................................. resident of .............................................in the
District of .................................at present employed as
..............................................in the Ministry/Office of..............................do hereby
bind myself and my heirs, executors and administrators to pay to the President
of India (hereinafter called "the Government") on demand the sum of
Rs.................. (Rupees.................. only) together with interest thereon from
the date of demand at Government rates for the time being in force on
Government loans or if payment is made in a country other than India, the
equivalent of the said amount in the currency of that country converted at the
official rate of exchange between that country and India AND TOGETHER with
all costs between attorney and client and all charges and expenses that shall or
may have been incurred by the Government.

WHEREAS I........................ was granted study leave by Government for
the period ...................... to...................... in consideration of which I
executed a Bond, dated...................... for (Rupees...................... only) in
favour of the President of India.

AND WHEREAS the extension of study leave has been granted to me at
my request until......................

AND WHEREAS for the better protection of the Government, I have
agreed to execute this Bond with such conditions as hereunder are written.

NOW, THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS
THAT in the event of my failing to resume duty of resigning or retiring from
service or otherwise quitting service without returning to duty after the expiry
or termination of the period of study leave so extended or failing to complete
the course of study or at any time within a period of three years/five years after
my return to duty. I shall forthwith pay to the Government or as may be
directed by the Government, on demand the said sum of Rs..................
(Rupees.......... only) together with interest thereon from the date of demand
at Government rates for the time being in force on Government loans.

NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN
OBLIGATION IS THAT the period of my bond mandating, putting in service
for the period as specified above, after expiry of the study leave availed by me,
shall be extended by a comparable period, equivalent to the aggregate periods
of leave of any kind availed by me, during the currency of the bond period.
AND upon my making, such payments, the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts in India.

Signed and dated this............day of......... two thousand and............

Signed and delivered by....................

...........................................

In the presence of ......................

Witnesses 1..............................

2..............................

ACCEPTED

For and on behalf of the President of India

EXPLANATION.— The 'currency of bond' means the period during which the liability of the Government servant is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the Government servant who fails to discharge his obligation.
FORM 9
[See Rule 53 (4)]
BOND TO BE EXECUTED BY A GOVERNMENT SERVANT NOT IN PERMANENT EMPLOY,
WHEN PROCEEDING ON STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT WE....................
residents of ...................... in the District of ................... at present
employed as ...................... in the Ministry / Office of ......................
(hereinafter called "the Obligor") and Shri / Shrimati / Kumari ..............
son/daughter of and Shri / Shrimati / Kumari ...................... son/daughter of
and Shri / Shrimati / Kumari ................................... son/daughter of ...........
(hereinafter called "the Sureties") do hereby jointly and severally bind ourselves
and our respective heirs, executors and administrators to pay to the President of
India (hereinafter called "the Government") on demand the sum of Rs.................(Rupees .............. only) together with interest thereon from
the date of demand at Government rates for the time being in force on
Government loans or, if payment is made in a country other than India, the
equivalent of the said amount in the currency of that country, converted at the
official rate of exchange between that country and India AND TOGETHER with
all costs between attorney and client and all charges and expenses that shall or
may have been incurred by the Government.

WHEREAS the Obligor is granted study leave by the Government:

AND WHEREAS for the better protection of the Government, the Obligor
has agreed to execute this Bond with such condition as hereunder is written.

AND WHEREAS the said Sureties have agreed to execute this Bond as
Sureties on behalf of the above bounden .............................................

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATIONS IS
THAT, in the event of the Obligor Shri / Shrimati / Kumari .............. failing
to resume duty, or resigning from service or otherwise quitting service without
returning to duty after the expiry or termination of the period of study leave or
failing to complete the course of Study or at any time within a period of three
years/five years after his return to duty, the Obligor and the Sureties shall
forthwith pay to the Government or as may be directed by the Government, on
demand the said sum of Rs...................... (Rupees .......... only) together with
interest thereon from the date of demand at Government rates for the time
being in force on Government loans.

NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN
OBLIGATION IS THAT, the period of bond, mandating putting in service by
the Obligor for the period as specified above, after expiry of the study leave
availed by him or her, shall be extended by a comparable period, equivalent to
the aggregate periods of leave of any kind availed by him or her during the
currency of the bond period.
AND upon the Obligor Shri/Shrimati / Kumari ............... and or Shri / Shrimati / Kumari ............... and or Shri / Shrimati / Kumari ............... the Sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force by virtue.

PROVIDED ALWAYS that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorized by them (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary, for the Government to to sue the Obligor before suing the Sureties Shri / Shrimati / Kumari ..................and Shri / Shrimati / Kumari .................. or any of them for amounts due hereunder.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate Courts in India.

Signed and dated this ................ day of ................ two thousand and ..................

Signed and delivered by the Obligor ..................

Above-named Shri / Shrimati / Kumari ..................

In the presence of ..................

Witnesses

1. .................. 
2. ..................

Signed and delivered by the Obligor above-named Shri/Shrimati/Kumari ..................

In the presence of ..................

Witnesses

1. .................. 
2. .................. 

Signed and delivered by the Obligor above-named Shri / Shrimati / Kumari ..................

In the presence of ..................

Witnesses

1. .................. 
2. ..................
Signed and delivered by the Obligor above-named Shri I Shrimati/Kumari

in the presence of ....................

Witnesses 1. .........................
2. .............................

ACCEPTED
For and on behalf of the
President of India

EXPLANATION,— The term 'currency of bond' means the period during which the liability of the Government servant is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the Government servant who fails to discharge his obligation.
FORM 10
[See Rule 53 (4)]

BOND TO BE EXECUTED BY A GOVERNMENT, SERVANT
NOT IN PERMANENT EMPLOY, WHEN
GRANTED EXTENSION OF STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT
WE......................residents...................... of in the District of...................... at
present employed as................... in the Ministry / Office of......................
(hereinafter called "the Obligor") and Shri / Shrimati/Kumari......................
Son/daughter of...................and Shri/Shrimati/Kumari......................
son/daughter of................... (hereinafter called "the Sureties") do hereby
jointly and severally bind ourselves and our respective heirs, executors and
administrators to pay to the President of India (hereinafter called "the
Government") on demand the sum of Rs...................... (Rupees...................... only)
together with interest thereon from the date of demand at Government rates for
the time being in force on Government loans or, if payment is made in a
country other than India, the equivalent of the said amount in the currency of
that country converted at the official rate of exchange between that country and
India AND TOGETHER with all costs between attorney and client and all
charges and expenses that shall or may have been incurred by the Government.

WHEREAS the Obligor was granted study leave by the Government from
the period from............. to............... in consideration of which he executed a
Bond, dated...........for Rs...........(Rupees............... only) in favour of the
President of India:

AND WHEREAS the extension of study leave has been granted to the
Obligor at his request until.............

AND WHEREAS for the better protection of the Government the Obligor
has agreed to execute this Bond with such condition as hereunder is written:

AND WHEREAS the said Sureties have agreed to execute this Bond as
Sureties on behalf of the above bounden.............

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS
THAT in the event of the Obligor Shri/Shrimati/Kumari .............. failing to
resume duty, or resigning from service or otherwise quitting service without
returning to duty after the expiry or termination of the period of study leave so
extended or failing to complete the course of study or at any time within a
period of three years / five years after his return to duty, the Obligor and the
Sureties shall forthwith pay to the Government, on demand the said sum of
Rs............... (Rupees............... only) together with interest thereon from the
date of demand at Government rates for the time being in force on Government
loans.
NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATIONS IS THAT the period of bond, mandating putting in service by the Obligor for the period as specified above, after expiry of the Study Leave availed by him or her, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by him or her, during the currency of the bond period.

AND upon the Obligor Shri/ Shrimati/Kumari............. and, or Shri/Shrimati /Kumari.......... and, or Shri/Shrimati/Kumari..........the Sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue;

PROVIDED ALWAYS that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, granted to such an officer, he will cease to be governed by the provisions of the aforesaid Office Memoranda and his claim to come back to his civil post should be deemed to have been terminated automatically. Thereafter, such an officer will be entitled to military rates of pay and allowances and could be governed by military rules.
TO VIEW OR DOWNLOAD COPY OF THE ORIGINAL AVAILABLE NOTIFICATIONS RELATED TO THE CCS (LEAVE) RULES 1972, PLEASE VISIT DOPT WEBSITE AT:

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https://doptcirculrars.nic.in/Default.aspx?URL=XZAkN2m2OzO2%20
ESTABLISHMENT

MANUAL

CHAPTER – IX

Central Civil Services (Pension) Rules
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Pension and Pensioners' Welfare)

NOTIFICATION

New Delhi, the 20th December, 2021

G.S.R. 868(E).—In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor-General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules, namely:-

CHAPTER I

Preliminary

1. Short title and commencement.— (1) These rules may be called the Central Civil Services (Pension) Rules, 2021.

(2) They shall come into force with effect from the date of their publication in the Official Gazette.

2. Application. — Save as otherwise provided in these rules, these rules shall apply to the Government servants appointed on or before 31st day of December, 2003, including civilian Government servants in the Defence Services, appointed substantively to civil services and posts in connection with the affairs of the Union which are borne on pensionable establishments, but shall not apply to,—

(a) railway servants;
(b) persons in casual and daily rated employment;
(c) persons paid from contingencies;
(d) persons entitled to the benefit of a Contributory Provident Fund;
(e) members of the All India Services;
(f) persons locally recruited for service in diplomatic, consular or other Indian establishments in foreign countries;
(g) persons employed on contract except when the contract provides otherwise; and
(h) persons whose terms and conditions of service are regulated by or under the provisions of the Constitution or any other law for the time being in force.

Explanation.— These rules shall also apply to,—

(1) a Government servant who was put on induction training on or before 31st day of December, 2003 followed by appointment on regular basis after 31st day of December, 2003:

Provided that completion of the induction training was an essential condition for appointment on regular basis to the post, the Government servant was eligible for a salary or a stipend during the period of such training and the period of training was eligible for being counted as qualifying service in accordance with the provisions of Central Civil Services (Pension) Rules, 1972.

(2) a Government servant who was initially appointed on or before 31st December, 2003,—

(i) in an establishment or Department of the Central Government whose employees were covered by a pension scheme other than the Central Civil Services (Pension) Rules, 1972; or

(ii) in a State Government or an autonomous body under the Central Government or State Government having a non-contributory pension scheme similar to the Central Civil Services (Pension) Rules, 1972,

and was subsequently appointed after 31st December, 2003 in an establishment of a Central Government to which these rules apply, subject to the condition that the said Government servant fulfills all other conditions for counting of service rendered in such establishment of the Central Government or State Government or autonomous body, in accordance with these rules or any general or special order issued in this regard.

(3) a Government servant appointed after 31st December, 2003 to a civil service or post in connection with the affairs of the Union, if he fulfills the conditions for coverage under these rules in accordance with any special or general order issued by the Government in this regard.

(4) subject to the provisions of rule 15, persons who were regularly appointed in Government service after 31st December, 2003 but were conferred temporary status on or before 31st December, 2003 in accordance with the "Casual Labourers (Grant of Temporary Status and Regularisation) Scheme of Government of India, 1993" notified by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) and such temporary status is followed without interruption by regular appointment in Government service.
(5) the cases where in the event of death or discharge from service on the ground of invalidation in the case of a Government servant who, having been appointed to civil services and posts in connection with the affairs of the Union after 31st day of December, 2003, is covered by the Central Civil Services (Implementation of National Pension System) Rules, 2021, the benefits of Invalid Pension under rule 39 and Family Pension under rule 50 shall be payable to the Government servant or his family, as the case may be, if the Government servant had exercised an option to this effect under rule 10 of the Central Civil Services (Implementation of National Pension System) Rules, 2021 or in whose case the default option is for availing benefits under these rules or the Central Civil Services (Pension) Rules, 1972.

(6) the case of Government servants appointed in temporary capacity to civil services and posts in connection with the affairs of the Union on or before 31st day of December, 2003, who retired or were retired before having been appointed in a substantive capacity, the benefits under these rules shall be payable to the Government servant to the extent provided in the Central Civil Services (Temporary Service) Rules, 1965.

3. Definitions.- (1) In these rules, unless the context otherwise requires,-

(a) “Accounts Officer” means an officer, whatever his official designation, who maintains the accounts of a Ministry, Department or Office of the Central Government or Union territory and includes an Accountant-General, who is entrusted with the functions of maintaining the accounts or part of accounts of the Central Government or Union territory;

(b) “Allottee” means a Government servant to whom Government accommodation has been allotted on payment of licence fee or otherwise;

(c) “Average emoluments” means average emoluments as determined in accordance with rule 32;

(d) “Bhavishya” means an online system for sanction of retirement benefits and tracking of sanction and payment of pension by the Government servant and the authorities concerned with sanction of pension to the Government servant;

(e) “Child” means a son or daughter of the Government servant who is eligible to receive death gratuity under rule 45 or family pension under rule 50 and the expression ‘children’ shall be construed accordingly;

(f) “Dearness relief” means Dearness Relief on Pension and Family Pension as specified in rule 52;

(g) “Defence Service” means services under the Government of India in the Ministry of Defence including the Defence Accounts Department, paid out of the Civil Estimates of Ministry of Defence and not subject to the Air Force Act, 1950 (45 of 1950) or the Army Act, 1950 (46 of 1950) or the Navy Act, 1957 (62 of 1957);

(h) “Emoluments” means emoluments as defined in rule 31;

(i) “Family Pension” means family pension admissible under rule 50 but does not include Dearness Relief;

(j) “Foreign service” means service in which a Government servant receives his pay with the sanction of the Government from any source other than the Consolidated Fund of India or the Consolidated Fund of a State or the Consolidated Fund of a Union Territory;

(k) “Form” means a form appended to these rules;

(l) “Format” means a format appended to these rules;

(m) “Government” means the Central Government;

(n) “Government dues” means dues as defined in sub-rule (2) of rule 67;

(o) “Gratuity” includes -

(i) ‘service gratuity’ payable under rule 44;

(ii) retirement gratuity or death gratuity payable under sub-rule (1) of Rule 45; and

(iii) ‘residuary gratuity’ payable under sub-rule (3) of rule 45;

(p) “Head of Department” means an authority specified in Schedule I to the Delegation of Financial Powers Rules, 1978, and includes such other authority or person whom the President may, by order, specify as Head of a Department;

(q) “Head of Office” means a Gazetted Officer declared as such under rule 14 of the Delegation of Financial Powers Rules, 1978, and includes such other authority or person whom the competent authority may, by order, specify as Head of Office;

(r) “Local Fund administered by Government” means the fund administered by a body which, by law or rule having the force of law, comes under the control of the Government and over whose expenditure the Government retains complete and direct control;

(s) “Minor” means a person who has not completed the age of eighteen years;
(t) "Pension" includes gratuity except when the term pension is used in contradistinction to gratuity, but does not include dearness relief;

(u) "Pension Disbursing Authority" means—

(i) Banks selected in consultation with the Reserve Bank of India (RBI) for payment of pension to Central Government civil pensioners, as specified by Controller General of Accounts; or

(ii) Post Office; or

(iii) Treasury including sub-treasury; or

(iv) Accounts Officer;

(v) "Pension Payment Order" includes e-Pension Payment Order;

(w) "Qualifying Service" means service rendered while on duty or otherwise which shall be taken into account for the purpose of pensions and gratuities admissible under these rules;

(x) "Retirement Benefits" includes pension or service gratuity, and retirement gratuity, where admissible;

(y) "Service Book" includes service roll, if any; and

(2) "Treasury" includes a Sub-Treasury.

(2) Words and expressions used herein and not defined but defined in the Fundamental Rules, 1922 have the meanings respectively assigned to them in those rules.

4. Government servants transferred from services and posts to which these rules do not apply.- (1) A Government servant who is transferred permanently to a service or post to which these rules do not apply shall become subject to these rules:

Provided that it shall be open to him, within six months of the date of issue of the order of his permanent transfer or, if he is on leave on that day, then, within six months of his return from leave, whichever is later, to elect to be governed by the pension rules to which he was subject immediately before the date of his transfer.

(2) The option under the proviso to sub-rule (1) shall be exercised in writing and communicated to the authority making such order of transfer.

(3) The option, once exercised, shall be final.

CHAPTER II

General Conditions

5. Claims to pension or family pension.- (1) Any claim to pension or family pension shall be regulated by the provisions of these rules in force at the time when a Government servant retires or is retired or is discharged or is allowed to resign from service or dies, as the case may be.

(2) The day on which a Government servant retires or is retired or is discharged or is allowed to resign from service, as the case may be, shall be treated as his last completed working day and the date of death shall also be treated as a completed working day:

Provided that in a case where the Government servant immediately before his retirement or death was absent from duty on leave or otherwise or was under suspension, the day of retirement or death shall be part of such leave or absence or suspension.

6. Limitations on number of pensions.- (1) A Government servant shall not earn two pensions in the same service or post at the same time or by the same continuous service.

(2) Except as provided in rule 19 or rule 20, a Government servant who, having retired on a superannuation pension or retiring pension or compulsory retirement pension or who is in receipt of a compassionate allowance on having been dismissed or removed from service, is subsequently re-employed, shall not be entitled to a separate pension or gratuity for the period of his re-employment:

Provided that a Government servant who was previously appointed in an autonomous body or a public sector undertaking and was subsequently appointed, with proper permission of that body or undertaking, in the Government service on or before 31st December, 2003, will be eligible for pension and gratuity for the service rendered in the Government in addition to the pension and gratuity, if any, received by him from the autonomous body or the public sector undertaking for the service rendered in that body or undertaking:

Provided further that the total amount of gratuity in respect of the service rendered in the autonomous body or the public sector undertaking and the service rendered under the Government shall not exceed the amount that would have been admissible taking into account the entire service rendered by the Government servant in the autonomous body or the public sector undertaking and the Government and the emoluments on retirement from Government.
Explanation-1 A Government servant shall be deemed to have been appointed in the Government with proper permission if he had applied for the service or post in the Government with previous permission of the autonomous body or the public sector undertaking and the order of the autonomous body or the public sector undertaking clearly indicates that the employee is resigning to join the post in the Government with proper permission of the autonomous body or the public sector undertaking, as the case may be.

Explanation-2 Pension, if any, on account of service rendered in an autonomous body or a public sector undertaking shall be paid by the concerned autonomous body or the public sector undertaking itself and there shall be no liability on the part of the Government towards pension for the service rendered by the Government servant in the aforesaid autonomous body or the public sector undertaking before joining service under the Government.

7. Pension and family pension subject to future good conduct.- (1)(a) Future good conduct shall be an implied condition of every grant of pension and its continuance under these rules.

(b) the Appointing Authority may, by order in writing, withhold or withdraw a pension or a part thereof, whether permanently or for a specified period, if the pensioner is convicted of a serious crime or is found guilty of grave misconduct:

Provided that where a part of pension is withheld or withdrawn, the amount of such pension shall not be reduced below the amount of minimum pension under rule 44.

(2) Where a pensioner is convicted of a serious crime by a Court of Law, action under sub-rule (1) shall be taken in the light of the judgment of the court relating to such conviction.

(3) In a case not falling under sub-rule (2), if the authority referred to in sub-rule (1) considers that the pensioner is prima facie guilty of grave misconduct, he shall before passing an order under sub-rule (1),

(a) serve upon the pensioner a notice specifying the action proposed to be taken against him and the ground on which it is proposed to be taken and calling upon him to submit, within fifteen days of the receipt of the notice or such further time not exceeding fifteen days, as may be allowed by the said authority, such representation, as he may wish to make against the proposal; and

(b) take into consideration the representation, if any, submitted by the pensioner under Clause (a).

(4) (a) Without prejudice to the provisions of sub-rule (3), no Government servant who having worked in an Intelligence or Security-related organisation included in the Second Schedule to the Right to Information Act, 2005 (22 of 2005), shall, without prior clearance from the Head of the Organisation, make any publication after retirement of any material relating to and including,-

(i) domain of the organisation, including any reference or information about any personnel and his designation, and expertise or knowledge gained by virtue of working in that organisation; and

(ii) sensitive information, the disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State or relation with a foreign State, or which would lead to incitement of an offence.

(b) The Government servants who have worked in any Intelligence or Security-related organisation included in the Second Schedule to the Right to Information Act, 2005 (22 of 2005), shall give an undertaking in regard to the above restriction in Format I and any failure to observe such an undertaking on the part of retired Government servants shall be treated as grave misconduct under this rule.

(c) In the case of a Government servant transferred out of an organisation referred to in clause (b) on completion of deputation or otherwise, the required undertaking, in duplicate, shall be obtained from the Government servant at the time of transfer and one copy of the undertaking shall be kept in the service book of the Government servant and an entry to this effect shall be made in the service book and the other copy of the undertaking shall be kept in the aforesaid organisation for record.

(5) The Head of the Organisation shall vest with the authority to decide as to whether the proposed material for publication is sensitive or non-sensitive, and whether it falls in the domain of the organisation.

(6) Where the authority competent to pass an order under sub-rule (1) is the President, the Union Public Service Commission shall be consulted before any order is passed.

(7) An appeal against an order under sub-rule (1), passed by any authority other than President, shall lie to the President and the President shall, in consultation with the Union Public Service Commission, pass such orders on the appeal as he deems fit.

Explanation.- For the purpose of this rule,-

(a) the expression 'pension' includes family pension and the expression 'pensioner' includes family pensioner.

(b) the expression 'serious crime' includes a crime involving an offence under the Official Secrets Act, 1923 (19 of 1923).
(c) the expression 'grave misconduct' includes the communication or disclosure of any secret official code or password or any sketch, plan, model, article, note, document or information, such as is mentioned in section 5 of the Official Secrets Act, 1923 (19 of 1923) (which was obtained while holding office under the Government) so as to prejudicially affect the interests of the general public or the security of the State.

(d) the expression 'publication' includes communication to the press or electronic media or publish or publication of any book, letter, pamphlet, poster or other document, in any form.

(e) the expression 'information' includes any material in any form including records, documents, memos, e-mails, opinion, advice, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models and data material in any electronic form held or accessed by the Government servant while in service.

8. Power to withhold or withdraw pension. — (1) The President reserves to himself the right of withholding a pension or gratuity, or both, either in full or in part, or withdrawing a pension in full or in part, or for a specified period, and of ordering recovery from a pension or gratuity of the whole or part of any pecuniary loss caused to the Government, if, in any departmental or judicial proceedings, the pensioner is found guilty of grave misconduct or negligence during the period of service, including service rendered upon re-employment after retirement:

Provided that the Union Public Service Commission shall be consulted before any final orders are passed;

Provided further that where a part of pension is withheld or withdrawn the amount of such pension shall not be reduced below the amount of minimum pension under rule 44.

(2)(a) The departmental proceedings referred to in sub-rule (1), if instituted while the Government servant was in service whether before his retirement or during his re-employment, shall, after the final retirement of the Government servant, be deemed to be proceedings under this rule and shall be continued and concluded by the authority by which they were commenced in the same manner as if the Government servant had continued in service;

Provided that in all cases where the departmental proceedings are instituted by an authority subordinate to the President, that authority shall submit a report recording its findings to the President and the President shall take the final decision in the matter in accordance with sub-rule (1).

(b) Notwithstanding anything mentioned in sub-rule (1) and clause (a), departmental proceedings instituted under rule 16 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, while the Government servant was in service and continued after retirement, shall have no effect on the pension and gratuity of the pensioner.

(c) The departmental proceedings, if not instituted while the Government servant was in service, whether before his retirement, or during his re-employment, -

(i) shall not be instituted save with the sanction of the President in Format 2;

(ii) shall not be in respect of any event which took place more than four years before such institution; and

(iii) shall be conducted by such authority and in such place as the President may direct and in accordance with the procedure applicable to departmental proceedings in which an order of dismissal from service could be made in relation to the Government servant during his service:

Provided that for the purpose of instituting departmental proceedings under this sub-rule, a memorandum of charges shall be communicated to the pensioner concerned in Format 3.

(d) Where a full-fledged enquiry is conducted giving an opportunity to the pensioner to show cause during the proceedings in accordance with the Central Civil Services (Classification, Control and Appeal) Rules, 1965, any further opportunity to show cause would not be necessary before taking action under sub-rule (1).

(3) In the case of Government servant who has retired on attaining the age of superannuation or otherwise and against whom any departmental or judicial proceedings are instituted or where departmental proceedings instituted under rule 14 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 are continued under sub-rule (2), a provisional pension as provided in sub-rule (4) shall be sanctioned.

(4) (a) In respect of a Government servant referred to in sub-rule (3), the Accounts Officer shall authorise the provisional pension equal to the maximum pension which would have been admissible on the basis of qualifying service up to the date of retirement of the Government servant, or if he was under suspension on the date of retirement, up to the date immediately preceding the date on which he was placed under suspension.

(b) The provisional pension shall be authorised by the Accounts Officer during the period commencing from the date following the date of retirement up to and including the date on which, after the conclusion of departmental or judicial proceedings, final orders are passed by the competent authority.

(c) No gratuity shall be paid to the Government servant until the conclusion of the departmental or judicial proceedings and issue of final orders thereon.
The provisions of this sub-rule shall not be applicable where allegations of misconduct are under investigation against a Government servant or where departmental or judicial proceedings are contemplated against a Government servant but have not actually been instituted or deemed to have been instituted in accordance with sub-rule (9) till the date of retirement of the Government servant. The pension and gratuity in such cases shall be authorised to be paid to the Government servant on his retirement in accordance with rule 63:

Provided that any departmental proceedings instituted after retirement of the Government servant shall be subject to the provisions of sub-rule (2).

Payment of provisional pension made under sub-rule (4) shall be adjusted against final retirement benefits sanctioned to such Government servant upon conclusion of such proceedings but no recovery shall be made where the pension finally sanctioned is less than the provisional pension or the pension is reduced or withheld either permanently or for a specified period.

Where the President decides not to withhold or withdraw pension but orders recovery of pecuniary loss from pension, the recovery shall not ordinarily be made at a rate exceeding one-third of the pension admissible on the date of retirement of a Government servant.

The President may at any time, either on his own motion or otherwise call for the records of any inquiry and revise any order made under these rules, after consultation with the Union Public Service Commission, and may confirm, modify or set aside the order; or remit the case to any authority directing such authority to make such further enquiry as it may consider proper in the circumstances of the case or pass such other order as he may deem fit:

Provided that no order enhancing the amount of pension or gratuity to be withheld or withdrawn, shall be made by the President unless the Government servant concerned has been given a reasonable opportunity of making a representation against the order proposed and except after consultation with the Union Public Service Commission.

The President may at any time, either on his own motion or otherwise review any order passed under these rules, where extenuating or special circumstances exist to warrant such review or when any new material or evidence which could not be produced or was not available at the time of passing the order under review and which has the effect of changing the nature of the case, has come, or has been brought, to his notice:

Provided that no order enhancing the amount of the pension or gratuity to be withheld or withdrawn, shall be made by the President unless the Government servant concerned has been given a reasonable opportunity of making a representation against the order proposed and except after consultation with the Union Public Service Commission.

Explanation.- For the purpose of this rule,

(a) departmental proceedings shall be deemed to be instituted on the date on which the statement of charges is issued to the Government servant or pensioner, or if the Government servant has been placed under suspension from an earlier date, on such date; and

(b) judicial proceedings shall be deemed to be instituted—

(i) in the case of criminal proceedings, on the date on which the complaint or report of a police officer, of which the Magistrate takes cognizance, is made; and

(ii) in the case of civil proceedings, on the date the suit is filed in the court.

The expression "misconduct" means any act done or omitted to be done by the pensioner, during the period of service, including service rendered upon re-employment after retirement, and which was in violation of any provisions of the Central Civil Services (Conduct) Rules, 1964 for which action under Central Civil Services (Classification Control and Appeal) Rules, 1965 could be taken during the period of service.

Action under sub-rule (1) may be taken, if the pensioner is found guilty of—

(i) any corrupt practices during service;

(ii) any misconduct whether in relation to the performance of official duty or otherwise; and

(iii) any misconduct resulting in pecuniary loss to the Government or otherwise.

The expression "civil proceedings" would mean such proceedings in respect of a civil suit filed by the Government only.

Commercial employment after retirement.—(1) If a pensioner who, immediately before his retirement was a member of Central Service Group 'A' wishes to accept any commercial employment before the expiry of one year from the date of his retirement, he shall obtain the previous sanction of the Government to such acceptance by submitting an application in Form I:

Provided that a Government servant who was permitted by the Government to take up a particular form of commercial employment during his leave preparatory to retirement or during refused leave shall not be required to obtain subsequent permission for his continuance in such employment after retirement:
Provided further that a Government servant shall not negotiate for commercial employment during service without prior permission of the administrative Ministry or Department and such permission shall not be given unless there are special reasons for doing so.

(2) Subject to the provisions of sub-rule (3), the Government may, by order in writing, on an application made under sub-rule (1) by a pensioner,-

(a) grant necessary permission to such pensioner to take up the commercial employment specified in the application, subject to such conditions, if any, as it may deem necessary; or

(b) refuse permission to such pensioner to take up the commercial employment specified in the application, for reasons to be recorded in the order.

(3) In granting or refusing permission under sub-rule (2) to a pensioner for taking up any commercial employment, the Government shall regard to the following factors, namely:-

(a) whether a ‘No Objection’ for the proposed post retirement commercial employment has been obtained from the cadre controlling authority and from the office where the officer retired;

(b) whether the officer has been privy to sensitive or strategic information in the last three years of his service which is directly related to the areas of interest or work of the organisation which he proposes to join or the areas in which he proposes to practise or consult;

(c) whether there is conflict of interest between the policies of the office he has held in the last three years and the interest represented or work undertaken by the organisation he proposes to join;

Explanation.- For the purposes of this clause, “conflict of interest” shall not include normal economic competition with the Government or its undertakings.

(d) whether the organisation he proposes to join has been known to be in any way in conflict with or prejudicial to India’s foreign relations, national security and domestic harmony, and whether the organisation is undertaking any activity for intelligence gathering;

(e) whether service record of the officer is clear, particularly with respect to integrity and dealings with non-Government organisations;

(f) whether the proposed emoluments and pecuniary benefits are far in excess of those currently prevailing in the industry;

Explanation.- For the purposes of this clause, the words “far in excess” shall not be construed as to cover increase in such benefit that may be as a result of buoyancy in the industry or in the economy as a whole.

(g) any other relevant factor which may be in the knowledge of the administrative Ministry but are not included in the criteria in this rule or the matters on which specific instructions may be issued by Department of Personnel and Training from time to time.

(4) The applications of pensioners for permission to accept commercial employment shall be considered in accordance with the Government of India (Transaction of Business) Rules, 1961 and the instructions issued by the Government from time to time.

(5) In order to ensure that all aspects relating to the case have received proper attention, the administrative Ministry or Department shall maintain a check list in Form 2.

(6) Where the pensioner is not disqualified on account of any of the factors mentioned in clause (b) to clause (g) of sub-rule (3), the Government may,-

(i) liberally grant permission for Directorship of a firm or consultancy or practice in professional areas;

(ii) actively encourage post service employment in scientific, literary, cultural, social and artistic activity;

(iii) be liberal in granting permission for posts of responsibility in non-Government sector; and

(iv) not distinguish between honorary and paid employment and self-employment.

(7) Where the Government grants the permission applied for subject to any conditions or refuses such permission, the applicant may, within thirty days of the receipt of the order of the Government to that effect, make a representation against any such condition or refusal and the Government may make such orders thereon as it deems fit:

Provided that no order other than an order cancelling such condition or granting such permission without any conditions shall be made under this sub-rule without giving the pensioner making the representation an opportunity to show cause against the order proposed to be made.

(8) If any pensioner takes up any commercial employment at any time before the expiry of one year from the date of his retirement without the prior permission of the Government or commits a breach of any condition subject to
which permission to take up any commercial employment has been granted to him under this rule, it shall be
cOMPETent for the Government to declare by order in writing and for reasons to be recorded therein that he shall not be
entitled to the whole or such part of the pension and for such periods as may be specified in the order:

Provided that no such order shall be made without giving the pensioner concerned an opportunity of showing
cause against such declaration:

Provided further that in making any order under this sub-rule, the Government shall have regard to the
following factors, namely:-

(i) the financial circumstances of the pensioner concerned;

(ii) the nature of, and the emoluments from the commercial employment taken up by the pensioner
concerned; and

(iii) any other relevant factor.

(9) Every order passed by the Government under this rule shall be communicated to the pensioner concerned.

Explanation.- For the purpose of this rule,-

(a) the expression "commercial employment" means :-

(i) an employment in any capacity including that of an agent, under a company, co-operative society (which includes
holding of any office, whether elective or otherwise, such as that of President, Chairman, Manager, Secretary, 
Treasurer and the like, by whatever name called in such society), firm or individual engaged in trading, commercial, 
industrial, financial or professional business and includes also a directorship of such company and partnership of such
firm, but does not include employment under a body corporate, wholly or substantially owned or controlled by the 
Central Government or a State Government;

(ii) setting up practice, either independently or as a partner of a firm, as adviser or consultant in matters in respect of
which the pensioner -

(A) has no professional qualifications and the matters in respect of which the practice is to be set up or is carried
on are relateable to his official knowledge or experience; or

(B) has professional qualifications but the matters in respect of which such practice is to be set up are such as are
likely to give his clients an unfair advantage by reason of his previous official position; or

(C) has to undertake work involving liaison or contact with the offices or officers of the Government.

(b) the expression "date of retirement", in relation to a Government servant re-employed after retirement, without
any break, either in the same or in another Group 'A' post under the Government or in any other equivalent post under
a State Government, means the date on which such Government servant finally ceases to be so re-employed in
Government service.

10. Employment after retirement under a Government outside India.- (1) If a pensioner, who immediately
before his retirement was a member of Central Service, Group 'A', wishes to accept any employment under any
Government outside India, he shall obtain the previous permission of the Central Government for such acceptance,
and no pension shall be payable to a pensioner who accepts such an employment without proper permission in respect
of any period for which he is so employed or such longer period as the Government may direct:

Provided that a Government servant who was permitted by the Central Government to take up a particular
form of employment under any Government outside India during his leave preparatory to retirement shall not be
required to obtain subsequent permission for his continuance in such employment after retirement.

(2) The request of a pensioner for permission to accept employment under a Government outside India shall be
considered in accordance with the Government of India (Transaction of Business) Rules, 1961 and the instructions
issued by the Government from time to time.

CHAPTER III
Qualifying Service

11. Commencement of qualifying service.- Subject to the provisions of these rules, qualifying service of a
Government servant shall commence from the date he takes charge of the post to which he is first appointed either
substantively or in an officiating or temporary capacity:

Provided that officiating or temporary service is followed without interruption by substantive appointment in the
same or another service or post:

Provided further that service rendered before attaining the age of eighteen years shall not count, except in the cases
of counting of military service for civil pension under rule 20.
12. Conditions subject to which service qualifies.- The service of a Government servant shall not qualify, unless his duties and pay are regulated by the Government, or under conditions determined by the Government.

Explanation.- For the purposes of this rule, the expression "service" means service under the Government and paid by that Government from the Consolidated Fund of India or a Local Fund administered by that Government but does not include service in an establishment not having a non-contributory pension scheme, unless such service is treated as qualifying service by that Government.

13. Service in State Governments.- (1) In the case of a Government servant belonging to a State Government, who was initially appointed in a pensionable establishment of the State Government on or before 31st December, 2003 and who is permanently transferred to a service or post to which these rules apply, the continuous service rendered under the State Government in an officiating or temporary or substantive capacity shall qualify:

Provided that continuous service rendered under that Government in an officiating or temporary capacity shall qualify if that service is followed without interruption by substantive appointment in the State Government or the Central Government.

(2) In the case of a Government servant belonging to a State Government who is appointed with proper permission to a service or post to which these rules apply after acceptance of his resignation from the service of State Government, the continuous service rendered under the State Government in an officiating or temporary or substantive capacity shall qualify, subject to the condition that the service rendered under that Government in an officiating or temporary capacity is followed without interruption by substantive appointment in the State Government or the Central Government.

Explanation.- A Government servant shall be deemed to have been appointed in the Government with proper permission if he had applied for the service or post in the Government with previous permission of the State Government and the order of the State Government clearly indicates that the employee is resigning to join the post in the Government with proper permission of the State Government.

(3) The liability for pension and gratuity in cases covered under sub-rule (1) and sub-rule (2) shall be borne by the Central Government and no recovery of proportionate pension shall be made from the State Government.

14. Service in autonomous bodies.- (1) In the case of a person who was initially appointed, on or before 31st December, 2003, in an autonomous body under the Central Government or a State Government having a non-contributory pension scheme similar to these rules and who is subsequently appointed with proper permission to a service or post in the Central Government to which these rules apply, after acceptance of his resignation from the said autonomous body, the service rendered under the said autonomous body in an officiating or temporary or substantive capacity shall qualify, subject to the following conditions, namely :-

(a) the appointment of that Government servant in an officiating or temporary capacity in the Central Government is followed without interruption by substantive appointment;

(b) the Government servant is not drawing a separate pension from the said autonomous body for the service rendered in that body before acceptance of resignation; and

(c) the pension liability is discharged by the said Autonomous body by paying in lump sum the amount of pension or service gratuity and retirement gratuity for the service rendered in the autonomous body; and

(d) the lump sum amount of pension shall be determined with reference to the commutation table laid down in the Central Civil Services (Commutation of Pension) Rules, 1981.

(2) The condition for discharge of pension liability by an autonomous body under the State Government having a non-contributory pension scheme similar to these rules shall be binding on that autonomous body in accordance with the reciprocal arrangement entered into by the Central Government with the concerned State Government.

Explanation.- A Government servant shall be deemed to have been appointed in the Government with proper permission if he had applied for the service or post in the Government with previous permission of the Autonomous Body and the order of the Autonomous Body clearly indicates that the employee is resigning to join the post in the Government with proper permission of the autonomous body.

(3) Service rendered in a public sector undertaking, including nationalized bank and financial institution, before appointment in the Central Government shall not count as qualifying service for the purpose of these rules.

15. Service rendered in temporary status by casual labourers.- Fifty percent of the service rendered in ‘temporary status’ capacity by a Government servant, who was conferred temporary status on or before 31st December, 2003 and was subsequently regularised in Government service, in accordance with the "Casual Labourers (Grant of Temporary Status and Regularisation) Scheme of Government of India, 1993 notified by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), shall count as qualifying service for the purpose of these rules.
16. **Counting of service on probation.-** Service on probation against a post if followed by confirmation in the same or another post shall qualify.

17. **Counting of service as apprentice.-** Service as an apprentice shall not qualify, except in the case of Subordinate Accounts Service apprentice in the Indian Audit and Accounts Department or the Defence Accounts Department.

18. **Counting of service on contract.-** A person,

(i) who was initially engaged by the Government on a contract for a specified period and was subsequently appointed, on or before 31st December, 2003, to the same or another post in a temporary, officiating or substantive capacity in an establishment to which these rules apply, without interruption of duty; and

(ii) who, in accordance with the option exercised under the Central Civil Services (Pension) Rules, 1972, refunded to the Government, the Government contribution in the Contributory Provident Fund with interest thereon including any other compensation for that service,

shall count the period of service, on the said contract, as qualifying service.

19. **Counting of pre-retirement civil service in the case of re-employed Government servants.-** (1) A Government servant who, having retired on compensation pension or invalid pension or compensation gratuity or invalid gratuity, was re-employed and appointed, on or before 31st December, 2003 to a service or post to which these rules apply and who on such reemployment or appointment, in accordance with an option exercised under the Central Civil Services (Pension) Rules, 1972, ceased to draw his pension and refunded or agreed to refund--

(i) the pension already drawn,

(ii) the value received for the commutation of a part of pension, and

(iii) the amount of retirement gratuity including service gratuity, if any,

shall count the former service, as qualifying service:

(2) In accordance with the Central Civil Services (Pension) Rules, 1972, for counting past service under the relevant rule,

(i) the pension drawn prior to the date of re-employment was not required to be refunded,

(ii) the element of pension which was ignored for fixation of his pay including the element of pension which was not taken into account for fixation of pay was to be refunded by the Government servant, and

(iii) the element of pension equivalent of gratuity including the element of commuted part of pension, if any, which was taken into account for fixation of his pay was to be set off against the amount of retirement gratuity and the commuted value of pension and the balance, if any, was to be refunded by him.

(3) A Government servant who opted for counting of his former service was required to refund the gratuity received in respect of his earlier service, in monthly instalments not exceeding thirty-six in number, the first installment beginning from the month following the month in which he exercised the option. In such case, the right to count previous service as qualifying service shall not revive unless the whole amount has been refunded.

(4) In the case of a Government servant, who, having elected to refund the gratuity, dies before the entire amount is refunded, the amount of unrefunded gratuity shall be adjusted against the death gratuity which may become payable to his family.

(5) In the case of a Government servant who opted to continue to draw the pension or retain the gratuity sanctioned for his earlier service, and in whose case his former service was not to be counted as qualifying service, the pension or gratuity admissible for his subsequent service is subject to the limitation that service gratuity, or the capital value of the pension and retirement gratuity, if any, shall not be greater than the difference between the value of the pension and retirement gratuity, if any, that would be admissible at the time of the Government servant's final retirement if the two periods of service were combined and the value of retirement benefits already granted to him for the previous service.

Explanations.- The capital value of pension shall be calculated in accordance with the table prescribed by the President under the Central Civil Services (Commutation of Pension) Rules, 1981 applicable at the time of the second or final retirement.

20. **Counting of military service rendered before civil employment.-** (1) A Government servant, who after having rendered military service, was re-employed in a civil service or post on or before 31st December, 2003 and who on such reemployment, in accordance with an option exercised under the Central Civil Services (Pension) Rules, 1972, ceased to draw his pension and refunded or agreed to refund--

(i) the pension already drawn; and

(ii) the value received for the commutation of a part of military pension; and

(iii) the amount of retirement gratuity including service gratuity, if any,

shall count previous military service, as qualifying service.
Explanation-1 In accordance with the Central Civil Services (Pension) Rules, 1972, for counting past military service under the relevant rule,

(i) the pension drawn prior to the date of re-employment was not required to be refunded.

(ii) the element of pension which was ignored for fixation of his pay including the element of pension which was not taken into account for fixation of pay on re-employment was not required to be refunded by him.

(iii) the element of pension equivalent of gratuity including the element of commuted part of pension, if any, which was taken into account for fixation of pay was required to be set off against the amount of retirement gratuity and the commuted value of pension and the balance, if any, was required to be refunded by him.

Explanation-2 A Government servant, who had rendered military service and who on re-employment in a civil service or post on or before 31st December, 2003, had opted, in accordance with Rule 19 of the Central Civil Services (Pension) Rules, 1972, to continue to draw the military pension or retain gratuity received on discharge from military service, his former military services shall not count as qualifying service under these rules.

Explanation-3 A Government servant, who had rendered military service after joining that service after 31st December, 2003, shall, on re-employment in a civil service or post, continue to draw the military pension or retain gratuity received on discharge from military service and on re-employment in a civil service or post, he shall be covered by the rules governing the National Pension System.

(2) A Government servant, who had exercised the option referred to in sub-rule (1), was required to refund the pension, bonus or gratuity received in respect of his earlier military service, in monthly instalments not exceeding thirty-six in number, the first instalment beginning from the month following the month in which he exercised the option and in the case of such Government servant, the right to count previous service as qualifying service shall not revive unless the whole amount has been refunded.

(3) In the case of a Government servant, who, having elected to refund the pension, bonus or gratuity, dies before the entire amount is refunded, the unfunded amount of pension or gratuity shall be adjusted against the death gratuity which may become payable to his family.

(4) Where an order was passed under the Central Civil Services (Pension) Rules, 1972 allowing previous military service to count as part of the service qualifying for civil pension, the order shall be deemed to include the condonation of interruption in service, if any, in the military service and between the military and civil services.

(5) The pension and gratuity for the service rendered after re-employment in civil service or post shall not be subject to any limitation with reference to the pension and gratuity drawn by the Government servant in respect of the military service.

21. Counting of periods spent on leave.- All leave during service for which leave salary is payable and all extraordinary leave granted on medical certificate shall count as qualifying service:

Provided that in the case of extraordinary leave other than extraordinary leave granted on medical certificate, the appointing authority may, at the time of granting such leave, allow the period of that leave to count as qualifying service if such leave is granted to a Government servant,

(i) due to his inability to join or re-join duty on account of civil commotion; or

(ii) for prosecuting higher scientific and technical studies.

Explanation.- In the case of extraordinary leave other than extraordinary leave granted on medical certificate and extraordinary leave allowed to be counted as qualifying service under proviso to this rule, at the time of grant of such leave, a definite entry shall be made in the service book of the Government servant to the effect that the period of extraordinary leave shall not be treated as qualifying service and such an entry in the service book, if not made at the time of grant of extraordinary leave, can be made subsequently but not later than six months before the date of retirement of the Government servant on superannuation and if no such entry is made in the service book, the period of extraordinary leave shall be treated as qualifying service.

22. Counting of periods spent on training.- (1) In the case of a Government servant who was required to undergo a departmental training before regular appointment to a Group C post and was in receipt of pay in a scale of pay or a stipend or a nominal allowance during such training, the period of such training shall count as qualifying service.

(2) In cases not covered under sub-rule (1), the Government may, by order, decide whether the time spent by a Government servant under training immediately before appointment to service under that Government shall be counted as qualifying service.

(3) Where time spent by a Government servant under training immediately before appointment to service under that Government is counted as qualifying service, interruption due to the training and regular appointment being at different stations, not exceeding the joining time permissible under the rules of transfer, shall be counted as qualifying service.
(4) Where the period of interruption is in excess of joining time due to administrative reasons, such period of interruption in excess of joining time shall be regularised by grant of leave of the kind due or, if no such leave is due, by grant of extraordinary leave by the Head of Department and the period of interruption regularised by grant of extraordinary leave shall be counted as qualifying service.

23. Counting of periods of suspension.- (1) Time passed by a Government servant under suspension pending inquiry into conduct shall be counted as qualifying service where, on conclusion of such inquiry, he has been fully exonerated or only a minor penalty is imposed and the suspension is held to be wholly unjustified.

(2) In cases not covered under sub-rule (1), the period of suspension shall not count unless the authority competent to pass orders under the rule governing such cases expressly declares at the time that it shall count to such extent as the Competent Authority may declare.

(3) In all cases of suspension, the competent authority shall pass an order specifying the extent to which, if any, the period of suspension shall count as qualifying service and a definite entry shall be made in the service book of the Government servant in this regard.

24. Forfeiture of service on dismissal or removal.- Dismissal or removal of a Government servant from a service or post shall entail forfeiture of his past service.

25. Counting of past service on reinstatement.- (1) A Government servant who was dismissed, removed or compulsorily retired from service, and is subsequently reinstated on appeal or review, is entitled to count his past service as qualifying service.

(2) The period of interruption in service between the date of dismissal, removal or compulsory retirement, as the case may be, and the date of reinstatement, and the period of suspension, if any, shall not count as qualifying service unless regularized as duty or leave by a specific order of the authority which passed the order of reinstatement.

26. Forfeiture of service on resignation.- (1) Resignation from a service or a post, unless it is allowed to be withdrawn in the public interest by the appointing authority, entails forfeiture of past service.

(2) A resignation shall not entail forfeiture of past service if it has been submitted to take up, with proper permission, another appointment, whether temporary or permanent, under the Government where service qualifies.

(3) The order accepting the resignation should clearly indicate that the Government servant has resigned to join another appointment with proper permission and a specific entry to this effect shall also be made by the Head of Office in the service book of the Government servant.

(4) Interruption in service in a case falling under sub-rule (2), due to the two appointments being at different stations, not exceeding the joining time permissible under the rules of transfer, shall be covered by grant of leave of any kind due to the Government servant on the date of relief or by formal condonation to the extent to which the period is not covered by leave due to him.

(5) The appointing authority may permit a person to withdraw his resignation in the public interest on the following conditions, namely:

(i) that the resignation was tendered by the Government servant for some compelling reasons which did not involve any reflection on his integrity, efficiency or conduct and the request for withdrawal of the resignation has been made as a result of a material change in the circumstances which originally compelled him to tender the resignation;

(ii) that during the period intervening between the date on which the resignation became effective and the date from which the request for withdrawal was made, the conduct of the person concerned was in no way improper;

(iii) that the period of absence from duty between the date on which the resignation became effective and the date on which the person applies for permission to withdraw the resignation is not more than ninety days;

(iv) that the post, which was vacated by the Government servant on the acceptance of his resignation or any other comparable post, is available.

(6) Request for withdrawal of a resignation shall not be accepted by the appointing authority where a Government servant resigns his service or post with a view to taking up an appointment in or under a private commercial company or in or under a corporation or company wholly or substantially owned or controlled by the Government or in or under a body controlled or financed by the Government.

(7) When an order is passed by the appointing authority allowing a person to withdraw his resignation and to resume duty, the order shall be deemed to include the condonation of interruption in service but the period of interruption shall not count as qualifying service.

(8) A resignation submitted for the purpose of rule 35 or rule 36 shall not entail forfeiture of past service under the Government.

27. Effect of interruption in service.- (1) An interruption in the service of a Government servant entails forfeiture of his past service, except in the following cases, namely:-
(a) authorised leave of absence;
(b) unauthorised absence in continuation of authorized leave of absence so long as the post of absentee is not filled substantially;
(c) suspension, where it is immediately followed by reinstatement, whether in the same or a different post, or where the Government servant dies or is permitted to retire or is retired on attaining the age of superannuation while under suspension;
(d) transfer to non-qualifying service in an establishment under the control of the Government if such transfer has been ordered by a competent authority in the public interest;
(e) joining time while on transfer from one post to another.

(2) Notwithstanding anything contained in sub-rule (1), the appointing authority may, by order, commute retrospectively the periods of absence without leave as extraordinary leave.

28. Condonation of interruption in service.- (1) In the absence of a specific indication to the contrary in the service book, an interruption between two spells of civil service rendered by a Government servant under Government including civil service rendered and paid out of Defence Services Estimates or Railway Estimates shall be treated as automatically condoned and the pre-interruption service treated as qualifying service.

(2) Nothing in sub-rule (1) shall apply to interruption caused by resignation, dismissal or removal from service or for participation in a strike.

(3) The period of interruption referred to in sub-rule (1) shall not count as qualifying service.

(4) The appointing authority may consider condonation of interruption in service and to treat the pre-interruption service as qualifying service.

(5) The appointing authority may take a decision not to condone interruption in service only in exceptional and grave circumstances.

(6) No such order against condonation of interruption in service shall be passed by the appointing authority without extending to the Government servant a reasonable opportunity of representation and being heard in person.

29. Deputation to United Nations and other organizations.- A Government servant who is deputed on foreign service to the United Nations' Secretariat or other United Nations' Bodies or the International Monetary Fund or the International Bank of Reconstruction and Development, or the Asian Development Bank or the Commonwealth Secretariat or any other international organization may opt,-

(a) to pay the pension contributions in respect of his foreign service and count such service as qualifying for pension under these rules; or
(b) not to pay the pension contributions in respect of his foreign service and not count such service as qualifying for pension under these rules:

Provided that where a Government servant opts for clause (b), pension contributions, if any, paid by the Government servant, shall be refunded to him.

30. Periodic verification of qualifying service.- (1) On each occasion after a Government servant has completed eighteen years of service and on his being left with five years of service before the date of superannuation, the Head of Office in consultation with Accounts Officer shall, in accordance with the rules for the time being in force, verify the service rendered by such a Government servant, determine the qualifying service and communicate to him, in Format 4, the period of qualifying service so determined.

(2) For the purposes of verification of service, the Head of Office shall follow the procedure provided in clause (a) of sub-rule (1) of rule 57.

(3) Notwithstanding anything contained in sub-rule (1), where a Government servant is transferred to another department from a temporary department or on account of the closure of the department he had been previously serving or because the post he held had been declared surplus, the verification of his service may be done whenever such event occurs.

(4) The verification done under this rule shall be treated as final and shall not be reopened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

(5) By 31st January of each year, a report shall be submitted to the Secretary of the Administrative Ministry or Department giving the details of the Government servants who were required to be issued a certificate of qualifying service during the previous calendar year under sub-rule (1), the details of the Government servants who have actually been issued the said certificate during the said period and the reasons for not issuing the said certificate in the remaining cases.
CHAPTER IV
Emoluments and Average Emoluments

31. Emoluments.- (1) The expression 'emoluments' means basic pay, as defined in rule 9 (21) (a) (i) of the Fundamental Rules, 1922 which a Government servant was receiving immediately before his retirement or on the date of his death; and will also include non-practising allowance granted to a medical officer in lieu of private practice.

Explanation.- Stagnation increment shall be treated as emoluments for calculation of retirement benefits.

(2) Where a Government servant immediately before his retirement or death while in service had been absent from duty on leave for which leave salary is payable or on extraordinary leave on medical certificate or, having been suspended, had been reinstated without forfeiture of service, the emoluments which he would have drawn had he not been absent from duty or suspended shall form part of his emoluments:

Provided that any increase in pay other than the increment referred to in sub-rule (5) and the notional increase in pay referred to in sub-rule (10) or sub-rule (11)] which is not actually drawn shall not form part of his emoluments.

(3) Where a Government servant immediately before his retirement or death while in service had proceeded on leave for which leave salary is payable after having held a higher appointment whether in an officiating or temporary capacity, the benefit of emoluments drawn in such higher appointment shall be given only if it is certified that the Government servant would have continued to hold the higher appointment but for his proceeding on leave.

(4) Where a Government servant immediately before his retirement or death while in service had been absent from duty on extraordinary leave or had been under suspension, the period whereof does not count as service, the emoluments which he drew immediately before proceeding on such leave or being placed under suspension shall form part of his emoluments.

(5) Where a Government servant immediately before his retirement or death while in service, was on leave, and earned an increment which was not withheld, such increment, though not actually drawn, shall form part of his emoluments.

(6) Pay drawn by a Government servant while on deputation to an ex-cadre post in the same or some other Department of the Government or to the Armed Forces of India shall be treated as emoluments:

Provided that in the case of a Government servant while on leave after release from the ex-cadre post on completion of the period of deputation, the pay which he would have drawn in the parent department had he not been on leave shall be treated as emoluments.

(7) Pay drawn by a Government servant while on deputation to a State Government or while on foreign service shall not be treated as emoluments, but the pay which he would have drawn under the Central Government had he not been on deputation to the State Government or on foreign service shall alone be treated as emoluments.

(8) Where a pensioner who is re-employed in Government service elected to retain his pension for earlier service and whose pay on re-employment had been reduced by an amount not exceeding his pension, the element of pension by which his pay is reduced shall be treated as emoluments.

(9) When a Government servant has been transferred to a public sector undertaking or an autonomous body consequent on the conversion of a Department of the Government into such public sector undertaking or autonomous body the Government servant so transferred opts to retain the pensionary benefits under the rules of the Government, the emoluments drawn under the public sector undertaking or autonomous body shall be treated as emoluments.

(10) Where the pay of a Government servant is notionally increased with retrospective effect in any of the following circumstances after his retirement, such notionally pay shall be treated as emoluments, namely:-

(i) the pay scale of the post from which the pensioner retired is increased with retrospective affect from a date when the pensioner was in service and his pay in the higher pay scale is fixed from such date on notional basis;

(ii) the retired Government servant is promoted from a retrospective date on the recommendation of a Review DPC or on exonation in any departmental proceedings or in compliance of a court order and the benefit of fixation of pay is allowed to the pensioner on notional basis from the date of such promotion.

(11) Where a Government servant dies during the currency of a penalty which has the effect of reducing his pay only during the currency of that penalty and on expiry of which he would have regained the pay admissible to him without any impact of the said penalty, the notionally pay on the date of death ignoring the effect of such penalty shall be treated as emoluments.
32. Average Emoluments.—(1) Average emoluments shall be determined with reference to the emoluments drawn by a Government servant during the last ten months of his service.

(2) In case during the last ten months of his service a Government servant had been absent from duty on leave for which leave salary is payable or on Extraordinary leave on medical certificate or having been suspended had been reinstated without forfeiture of service, the emoluments which he would have drawn had he not been absent from duty or suspended shall be taken into account for determining the average emoluments:

Provided that any increase in pay other than the increment referred to in sub-rule (4) and the notional increase in pay referred to in sub-rule (5) or sub-rule (6) which is not actually drawn shall not form part of his emoluments.

(3) In case during the last ten months of his service, a Government servant had been absent from duty on extraordinary leave, or had been under suspension the period whereof does not count as service, the aforesaid period of leave or suspension shall be disregarded in the calculation of the average emoluments and equal period before the ten months shall be included. In order that the fractions of a month, when added, worked out to one full month, a month for this purpose shall be reckoned as consisting of thirty days.

Illustration: A Government servant retires on 16th July, 2019. The last ten months comprise nine full months and fractions of fourteen days of September, 2018 and sixteen days of July, 2019. The emoluments for fractional periods shall be computed by multiplying the emolument by the factor 14/30 and 16/30 irrespective of the number of days in the month. This formula shall also apply in the case of the month of February, irrespective of whether the month has twenty eight days or twenty nine days.

(4) In the case of a Government servant who was on leave during the last ten months of his service and earned an increment, which was not withheld, such increment though not actually drawn shall be included in the average emoluments.

(5) Where the pay of a Government servant is notionally increased with retrospective effect during the last ten months of his service in any of the following circumstances after his retirement, such notional pay shall be taken into account for determining the average emoluments for the purpose of this rule:—

(i) the pay scale of the post from which the pensioner retired is increased with retrospective effect from a date when the pensioner was in service and his pay in the higher pay scale is fixed from such date on notional basis;

(ii) the retired Government servant is promoted from a retrospective date on the recommendation of a review Departmental Promotion Committee or on exonation in any departmental proceedings or in compliance of a court order and the benefit of fixation of pay is allowed to the pensioner on notional basis from the date of such promotion.

(6) Where a Government servant dies during the currency of a penalty which has the effect of reducing his pay only during the currency of that penalty and on expiry of which he would have regained the pay admissible to him without any impact of the said penalty, the notional pay during the last ten months of his service ignoring the effect of such penalty shall be taken into account for determining the average emoluments.

CHAPTER V

Classes of pensions and conditions governing their grant

33. Superannuation pension or service gratuity.—A superannuation pension or superannuation service gratuity, as the case may be, shall be granted in accordance with rule 44 to a Government servant who is retired on his attaining the age of superannuation or, if the service of the Government servant has been extended beyond superannuation, on expiry of such period of extension of service beyond the age of superannuation.

34. Retiring pension or service gratuity.—(1) A retiring pension or retiring service gratuity, as the case may be, shall be granted in accordance with rule 44, to a Government servant:

(a) who retires on his own volition, before attaining the age of superannuation, in accordance with the provisions of rule 43 of these rules, or rule 56 of the Fundamental Rules; or

(b) who, on being declared surplus, opts for voluntary retirement in accordance with the provisions of the Special Voluntary Retirement Scheme for surplus employees notified by the Department of Personnel and Training vide Office Memorandum No. 25013/6/2001-Estt.(A), dated the 28th February, 2002, as amended from time to time; or

(c) who is retired by the Government, before attaining the age of superannuation, in accordance with the provisions of rule 42 of these rules or rule 56 of the Fundamental Rules.

(2) A permanent Government servant, who on being declared surplus to the establishment in which he was serving, opts for Special Voluntary Retirement Scheme notified by the Department of Personnel and Training vide
Office Memorandum No. 25013/6/2001-Estt. (A), dated the 28th February, 2002 as amended from time to time, shall be entitled to payment of ex-gratia amount in accordance with that Scheme, in addition to the Retiring pension or service gratuity in accordance with rule 44 and Retirement gratuity under rule 45.

35. Pension on absorption in or under a State Government.- (1) A Government servant, who has been permitted to be absorbed in a service or post in or under a State Government, shall be deemed to have retired from service under the Central Government from the date of such absorption and, subject to sub-rule (6), he shall be eligible, on such absorption, to receive pension or service gratuity, as the case may be, and retirement gratuity on the basis of the qualifying service and emoluments on the date of absorption in accordance with rule 44 and rule 45:

Provided that on retirement from the State Government, the total amount of gratuity in respect of the service rendered under the Government and the service rendered in the State Government shall not exceed the amount that would have been admissible had the Government servant continued in the Central Government service and retired on the same pay which he drew on retirement from the State Government.

(2) The date of absorption shall be—

(i) in case a Government employee joins a State Government on immediate absorption basis, the date on which he actually joins that Government. For this purpose, immediate absorption would mean acceptance of a technical resignation of a Government servant from Central Government service to enable him to take up an appointment in the State Government, for which he had applied with proper permission;

(ii) in case a Government employee initially joins a State Government on deputation, the date from which his unqualified resignation is accepted by the Central Government.

(3) In the case of a Government employee who joins a State Government on immediate absorption basis, the relieving order shall be issued in the Format 5 which, shall indicate the period within which the Government servant shall join the State Government:

Provided that this period may be extended by the relieving authority for reasons beyond the control of the Government servant, which shall be recorded in writing.

(4) The period between the date of relief and the date of joining in the State Government may be regularised by grant of leave due and, if no such leave is due, the period may be regularised by grant of extraordinary leave.

(5) The relieving authority, before processing the case for sanction of retirement benefits, will ascertain the date of joining by the Government servant in the State Government and accept the resignation of the Government servant from the date preceding the date of joining.

(6) Where a pension scheme similar to the pension scheme under these rules exists in the State Government in which a Government servant is absorbed, he shall be entitled to exercise option either—

(a) to receive retirement benefits for the service rendered under the Central Government in accordance with sub-rule (1); or

(b) to count the service rendered under the Central Government in that State Government.

(7) Where a Government servant is absorbed in a State Government and exercises an option under clause (b) of sub-rule (6), on retirement from the State Government, the payment of pension and gratuity for the entire service, including the service rendered in the Central Government, shall be made by that Government and no liability of proportionate pension shall be borne by the Central Government.

36. Pension on absorption in or under a corporation, company or body.- (1) A Government servant who has been permitted to be absorbed in a service or post in or under a Corporation or Company wholly or substantially owned or controlled by the Central Government or a State Government or in or under a Body controlled or financed by the Central Government or a State Government, shall be deemed to have retired from service from the date of such absorption and, subject to sub-rule (9), he shall be eligible, on such absorption, to receive pension or service gratuity, as the case may be, and retirement gratuity on the basis of the qualifying service and emoluments on the date of absorption in accordance with rule 44 and rule 45:

Provided that on retirement from such Corporation or Company or Body, the total amount of gratuity in respect of the service rendered under the Government and the service rendered in such Corporation or Company or Body shall not exceed the amount that would have been admissible had the Government servant continued in Government service and retired on the same pay which he drew on retirement from that Corporation or Company or Body.

(2) The date of absorption shall be—

(i) in case, a Government servant joins a corporation or company or body on immediate absorption basis, the date on which he actually joins that corporation or company or body. For this purpose, immediate absorption would mean acceptance of a technical resignation of a Government servant from Government service to enable him to take up an appointment in a Corporation or Company wholly or
substantially owned or controlled by the Central Government or a State Government or in or under a Body controlled or financed by the Central Government or a State Government, for which he had applied with proper permission;

(ii) in case, a Government employee initially joins a corporation or company or body on foreign service terms, the date from which his unqualified resignation is accepted by the Government.

(3) The provisions of sub-rule (1) shall also apply to Central Government servants who are permitted to be absorbed in joint sector undertakings, wholly under the joint control of the Central Government and State Governments or Union territory administrations or under the joint control of two or more State Governments or Union territory administrations.

(4) In the case of a Government servant who joins a corporation or company or body on immediate absorption basis, the relieving order shall be issued in the Format 5.

(5) The relieving order shall indicate the period within which the Government servant shall join the Corporation or Company or the Body:

Provided that this period may be extended by the relieving authority for reasons beyond the control of the Government servant, which shall be recorded in writing.

(6) The period between the date of relief and the date of joining in the Corporation or Company or the Body may be regularised by grant of leave due and if no such leave is due, the period may be regularised by grant of extraordinary leave.

(7) The relieving authority, before processing the case for sanction of retirement benefits, will ascertain the date of joining by the Government servant in the Corporation or Company or the Body and accept the resignation of the Government servant from the date preceding the date of joining.

(8) No lien of the Government servant shall be retained in the relieving department and all his connections with the Government shall stand severed on his absorption in the Corporation or Company or the Body.

(9) Where a pension scheme similar to the pension scheme under these rules exists in a body controlled or financed by the Central Government or a State Government in which a Government servant is absorbed, he shall be entitled to exercise option either:

(a) to receive retirement benefits for the service rendered under the Central Government in accordance with sub-rule (1); or

(b) to count the service rendered under the Central Government in that body for pension.

(10) Where a Government servant is absorbed in a body controlled or financed by the Central Government or a State Government and exercises an option under clause (b) of sub-rule (9), the Government will discharge its pension liability by paying in lump sum as a one time payment.

(11) The pension liability shall comprise the capitalised value of pension or service gratuity and retirement gratuity for the service up to the date of absorption in that body.

(12) Lump sum amount of pension shall be determined with reference to the Table of values for commutation of pension appended to the Central Civil Services (Commutation of Pension) Rules, 1981.

Explanation.- Body means autonomous body or statutory body.

37. Conditions for payment of pension on absorption consequent upon conversion of a Government Department into a Public Sector Undertaking.- (1) On conversion of a department of the Central Government into a public sector undertaking, all Government servants of that Department shall be transferred en-masse to that public sector undertaking, on deemed deputation on terms of foreign service without any deputation allowance till such time as they get absorbed in the said undertaking, and such transferred Government servants shall be absorbed in the public sector undertaking with effect from such date as may be notified by the Government.

(2) The public sector undertaking shall frame its rules and regulations within a time frame not exceeding five years.

After such rules and regulations are framed by the public sector undertaking, all Government servants on deemed deputation shall be asked, within a period not exceeding three months from the date of notification of the rules and regulations by the public sector undertaking, to exercise their option to revert back to the Government or to seek permanent absorption in the public sector undertaking.

Such Government servants shall be asked to exercise this option within a period of three months from the date of the communication asking the Government servants to exercise the option.

(3) The option referred to in sub-rule (2) shall be exercised by every transferred Government servant in such manner as may be specified by the Government.
(4) In case, a Government servant, does not exercise any option within the prescribed time limit, shall be deemed to have opted for permanent absorption in the public sector undertaking.

(5) The permanent absorption of the Government servants as employees of the public sector undertaking shall take effect from the date on which their options are accepted by the Government and on and from the date of such acceptance, such employees shall cease to be Government servants and they shall be deemed to have retired from Government service.

(6) Upon absorption of Government servants in the public sector undertaking, the posts which they were holding in the Government before such absorption shall stand abolished.

(7) The employees who opt to revert to Government service shall be repatriated to the Government within two years from the date of exercise of the option and shall be redeployed through the surplus cell of the Government.

(8) The period between the date of option and the date of reversion to the Government shall continue to be on deemed deputation on terms of foreign service without any deputation allowance.

(9) Where an employee retires or dies during the period of such deemed deputation, the pay which he would have drawn under the Central Government had he not been on deemed deputation shall be treated as emoluments for calculating the pensionary benefits to be paid by the Government.

(10) The pensionary benefits in respect of such employee shall be drawn and paid in the manner to be specified by the administrative Ministry of the public sector undertaking.

(11) Subject to the provisions of sub-rule (12) to sub-rule (17), the employees including temporary employees but excluding casual labourers, who opt for permanent absorption in the public sector undertaking shall, on and from the date of absorption, be governed by the rules and regulations or bye-laws of the public sector undertaking.

(12) A Government servant who has been absorbed as an employee of a public sector undertaking shall be entitled to exercise option either—

(a) to receive pension or service gratuity, as the case may be, and retirement gratuity from the Government for the service rendered under the Central Government in accordance with rule 44 and rule 45; or

(b) to count the service rendered under the Central Government in that public sector undertaking for pension and gratuity.

(13) In the case of a Government servant who has exercised option under clause (a) of sub-rule (12), the pay which he would have drawn under the Central Government had he not been on deemed deputation shall be treated as emoluments for calculating the pensionary benefits to be paid by the Government and the pensionary benefits in respect of such employee shall be drawn and paid in the manner to be specified by the administrative Ministry of the public sector undertaking.

(14) A Government servant who has exercised option under clause (b) of sub-rule (12) and his family shall be eligible for pensionary benefits (including commutation of pension, gratuity, family pension or extra-ordinary pension), on the basis of combined service rendered by the employee in the Government and in the public sector undertaking in accordance with the formula for calculation of such pensionary benefits as may be in force in the Central Government at the time of his retirement from the public sector undertaking or his death.

(15)(a) On retirement from the public sector undertaking or on death of an absorbed employee who has exercised option under clause (b) of sub-rule (12), the amount of pension or family pension shall be calculated in the same manner as calculated in the case of a Central Government servant retiring or dying, on the same day.

Explanation.— The emoluments or average emoluments for this purpose shall be based on the pay drawn in the public sector undertaking as per Industrial Dearness Allowance pattern.

(b) The pensionary benefits of such employee shall be drawn and paid in the manner specified in sub-rule (18) to sub-rule (26).

(16) In addition to pension or family pension, as the case may be, the employee who opts for pension on the basis of combined service shall also be eligible to dearness relief as per Industrial Dearness Allowance pattern.

(17) If a Permanent Government servant absorbed in a public sector undertaking or a temporary Government servant, who has been confirmed in the public sector undertaking subsequent to his absorption therein, had exercised option under clause (b) of sub-rule (12), he shall be eligible to seek voluntary retirement after completing ten years of qualifying service with the Government and the public sector undertaking taken together, and such person shall be eligible for pensionary benefits on the basis of these rules.

(18) The Central Government shall create a Pension Fund in the form of a trust and the pensionary benefits of absorbed employees shall be paid out of such Pension Fund.

(19)(a) The Secretary of the administrative Ministry of the public sector undertaking shall be the Chairperson of the Board of Trustees of the Pension Fund.
(b) The Board of Trustees shall include representatives of the Department of Expenditure, Department of Pension and Pensioners' Welfare, Ministry of Labour and Employment, concerned public sector undertaking, employees of the concerned public sector undertaking and experts in the relevant field to be nominated by the Central Government.

(20) The procedure and the manner in which pensionary benefits to the employees, who have exercised option under clause (b) of sub-rule (12), are to be sanctioned and disbursed from the Pension Fund shall be determined by the Government on the recommendation of the Board of Trustees.

(21)(a) The Government shall discharge its pensionary liability in respect of employees who have exercised option under clause (b) of sub-rule (12), by paying in lump sum as a one time payment to the Pension Fund.

(b) The pensionary liability shall comprise the capitalised value of pension or service gratuity and retirement gratuity for the service rendered till the date of absorption of the Government servant in the public sector undertaking.

(c) Lump sum amount of the pension shall be determined with reference to Commutation Table laid down in Central Civil Services (Commutation of Pension) Rules, 1981.

(22) The manner of sharing the financial liability on account of payment of pensionary benefits by the public sector undertaking to the employees who have exercised option under clause (a) of sub-rule (12), shall be determined by the Government.

(23) In respect of the employees who have exercised option under clause (b) of sub-rule (12), the public sector undertaking shall make pensionary contribution to the Pension Fund for the period of service to be rendered by the concerned employees under that undertaking at the rates as may be determined by the Board of Trustees so that the Pension Fund shall be self-supporting.

(24) If, for any financial or operational reason, the Trust is unable to discharge its liabilities fully from the Pension Fund and the public sector undertaking is also not in a position to meet the shortfall, the Government, through the administrative Ministry for the public sector undertaking, shall be liable to meet such expenditure and such expenditure shall be debited to either the Fund or to the public sector undertaking.

(25) Payments of pensionary benefits of the pensioners of a Government Department who retired from that Department before the date of its conversion into a Public Sector Undertaking shall continue to be the responsibility of the Government and the mechanism for sharing its liabilities on this account shall be determined by the Government.

(26) Nothing contained in sub-rules (18) to (25) shall apply in the case of conversion of the Departments of Telecom Services and Telecom Operations into Bharat Sanchar Nigam Limited and Mahanagar Telephone Nigam Limited, in which case the pensionary benefits including family pension shall be paid by the Government.

(27) For the payment of pensionary benefits including family pension referred to in sub-rule (26), the Government shall specify the arrangements and the manner including the rate of pensionary contributions to be made by Bharat Sanchar Nigam Limited and Mahanagar Telephone Nigam Limited to the Government and the manner in which financial liabilities on this account shall be met.

(28) The arrangements under sub-rule (27) shall be applicable to the existing pensioners and to the employees who are deemed to have retired from the Government service for absorption in Bharat Sanchar Nigam Limited and Mahanagar Telephone Nigam Limited and shall not apply to the employees directly recruited by the Bharat Sanchar Nigam Limited and Mahanagar Telephone Nigam Limited for whom they devise their own pension schemes and make arrangements for funding and disbursing the pensionary benefits.

(29) Upon conversion of a Government Department into a public sector undertaking,-

(a) the balance of provident fund standing at the credit of the absorbed employees on the date of their absorption in the public sector undertaking shall, with the consent of such undertaking, be transferred to the new Provident Fund Account of the employees in such undertaking;

(b) earned leave and half pay leave at the credit of the employees on the date of absorption shall stand transferred to such undertaking;

(c) the dismissal or removal from service of the public sector undertaking of any employee after his absorption in such undertaking for any subsequent misconduct shall not amount to forfeiture of the retirement benefits for the service rendered under the Government and in the event of his dismissal or removal or retrenchment the decisions of the undertaking shall be subject to review by the Ministry administratively concerned with the undertaking.

(30) In case the Government disinvests its equity in any public sector undertaking to the extent of fifty-one per cent or more, it shall specify adequate safeguards for protecting the interest of the absorbed employees of such public sector undertaking.

(31) The safeguards specified under sub-rule (30) shall include option for voluntary retirement or continued service in the undertaking or retirement benefits on terms applicable to Government employees or employees of the public sector undertaking as per option of the employees and assured payment of earned pensionary benefits with relaxation in period of qualifying service, as may be decided by the Government.
38. Conditions for payment of pension on absorption consequent upon conversion of a Government Department into a Central Autonomous Body.—(1) On conversion of a department of the Central Government into an autonomous body, all Government servants of that Department shall be transferred en-masse to that autonomous body on deemed deputation on terms of foreign service without any deputation allowance till such time as they get absorbed in the said body and such transferred Government servants shall be absorbed in the autonomous body with effect from such date as may be notified by the Government.

(2) The autonomous body shall frame its rules and regulations within a time frame not exceeding five years. After such rules and regulations are framed by the autonomous body, all employees on deemed deputation shall be asked, within a period not exceeding three months from the date of notification of the rules and regulations by the autonomous body, to exercise their option to revert back to the Government or to seek permanent absorption in the autonomous body. Such employees shall be asked to exercise this option within a period of three months from the date of the communication asking the employees to exercise the option.

(3) The option referred to in sub-rule (2) shall be exercised by every transferred Government servant in such manner as may be specified by the Government and an employee, who does not exercise any option within the prescribed time limit, shall be deemed to have opted for permanent absorption in the autonomous body.

(4) The permanent absorption of the Government servants as employees of the autonomous body shall take effect from the date on which their options are accepted by the Government and on and from the date of such acceptance, such employees shall cease to be Government servants and they shall be deemed to have retired from Government service.

(5) In case of absorption of Government servants in the autonomous body, the posts which they were holding in the Government before such absorption shall stand abolished.

(6) The employees who opt to revert to Government service shall be repatriated to the Government within two years from the date of exercise of the option and shall be redeployed through the surplus cell of the Government.

(7) The period between the date of option and the date of reversion to the Government shall continue to be on deemed deputation on terms of foreign service without any deputation allowance.

(8) Where an employee retires or dies during the period of such deemed deputation, the pay which he would have drawn under the Central Government had he not been on deemed deputation shall be treated as emoluments for calculating the pensionary benefits to be paid by the Government.

(9) The pensionary benefits in respect of such employee shall be drawn and paid in the manner to be specified by the administrative Ministry of the autonomous body.

(10) Subject to the provisions of sub-rule (11) to sub-rule (15), the employees including temporary employees but excluding casual labourers, who opt for permanent absorption in the autonomous body shall, on and from the date of absorption, be governed by the rules and regulations or bye-laws of the autonomous body.

(11) A Government servant who has been absorbed as an employee of the autonomous body shall be entitled to exercise option either,—

(a) to receive pension or service gratuity and retirement gratuity, as the case may be, for the service rendered under the Central Government in accordance with rule 44 and rule 45 of these rules; or

(b) to count the service rendered under the Central Government in that body for pension and gratuity.

(12) In the case of a Government servant who has exercised option under clause (a) of sub-rule (11), the pay which he would have drawn under the Central Government had he not been on deemed deputation shall be treated as emoluments for calculating the pensionary benefits to be paid by the Government.

(13) The pensionary benefits in respect of such employee shall be drawn and paid in the manner to be specified by the administrative Ministry of the autonomous body.

(14) A Government servant who has exercised option under clause (b) of sub-rule (11) and his family shall be eligible for pensionary benefits (including commutation of pension, gratuity, family pension or extra-ordinary pension), on the basis of combined service rendered by the employee in the Government and in the autonomous body in accordance with the formula for calculation of such pensionary benefits as may be in force at the time of his retirement from the autonomous body or his death.

Explanation.—The amount of pension or family pension in respect of the absorbed employee on retirement from the autonomous body or on death shall be calculated in the same manner as calculated in the case of a Central Government servant retiring or dying, on the same day. The pensionary benefits in respect of such employee shall be drawn and paid in the manner specified in sub-rule (16) to sub-rule (27).

(15) In addition to pension or family pension, as the case may be, the absorbed employees who opt for pension on the basis of combined service shall also be eligible to dearness relief as per central dearness allowance pattern.
(16) The Central Government shall create a Pension Fund in the form of a trust and the pensionary benefits of absorbed employees shall be paid out of such Pension Fund.

(17) The Secretary of the administrative Ministry of the autonomous body shall be the Chairperson of the Board of Trustees which shall include representatives of the Department of Expenditure, Department of Pension and Pensioners' Welfare, Ministry of Labour and Employment, concerned autonomous body, employees of the concerned autonomous body and experts in the relevant field to be nominated by the Central Government.

(18) The procedure and the manner in which pensionary benefits to the employees, who have exercised option under clause (b) of sub-rule (11), are to be sanctioned and disbursed from the Pension Fund shall be determined by the Government on the recommendation of the Board of Trustees.

(19) The Government shall discharge its pensionary liability in respect of employees, who have exercised option under clause (b) of sub-rule (11), by paying in lump sum as one time payment to the Pension Fund.

(20) The pensionary liability shall comprise the capitalised value of pension or service gratuity and retirement gratuity for the service rendered till the date of absorption of the Government servant in the autonomous body.

(21) Lump sum amount of the pension shall be determined with reference to Commutation Table laid down in Central Civil Services (Commutation of Pension) Rules, 1981.

(22) The manner of sharing the financial liability on account of payment of pensionary benefits to the employees, who have exercised option under clause (a) of sub-rule (11), by the autonomous body shall be determined by the Government.

(23) In respect of the employees who have exercised option under clause (b) of sub-rule (11), the autonomous body shall make pensionary contribution to the Pension Fund for the period of service to be rendered by the concerned employees under that body at the rates as may be determined by the Board of Trustees so that the Pension Fund shall be self-supporting.

(24) If, for any financial or operational reason, the Trust is unable to discharge its liabilities fully from the Pension Fund and the autonomous body is also not in a position to meet the shortfall, the Government, through the administrative Ministry for the autonomous body, shall be liable to meet such expenditure and such expenditure shall be debited to either the Fund or to the autonomous body, as the case may be.

(25) Payments of pensionary benefits of the pensioners of a Government Department who retired from that Department before the date of its conversion into an autonomous body shall continue to be the responsibility of the Government and the mechanism for sharing its liabilities on this account shall be determined by the Government.

(26) In case of conversion of a Government Department into an autonomous body,-

(a) the balance of provident fund standing at the credit of the absorbed employees on the date of their absorption in the autonomous body shall, with the consent of such body, be transferred to the new Provident Fund Account of the employees in such body;

(b) earned leave and half pay leave at the credit of the employees on the date of absorption shall stand transferred to such body;

(c) the dismissal or removal from service of the autonomous body of any employee after his absorption in such body for any subsequent misconduct shall not amount to forfeiture of the retirement benefits for the service rendered under the Government and in the event of his dismissal or removal or retrenchment the decisions of the body shall be subject to review by the Ministry administratively concerned with the body.

(27) In case the Government disinvests its equity in any autonomous body to the extent of fifty-one per cent or more, it shall specify adequate safeguards for protecting the interest of the absorbed employees of such autonomous body.

(28) The safeguards specified under sub-rule (27) shall include option for voluntary retirement or continued service in the body, as the case may be, or voluntary retirement benefits on terms applicable to Government employees or employees of the autonomous body as per option of the employees, assured payment of earned pensionary benefits with relaxation in period of qualifying service, as may be decided by the Government.

(29) Nothing contained in this rule shall be applicable to the officers or employees including members of Indian Information Service, Central Secretariat Service or any other service or to the persons borne on cadres outside Akashvani and Doordarshan, serving in the Akashvani and Doordarshan and engaged in the performance of functions transferred to Prasar Bharati established under Prasar Bharati (Broadcasting Corporation of India) Act, 1990.

39. Invalid pension.- (1) The case of a Government servant acquiring a disability, where the provisions of section 20 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) are applicable, shall be governed by the provisions of the said section:
Provided that such employee shall produce a disability certificate from the competent authority as prescribed under the Rights of Persons with Disabilities Rules, 2017.

(2) If a Government servant, in a case where the provisions of section 20 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) are not applicable, intends to retire from the service on account of any bodily or mental infirmity which permanently incapacitates him for the service, he may apply to the Head of Department for retirement on Invalid Pension:

Provided that an application for invalid pension submitted by the spouse of the Government servant failing which by a member of the family of the Government servant may also be accepted, if the Head of Department is satisfied that the Government servant himself is not in a position to submit such application on account of the bodily or mental infirmity:

Provided further that where a Government servant, who has acquired a disability and in whose case the provisions of section 20 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) are applicable, intends to retire under this rule, the Government servant shall be advised that he has the option of continuing in service with the same pay scale and service benefits which he is otherwise entitled to and in case the Government servant does not withdraw his request for retirement under this rule, his request may be processed in accordance with the provisions of this rule.

(3) On receipt of an application under sub-rule (2), the Head of Office or Head of Department shall, within fifteen days of the receipt of such application, request the concerned authority for examination of the Government servant, not later than thirty days from the date of receipt of such request by the following medical authority, namely:-

(a) a Medical Board in the case of a Gazetted Government servant and of a non-Gazetted Government servant whose pay, as defined in rule 9 (21) of the Fundamental Rules, 1922 exceeds fifty-four thousand rupees per month; and

(b) Civil Surgeon or a District Medical Officer or Medical Officer of equivalent status in other cases.

(4) The medical authority shall also be supplied by the Head of the Office or Head of Department in which the applicant is employed with a statement of what appears from official records to be the age of the applicant, and if a service book is being maintained for the applicant, the age recorded therein should be reported and a copy of the letter requesting for examination by the medical authority shall be endorsed to the Government servant.

(5) The Government servant shall appear before the concerned medical authority for medical examination on the date fixed by that authority and the medical authority shall examine the Government servant to ascertain whether or not the Government servant is fit for further service or whether he is fit for further service of less laborious character than that which he had been doing.

(6) No medical certificate of incapacity for service may be granted unless the medical authority has received a request from the Head of his Office or Head of Department for medical examination of the Government servant.

(7) A lady doctor shall be included as a member of the Medical Board when a woman candidate is to be examined.

(8) Where the medical authority referred to in sub-rule (3) has found a Government servant mentioned in sub-rule (2) not fit for further service or has found him fit for further service of less laborious character than that which he had been doing, it shall issue a Medical Certificate in Format 6 and if the Government servant is found to be unfit for further service, he may be granted invalid pension in accordance with rule 44 not later than forty five days from the date of the receipt of medical certificate in Format 6.

(9) A Government servant, who retires from service even before completing qualifying service of ten years, shall also be granted invalid pension and, in his case, the amount of pension shall also be calculated at fifty percent of emoluments or average emoluments, whichever is more beneficial to him in accordance with rule 44:

Provided that in such cases the Government servant-

(a) has been examined by the appropriate medical authority either before his appointment or after his appointment to the Government service and declared fit by such medical authority for Government service; and

(b) fulfills all other conditions mentioned in this rule for grant of invalid pension.

(10) In case, the Government servant has been found to be fit for further service of less laborious character than that which he had been doing, he shall, if, he is willing to be so employed, be employed on lower post and if there be no means of employing him even on a lower post, he may be admitted to invalid pension.

40. **Compulsory retirement pension** - (1) A Government servant compulsorily retired from service as a penalty may be granted, by the authority competent to impose such penalty, pension or retirement gratuity or both at a rate not less than two-thirds and not more than full superannuation pension or gratuity or both admissible to him on the date of his compulsory retirement.
(2) Whenever in the case of a Government servant the President passes an order (whether original, appellate or in exercise of power of review) awarding a pension less than the full superannuation pension admissible under these rules, the Union Public Service Commission shall be consulted before such order is passed.

Explanation.—For the purpose of this sub-rule, the expression "pension" includes retirement gratuity.

(3) The order regarding the quantum of pension and gratuity to be granted under sub-rule (1) may be issued simultaneous with the order of imposition of penalty of compulsory retirement. Where such an order regarding the quantum of pension and gratuity to be granted under sub-rule (1) is not issued simultaneous with the order of imposition of penalty of compulsory retirement, a provisional pension and a provisional gratuity at a rate of two-thirds of full superannuation pension and gratuity shall be sanctioned to the Government servant immediately.

(4) Where a provisional pension and a provisional gratuity is sanctioned to the Government servant under sub-rule (3), order for grant of final pension and gratuity under sub-rule (1) shall be issued in consultation with Union Public Service Commission, where necessary, not later than three months after the date of issue of the order imposing the penalty of compulsory retirement and the provisional pension shall continue to be paid till the payment of final pension and gratuity in accordance with the order issued under sub-rule (1).

(5) A pension or provisional pension granted or awarded under sub-rule (1) or, as the case may be, under sub-rule (2), shall not be less than the amount of minimum pension mentioned in rule 44.

41. Compassionate allowance.— (1) A Government servant who is dismissed or removed from service shall forfeit his pension and gratuity:

Provided that the authority competent to dismiss or remove him from service may, if the case is deserving of special consideration, sanction a compassionate allowance not exceeding two-thirds of pension or gratuity or both which would have been admissible to him if he had retired on superannuation pension.

(2) The competent authority shall, either on its own or after taking into consideration the representation of the Government servant, if any, examine whether any compassionate allowance is to be granted and take a decision in this regard in accordance with the proviso to sub-rule (1) not later than three months after the date of issue of the order imposing the penalty of dismissal or removal from service.

(3) The competent authority shall consider,—

(a) each case of dismissal and removal from service on its merit to decide whether the case deserves of special consideration for sanction of a compassionate allowance and, if so, the quantum thereof.

(b) the actual misconduct which occasioned the penalty of dismissal or removal from service and the kind of service rendered by the Government servant.

(c) in exceptional circumstances, factors like family members dependent on the Government servant along with other relevant factors.

(4) Where an order imposing the penalty of dismissal or removal from service was issued before the date of commencement of these rules and the competent authority, at that time, did not examine or decide whether or not any compassionate allowance was to be granted in that case, that authority shall take a decision in this regard not later than six months from the date of commencement of these rules.

(5) No compassionate allowance shall be sanctioned after the expiry of the aforesaid period of six months, to a Government servant on whom a penalty of dismissal or removal from service was imposed before the date of commencement of these rules.

(6) A compassionate allowance sanctioned under the proviso to sub-rule (1) shall not be less than the amount of minimum pension under rule 44.

CHAPTER VI

Premature Retirement and Voluntary Retirement

42. Retirement on completion of thirty years' qualifying service.— (1) At any time after a Government servant has completed a qualifying service of thirty years, he may be required by the appointing authority to retire in the public interest and in the case of such retirement, the Government servant shall be entitled to a retiring pension calculated in accordance with rule 44.

(2) The appointing authority may give a notice in writing to a Government servant at least three months before the date on which he is required to retire in the public interest or three months' pay and allowances in lieu of such notice.

(3) For retirement of a Government servant under this rule, the same procedure, as laid down by Department of Personnel and Training for retirement under rule 56 of the Fundamental Rules, 1922 shall be applicable.
Explanation.- For the purpose of this rule the expression 'appointing authority' shall mean the authority which is competent to make appointments to the service or post from which the Government servant retires.

43. Retirement on completion of twenty years' qualifying service.- (1) At any time after a Government servant has completed twenty years' qualifying service, he may, by giving notice of not less than three months in writing to the appointing authority, retire from service and in the case of such retirement the Government servant shall be entitled to a retiring pension calculated in accordance with rule 44:

Provided that before giving notice of voluntary retirement, a Government servant shall request the appropriate administrative authority for a certificate regarding completion of qualifying service of twenty years on the intended date of retirement and the administrative authority shall issue the required certificate within fifteen days of such request by the Government servant and if no such certificate is issued by the administrative authority within the prescribed period of fifteen days, the Government servant may give the notice of voluntary retirement without such certificate:

Provided further that before accepting the notice for voluntary retirement and passing orders in this regard, the appointing authority shall satisfy itself that the Government servant has completed the qualifying service of twenty years:

Provided also that this sub-rule shall not apply to a Government servant, including scientist or technical expert who is,-

(i) on assignments under the Indian Technical and Economic Cooperation (ITEC) Programme of the Ministry of External Affairs and other aid programmes; or
(ii) posted abroad in foreign based offices of the Ministries or Departments; or
(iii) on a specific contract assignment to a foreign Government,

unless, after having been transferred to India, he has resumed the charge of the post in India and served for a period of not less than one year:

Provided also that a Government servant shall be eligible to retire under this rule only if he has completed or will complete a qualifying service of twenty years on the intended date of retirement and the provision in sub-rule (7) of rule 44 for treating fraction of a year equal to three months and above as a completed six monthly period, shall not be applicable for the purpose of determining the qualifying service under this rule.

(2) The notice of voluntary retirement given under sub-rule (1) shall require acceptance by the appointing authority:

Provided that where the appointing authority does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said period.

(3) It shall be open to the appropriate appointing authority to withhold permission to a Government servant who seeks to retire under this rule in the following circumstances,-

(i) If the Government servant is under suspension; or
(ii) If a charge sheet has been issued and the disciplinary proceedings are pending; or
(iii) If judicial proceedings on charges which may amount to grave misconduct, are pending:

Provided that in cases where the appointing authority proposes to accept the notice of voluntary retirement in spite of the circumstances referred to in this sub-rule, approval of President shall be obtained.

Explanation.- For the purpose of this sub-rule, judicial proceedings shall be deemed to be pending, if a complaint or report of a police officer, of which the Magistrate takes cognizance, has been made or filed in a criminal proceedings.

(4) (a) Government servant referred to in sub-rule (1) may make a request in writing to the appointing authority to accept notice of voluntary retirement of less than three months giving reasons therefor.

(b) On receipt of a request under clause (a), the appointing authority, subject to the provisions of sub-rule (2), may consider such request for the curtailment of the period of notice of three months on merits and if it is satisfied that the curtailment of the period of notice will not cause any administrative inconvenience, the appointing authority may relax the requirement of notice of three months on the condition that the Government servant shall not apply for commutation of a part of his pension before the expiry of the period of notice of three months.

(5) If a Government servant acquiring a disability, where the provisions of section 20 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) are applicable, gives a notice of voluntary retirement under this rule, the Government servant shall be advised that he has the option of continuing in service with the same pay scale and service benefits which he is otherwise entitled to and in case the Government servant does not withdraw the notice for voluntary retirement, his request for voluntary retirement may be processed.
(6) Government servant, who has elected to retire under this rule and has given the necessary notice to that effect to the appointing authority, shall be precluded from withdrawing his notice except with the specific approval of such authority:

Provided that the request for withdrawal shall be made not less than fifteen days before the intended date of voluntary retirement.

(7) This rule shall not apply to a Government servant who—

(a) retires under the Special Voluntary Retirement Scheme relating to voluntary retirement of surplus employees; or
(b) retires from Government service for being absorbed permanently in an autonomous body or a public sector undertaking to which he is on deputation at the time of seeking voluntary retirement or for joining an autonomous body or a public sector undertaking on immediate absorption basis.

Explanation.—For the purpose of this rule the expression “appointing authority” shall mean the authority which is competent to make appointments to the service or post from which the Government servant seeks voluntary retirement.

CHAPTER VII

Regulation of pension and gratuity

44. Amount of Pension.—(1) A Government servant, who retires under rule 33, rule 34, rule 35, rule 36, rule 37, rule 38 or rule 39, after completing a qualifying service of not less than ten years, shall become eligible for grant of a pension calculated at fifty per cent of emoluments or average emoluments, whichever is more beneficial to him, subject to a minimum of nine thousand rupees per month and maximum of one lakh twenty-five thousand rupees per month:

Provided that a Government servant who retires under rule 39 before completing a qualifying service of ten years but fulfills the conditions mentioned in sub-rule (9) of rule 39, shall also be eligible for an invalid pension calculated at fifty per cent of emoluments or average emoluments, whichever is more beneficial to him and the condition of completion of minimum qualifying service of ten years shall not be applicable for grant of pension in his case.

(2) A Government servant, who retires under any of the rules referred to in sub-rule (1) but has not become eligible for grant of pension in accordance with that sub-rule, shall be eligible for grant of a service gratuity.

The amount of service gratuity in such cases shall be calculated at the rate of half month's emoluments for every completed six monthly period of qualifying service.

(3) In case the emoluments of a Government servant have been reduced during the last ten months of his service, average emoluments as referred to in rule 32 shall be treated as emoluments for the purpose of sub-rule (2) and the dearness allowance admissible on the date of retirement shall also be treated as part of emoluments.

(4)(a) Where a Government servant is compulsorily retired from service after completing a qualifying service of not less than ten years and has become eligible for grant of compulsory retirement pension under rule 40, the amount of compulsory retirement pension shall be such portion or percentage of the superannuation pension calculated under sub-rule (1), as the competent authority may sanction under rule 40.

(b) A Government servant, who is compulsorily retired from service before completing a qualifying service of ten years, shall be eligible for grant of a compulsory retirement service gratuity under rule 40 and the amount of service gratuity in such cases shall be such portion or percentage of the superannuation service gratuity calculated under sub-rule (2), as the competent authority may sanction under rule 40.

(5)(a) Where a Government servant is dismissed or removed from service after having completed a qualifying service of not less than ten years and is sanctioned a compassionate allowance under rule 41, the amount of compassionate allowance shall be such portion or percentage of the pension which would have been admissible to him if he had retired on superannuation pension, as the competent authority may sanction under rule 41.

(b) A Government servant, who is dismissed or removed from service before completing a qualifying service of ten years and is sanctioned a compassionate allowance under Rule 41, the amount of compassionate allowance in such cases shall be such portion or percentage of the service gratuity which would have been admissible to him if he had retired on superannuation service gratuity, as the competent authority may sanction under rule 41.

(6) After completion of eighty years of age or above by a retired Government servant, in addition to a pension or a compassionate allowance admissible under this rule, additional pension or additional compassionate allowance shall be payable to the retired Government servant in the following manner, namely:-
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Age of pensioner</th>
<th>Additional pension/ additional compassionate allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
<tr>
<td>(i)</td>
<td>From 80 years to less than 85 years</td>
<td>20% of basic pension/ compassionate allowance</td>
</tr>
<tr>
<td>(ii)</td>
<td>From 85 years to less than 90 years</td>
<td>30% of basic pension/ compassionate allowance</td>
</tr>
<tr>
<td>(iii)</td>
<td>From 90 years to less than 95 years</td>
<td>40% of basic pension/ compassionate allowance</td>
</tr>
<tr>
<td>(iv)</td>
<td>From 95 years to less than 100 years</td>
<td>50% of basic pension/ compassionate allowance</td>
</tr>
<tr>
<td>(v)</td>
<td>100 years or more</td>
<td>100% of basic pension/ compassionate allowance</td>
</tr>
</tbody>
</table>

(b) The additional pension or additional compassionate allowance shall be payable from first day of the calendar month in which it falls due.

Illustration: A pensioner born on 20th August, 1942 shall be eligible for additional pension at the rate of twenty percent of the basic pension with effect from 1st August, 2022. A pensioner born on 1st August, 1942 shall also be eligible for additional pension at the rate of twenty percent of the basic pension with effect from 1st August, 2022.

(7) In calculating the length of qualifying service, fraction of a year equal to three months and above shall be treated as a completed six monthly period and reckoned as qualifying service.

(8) In the case of a Government servant who has rendered a qualifying service of nine years and nine months or more but less than ten years, his qualifying service for the purpose of this rule shall be ten years and he shall be eligible for pension in accordance with sub-rule (1).

(9) The amount of pension or service gratuity or compassionate allowance or additional pension or additional compassionate allowance finally determined under this rule, shall be expressed in whole rupees and where it contains a fraction of a rupee, each such amount shall be rounded off to the next higher rupee separately for arriving at the final amount payable to the retired Government servant.

(10) In cases where pension is discontinued in the middle of a calendar month, the amount of pension payable for the fraction of that month shall also be rounded off to the next higher rupee.

45. Retirement Gratuity and Death Gratuity.- (1)(a) A Government servant, who has completed five years' qualifying service and has become eligible for service gratuity or pension under Rule 44 shall, on his retirement, be granted retirement gratuity equal to one-fourth of his emoluments for each completed six monthly period of qualifying service, subject to a maximum of 16½ times the emoluments.

(b) If a Government servant dies while in service, the death gratuity shall be paid to his family in the manner indicated in sub-rule (1) of Rule 47 at the rates given in the Table below, namely:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Length of qualifying service</th>
<th>Rate of death gratuity</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
<tr>
<td>(i)</td>
<td>Less than 1 year</td>
<td>2 times of emoluments.</td>
</tr>
<tr>
<td>(ii)</td>
<td>One year or more but less than 5 years</td>
<td>6 times of emoluments.</td>
</tr>
<tr>
<td>(iii)</td>
<td>5 years or more but less than 11 years</td>
<td>12 times of emoluments.</td>
</tr>
<tr>
<td>(iv)</td>
<td>11 years or more but less than 20 years</td>
<td>20 times of emoluments</td>
</tr>
<tr>
<td>(v)</td>
<td>20 years or more</td>
<td>Half of emoluments for every completed six-monthly period of qualifying service subject to a maximum of 33 times of emoluments.</td>
</tr>
</tbody>
</table>

Provided that the amount of retirement gratuity or death gratuity payable under this rule shall in no case exceed twenty lakh rupees:

Provided further that where the amount of retirement or death gratuity, as finally calculated, contains a fraction of a rupee, it shall be rounded off to the next higher rupee.

(2) The provision of clause (b) of sub-rule (1) shall also be applicable in the case of death of a Government servant by suicide.

(3) In case a Government servant, who, on retirement, became eligible for a service gratuity or pension, dies within five years from the date of his retirement from service including compulsory retirement as a penalty and the sums actually received by him at the time of his death on account of such gratuity or pension, together with the retirement gratuity admissible under sub-rule (1) and the commuted value of any portion of pension commuted by him are less than the amount equal to 12 times of his emoluments, a residuary gratuity equal to the deficiency may be granted to his family in the manner indicated in sub-rule (1) of rule 47.
(4) In calculating the length of qualifying service under this rule, fraction of a year equal to three months and above shall be treated as a completed six monthly period and reckoned as qualifying service.

(5) In the case of a Government servant who has rendered a qualifying service of four years and nine months or more but less than five years, his qualifying service for the purpose of this rule shall be five years and he shall be eligible for retirement gratuity in accordance with clause (a) of sub-rule (1).

(6) The emoluments for the purpose of gratuity admissible under this rule shall be reckoned in accordance with rule 31:

Provided that if the emoluments of a Government servant have been reduced during the last ten months of his service, average emoluments as referred to in rule 32 shall be treated as emoluments.

Provided further that the dearness allowance admissible on the date of retirement or death, as the case may be, shall also be treated as emoluments for the purpose of this rule.

Explanation.- For the purposes of this rule and rules 46, 47, 48 and 49, ‘family’, in relation to a Government servant, means—

(i) wife or wives including judicially separated wife or wives in the case of a male Government servant;
(ii) husband, including judicially separated husband in the case of a female Government servant;
(iii) sons including stepsons and adopted sons;
(iv) unmarried daughters including stepdaughters and adopted daughters;
(v) widowed or divorced daughters including stepdaughters and adopted daughters;
(vi) father including adoptive parents in the case of individuals whose personal law permits adoption;
(vii) mother including adoptive parents in the case of individuals whose personal law permits adoption;
(viii) brothers including stepbrothers who are suffering from any disorder or disability of mind including the mentally retarded or physically crippled or disabled without any limit of age and brothers, including stepbrothers, below the age of eighteen years, in other cases;
(ix) unmarried sisters, widowed sisters and divorced sisters including stepsisters;
(x) married daughters; and
(xi) children of a pre-deceased son.

46. Nominations.— (1) A Government servant shall, on his initial appointment in a service or post, make a nomination in Form 3 conferring on one or more persons the right to receive the retirement gratuity and death gratuity payable under rule 45.

(2) In case at the time of making the nomination,—

(i) the Government servant has one or more members of family as referred to in the explanation below sub-rule (6) of rule 45, the nomination shall be in favour of any member or members of his family referred to in that rule; or
(ii) the Government servant has no family as referred to in the explanation below sub-rule (6) of rule 45, the nomination may be made in favour of a person or persons, or a body of individuals, whether incorporated or not.

(3) If a Government servant nominates more than one person under sub-rule (2), he shall specify in the nomination the share payable to each of the nominees, in such manner as to cover the entire gratuity.

(4) A Government servant may provide in the nomination,—

(i) that in respect of any specified nominee who predeceases the Government servant, or who dies after the death of the Government servant but before receiving the payment of gratuity, the right conferred on that nominee shall pass on to such other person as may be specified in the nomination:

Provided that if at the time of making the nomination the Government servant has a family consisting of more than one member, the person so specified shall not be a person other than a member of his family:

Provided further that where a Government servant has only one member in his family, and a nomination has been made in his favour, it is open to the Government servant to nominate any person or a body of individuals, whether incorporated or not as alternate nominee or nominees;
(ii) that the nomination shall become invalid in the event of the happening of the contingency provided therein.

(5)(a) Where a Government servant has no family, as referred to in the explanation below sub-rule (6) of rule 45, at the time of making a nomination, the nomination made by the Government servant in favour of a person or a body of individuals under clause (ii) of proviso to sub-rule (2) shall become invalid in the event of the Government servant subsequently acquiring a family.
(b) Where a Government servant has only one member in his family at the time of making a nomination and a nomination has been made in his favour, in the event of the Government servant subsequently acquiring an additional member in the family, the alternate nomination made by the Government servant in favour of a person or a body of individuals under the second proviso to clause (i) of sub-rule (4), if any, shall become invalid but the nomination made by the Government servant in favour of a member of the family under clause (i) of proviso to sub-rule (2) shall not be affected.

(6) Nomination made by an unmarried Government servant, under clause (i) of sub-rule (2), in favour of any member of his family specified in the explanation below sub-rule (6) of rule 45 shall not become invalid on his or her marriage, unless the Government servant cancels the earlier nomination and files a fresh nomination in accordance with sub-rule (7).

(7) A Government servant may, at any time, cancel a nomination by sending a notice in writing to the Head of Office:

Provided that he shall, along with such notice, send a fresh nomination made in accordance with this rule.

(8) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (i) of sub-rule (4) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (ii) of sub-rule (4), the Government servant shall send to the Head of Office a notice in writing cancelling the nomination together with a fresh nomination made in accordance with this rule.

(9)(a) Every nomination made (including every notice of cancellation, if any, given) by a Government servant under this rule, shall be sent to the Head of Office.

(b) The Head of Office shall, immediately on receipt of such nomination, verify that the nomination made by the Government servant is in accordance with the provisions of this rule and, if the Government servant has a family, the nomination made is in favour of one or more members of the family as referred to in the explanation below sub-rule (6) of rule 45. The Head of Office shall, thereafter, countersign the nomination indicating the date of receipt and keep it under his custody:

Provided that the Head of Office may authorise his subordinate Gazetted Officers to countersign nomination forms of non-gazetted Government servants.

(c) Suitable entry regarding receipt of nomination shall be made in the service book of the Government servant concerned.

(d) A duly signed copy of the nomination form shall be returned to the Government servant for keeping it in his safe custody.

(10) Every nomination made, and every notice of cancellation given, by a Government servant shall, to the extent that it is valid, take effect from the date on which it is received by the Head of Office.

47. Persons to whom gratuity is payable.- (1)(a) The gratuity payable under rule 45 shall be paid to the person or persons on whom the right to receive the gratuity is conferred by means of a nomination under rule 46.

(b) In case there is no such nomination or if the nomination made does not subsist, the gratuity shall be paid in the manner indicated below:-

(i) if there are one or more surviving members of the family as in clauses (i), (ii), (iii), (iv) and (v) of the explanation below sub-rule (6) of rule 45, to all such members in equal shares; or

(ii) if there are no such surviving members of the family as in sub-clause (i) above, but there are one or more members in clauses (vi), (vii), (viii), (ix), (x) and (xi) of the explanation below sub-rule (6) of rule 45, to all such members in equal shares.

(2) In case a nominee pre-deceases the Government servant and the right conferred on that nominee has not been passed on to any other person under sub-rule (4) of rule 46 or the nomination made in respect of such person does not subsist or the nomination has become invalid on account of happening of any contingency mentioned therein, the share of gratuity in respect of such nominee shall be disbursed equally to all other members of the family who were eligible and alive on the date of death of the Government servant, including the members of the family in whose favour nomination has been made for payment of remaining amount of gratuity.

(3) In case a Government servant dies after retirement without receiving the retirement gratuity admissible under sub-rule (1) of rule 45, the gratuity shall be disbursed to the family in the manner indicated in sub-rule (1) of this rule.

(4) The right of a female member of the family, or that of a brother, of a Government servant who dies while in service or after retirement, to receive the share of gratuity shall not be affected if the female member marries or remarries, or the brother attains the age of eighteen years, after the death of the Government servant and before receiving her or his share of the gratuity.
(5) Where gratuity is granted under rule 45 to a minor member of the family of the deceased Government servant, it shall be payable to the guardian on behalf of the minor.

(6) Payment of the minor's share of gratuity shall be made to the natural guardian of the minor, if any. In the absence of a natural guardian, the payment of minor's share of gratuity shall be made to the person who furnishes a certificate of guardianship.

(7) In the absence of a natural guardian, payment of an amount not exceeding twenty percent of minor's share of gratuity may be made to the guardian without the production of a guardianship certificate but on production of an indemnity bond in Format 7 and the balance amount of minor's share of gratuity may be paid to the guardian on production of the certificate of guardianship.

(8) If there are more than one member of the family eligible to receive gratuity under this rule and if a member of the family has not submitted his claim for gratuity in Form 9, the case for sanction of gratuity to him may be processed after his claim has been received and the case of other eligible members of the family for sanction of gratuity may be processed without linking it with the case of the family member who has not submitted the claim in Form 9.

48. Debarring a person from receiving gratuity.- (1) If a person who in the event of death of a Government servant while in service is eligible to receive gratuity in terms of rule 47, is charged with the offence of murdering the Government servant or for abetting in the commission of such an offence, his claim to receive his share of gratuity shall remain suspended till the conclusion of the criminal proceedings instituted against him.

(2) If on the conclusion of the criminal proceedings referred to in sub-rule (1), the person concerned,-
   (a) is convicted for the murder or abetting in the murder of the Government servant, he shall be debarred from receiving his share of gratuity which shall be payable to other eligible members of the family, if any,
   (b) is acquitted of the charge of murdering or abetting in the murder of the Government servant, his share of gratuity shall be payable to him.

(3) The provisions of sub-rule (1) and sub-rule (2) shall also apply to the undischarged gratuity referred to in sub-rule (3) of rule 47.

Explanation.- For the purpose of this rule, the charge of murder or abetting in the murder of Government servant will include the charge of abetting death by suicide.

49 Lapse of retirement gratuity and death gratuity.- Where a Government servant dies while in service or after retirement without receiving the amount of gratuity and leaves behind no family and –

   (a) has made no nomination, or
   (b) the nomination made by him does not subsist,

the amount of retirement gratuity or death gratuity payable in respect of such Government servant under rule 45 shall lapse to the Government:

Provided that the amount of death gratuity or retirement gratuity shall be payable to the person in whose favour a Succession Certificate in respect of the gratuity in question has been granted by a Court of Law.

CHAPTER VIII
Family Pension

50. Family Pension.- (1) Where a Government servant dies,-

   (i) after completion of one year of continuous service; or
   (ii) before completion of one year of continuous service, provided the deceased Government servant concerned immediately prior to his appointment to the service or post was examined by the appropriate medical authority and declared fit by that authority for Government service; or
   (iii) after retirement from service and was on the date of death in receipt of a pension, or compassionate allowance, referred to in these rules,

the family of the deceased shall be entitled to a family pension from the date following the date of death of the Government servant or the retired Government servant, as the case may be.

Explanation - ‘Continuous service’ means service rendered in a temporary or permanent capacity in a pensionable establishment and does not include period of suspension, if any and period of service, if any, rendered before attaining the age of eighteen years.

(2)(a)(i) Subject to sub-clause (ii) and sub-clause (iii), the amount of family pension shall be determined at a uniform rate of thirty per cent of pay subject to a minimum of nine thousand rupees per month and a maximum of seventy-five thousand rupees per month.
(ii) Where a Government servant dies while in service, the rate of family pension payable to the family shall be equal to fifty per cent of the pay and the amount so admissible shall be payable from the date following the date of death of the Government servant for a period of ten years.

(iii) In the event of death of a Government servant after retirement, the family pension as determined under sub-clause (ii) shall be payable for a period of seven years, or for a period up to the date on which the retired deceased Government servant would have attained the age of sixty seven years had he survived, whichever is less:

Provided that in no case the amount of family pension determined under this sub-clause shall exceed the pension authorised on retirement or dismissal from Government service:

Provided further that where the amount of pension authorised on retirement or dismissal is less than the amount of family pension admissible under sub-clause (i), the amount of family pension determined under this sub-clause shall be limited to the amount of family pension admissible under sub-clause (i).

(iv) The amount of family pension payable under sub-clause (ii) or sub-clause (iii) shall be subject to a minimum of nine thousand rupees per mensem and a maximum of one lakh twenty five thousand rupees per mensem.

Explanation-1. Pay for the purpose of sub-clause (i) and sub-clause (ii) means (i) emoluments as referred to in rule 31 or (ii) average emoluments as referred to in rule 32, whichever is more.

Explanation-2. For the purpose of sub-clause (iii), pension authorised on retirement includes the part of the pension which the retired Government servant may have commuted before death.

Explanation-3. For the purpose of sub-clause (iii), the expression ‘pension authorised on retirement’ includes the pension authorised on compulsory retirement and compassionate allowance sanctioned on dismissal or removal from Government service.

(b) After the expiry of the period referred to in sub-clause (ii) and sub-clause (iii) of clause (a), the family, in receipt of family pension under those sub-clauses, shall be entitled to family pension at the rate admissible under sub-clause (i) of clause (a).

(3)(a) In addition to family pension admissible in accordance with sub-rule (2), additional family pension shall be payable to the family pensioner after completion of age of eighty years in the following manner:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Age of family pensioner</th>
<th>Additional family pension</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) (i)</td>
<td>From 80 years to less than 85 years</td>
<td>20 per cent of basic family pension.</td>
</tr>
<tr>
<td>(1) (ii)</td>
<td>From 85 years to less than 90 years</td>
<td>30 per cent of basic family pension.</td>
</tr>
<tr>
<td>(1) (iii)</td>
<td>From 90 years to less than 95 years</td>
<td>40 per cent of basic family pension.</td>
</tr>
<tr>
<td>(1) (iv)</td>
<td>From 95 years to less than 100 years</td>
<td>50 per cent of basic family pension.</td>
</tr>
<tr>
<td>(1) (v)</td>
<td>100 years or more</td>
<td>100 per cent of basic family pension.</td>
</tr>
</tbody>
</table>

(b) The additional family pension shall be payable from first day of the calendar month in which it falls due.

Illustration: A family pensioner born on 20th August, 1942 shall be eligible for additional family pension at the rate of twenty percent of the basic family pension with effect from 1st August, 2022. A family pensioner born on 1st August, 1942 shall also be eligible for additional family pension at the rate of twenty percent of the basic family pension with effect from 1st August, 2022.

(4) The amount of family pension admissible under sub-rule (2) and additional family pension admissible under sub-rule (3), where applicable, shall be fixed at monthly rates and shall be expressed in whole rupees and where the family pension or the additional family pension contains a fraction of a rupee, it shall be rounded off to the next higher rupee:

Provided that in no case a family pension under sub-rule (2) shall be allowed in excess of the maximum prescribed under this rule.

(5)(a) Where an award of family pension under the Central Civil Services (Extraordinary Pension) Rules, 1939 is authorised, no family pension under this rule shall be payable during the currency of award.

(b) Where a claim for an award of family pension under the Central Civil Services (Extraordinary Pension) Rules, 1939 is under consideration, a family pension may be authorised in accordance with these rules and if, subsequently, it is decided to authorise family pension under the Central Civil Services (Extraordinary Pension) Rules, 1939, a revised Pension Payment Authority shall be issued for payment of family pension under those Rules and the family pension authorised under these rules shall be discontinued.
(c) The family pension payable under this rule shall not be subject to any limitation with reference to the family pension admissible to a member of the family in respect of the same Government servant or pensioner for the service rendered by him in any other organisation, including the service rendered in the armed forces.

(6) The family pension shall be payable to the members of the family of the deceased Government servant or pensioner in the following order, namely:-

(i) subject to provisions of sub-rule (8), widow or widower, (including a post-retirement spouse and judicially separated wife or husband),

(ii) subject to provisions of sub-rule (9), children (including adopted children, step children and children born after retirement of the pensioner),

(iii) subject to provisions of sub-rule (10), dependent parents (including adoptive parents) of the deceased Government servant or pensioner,

(iv) subject to provisions of sub-rule (11), dependent siblings (i.e. brother or sister) of the deceased Government servant or pensioner, suffering from a mental or physical disability.

Explanation.- For the purposes of this rule ‘widow’ and ‘widower’, shall mean a spouse, legally wedded to the deceased Government servant or the pensioner.

(7)(a) Subject to the proviso to clause (b), clauses (c), (d), (e), (f) and (g) of sub-rule (8) and clause (g), proviso to sub-clause (iii) of clause (h) and clause (k) of sub-rule (9), the family pension shall not be payable to more than one member of the family of the deceased Government servant or the pensioner at the same time.

(b) Where the family pension is payable to more than one member of the family at the same time, it will be paid in equal shares and if the share of the family pension contains a fraction of a rupee, it shall be rounded off to the next higher rupee:

Provided that a family pension in excess of the maximum prescribed under this rule shall not be allowed and if, as a result of rounding off fraction of a rupee on division of family pension among two or more members of the family, total amount of family pension exceeds the maximum prescribed under this rule, such fraction of a rupee shall be ignored.

(8)(a) If the deceased Government servant or the pensioner is survived by a widow or widower, family pension at the rate specified in sub-rule (2) shall be payable to such widow or widower, up to the date of death or re-marriage, whichever is earlier and the eligibility of widow or widower for family pension shall not be affected by the amount of her or his income from other sources.

(b) Where a deceased Government servant is survived by a childless widow, on re-marriage by the childless widow, family pension shall continue to be payable to her, if her income from all other sources is less than the amount of minimum family pension under sub-rule (2) and the dearness relief admissible thereon:

Provided that if, after re-marriage, income of childless widow from all other sources becomes equal to or exceeds the amount of minimum family pension under sub-rule (2) of this rule and the dearness relief admissible thereon, family pension payable to her shall be stopped and shall become payable to the other eligible member of the family, if any, of the deceased Government servant.

(c) Where the deceased Government servant or pensioner is survived by more widows than one, the family pension shall be paid to the widows in equal shares and on the death or ineligibility of a widow, her share of the family pension shall become payable to her child or children who fulfil the eligibility conditions mentioned in sub-rule (9).

(d) In case, the widow is not survived by any child, her share of the family pension shall not lapse but shall be payable to the other widows in equal shares, or if there is only one such other widow, in full, to her.

(e) Where the deceased Government servant or pensioner is survived by a widow without any child eligible for family pension but has left behind eligible child or children from another wife who is not alive, the child or children who fulfil the eligibility conditions mentioned in sub-rule (9) shall be entitled to the share of family pension which the mother would have received if she had been alive at the time of the death of the Government servant or pensioner and on the share or shares of family pension payable to such a child or children or to a widow or widows ceasing to be payable, such share or shares shall not lapse, but shall be payable to the other widow or widows and/or to other child or children otherwise eligible in accordance with sub-rule (9), in equal shares, or if there is only one widow or child, in full, to such widow or child:

Provided that if the deceased Government servant or pensioner is survived by the widow with child or children eligible for family pension, on the share of family pension payable to the widow ceasing to be payable, such share shall be payable to her child or children in accordance with clause (e) and sub-rule (9).
(f) Where the deceased Government servant or pensioner is survived by a widow without any child eligible for family pension but has left behind eligible child or children from a divorced wife or wives, the child or children who fulfil the eligibility conditions mentioned in sub-rule (9) shall be entitled to the share of family pension which the mother would have received at the time of the death of the Government servant or pensioner had she not been so divorced. On the share or shares of family pension payable to such a child or children or to a widow or widows ceasing to be payable, such share or shares, shall not lapse, but shall be payable to the other widow or widows and/or to the other child or children otherwise eligible in accordance with sub-rule (9), in equal shares, or if there is only one widow or child, in full, to such widow or child:

Provided that if the deceased Government servant or pensioner is survived by the widow with child or children eligible for family pension, on the share of family pension payable to the widow ceasing to be payable, such share shall be payable to her eligible child or children in accordance with clause (c) and sub-rule (9).

(g) Where the deceased Government servant or pensioner is survived by a widow without any child eligible for family pension but has left behind eligible child or children from a void or voidable marriage, the child or children from the void or voidable marriage who fulfil the eligibility conditions mentioned in sub-rule (9) shall be entitled to the share of family pension which the mother would have received at the time of the death of the Government servant or pensioner had the marriage not been void or voidable and on the share or shares of family pension payable to such a child or children or to a widow ceasing to be payable, such share or shares, shall not lapse, but shall be payable to the widow or to the child or children otherwise eligible, in equal shares, or if there is only one widow or child, in full, to such widow or child.

Provided that if the deceased Government servant or pensioner is survived by the widow with child or children eligible for family pension, on the share of family pension payable to the widow ceasing to be payable, such share shall be payable to her eligible child or children in accordance with clause (c) sub-rule (9).

(h) Where a male Government servant or pensioner or female Government servant or pensioner dies leaving behind a judicially separated widow or widower and no child or children, the family pension in respect of the deceased shall be payable to the person surviving.

(i) Where a male Government servant or pensioner or female Government servant or pensioner dies leaving behind a judicially separated widow or widower with a minor child or children or a child or children suffering from disorder or disability of mind including the mentally retarded, the family pension in respect of deceased shall be payable to the surviving person provided he or she is the guardian of such child or children and if the surviving person ceases to be the guardian of such child or children, such family pension shall be payable to the person who is the actual guardian of such child or children:

Provided that where the minor child, after attaining the age of majority, remains eligible for family pension, the family pension shall become payable to such child from the date on which he attains the age of majority and after the child ceases to be eligible for family pension under this rule, such family pension shall become payable to the surviving judicially separated spouse of the deceased Government servant till his or her death or remarriage, whichever is earlier.

(j) Where a male Government servant or pensioner or female Government servant or pensioner dies leaving behind a judicially separated widow or widower with a child who has attained the age of majority but is eligible for family pension, the family pension shall become payable to such child after the death of the Government servant. After the child or children cease to be eligible for family pension under this rule, such family pension shall become payable to the surviving judicially separated spouse of the deceased Government servant till his or her death or remarriage, whichever is earlier.

(k) It shall be the duty of a childless widow after her re-marriage to furnish a certificate to the Pension Disbursing Authority once in a year that she has not started earning her livelihood.

Explanation.— For the purposes of this rule, a childless widow shall be deemed to be earning her livelihood if her income from other sources is equal to or more than the minimum family pension under sub-rule (2) of this rule and the destitution relief admissible thereon.

(9)(a) If the deceased Government servant or the pensioner is not survived by a widow or widower or if the widow or widower dies or ceases to be eligible for family pension, family pension at the rate specified in sub-rule (2) shall be payable to the child or children who fulfil the following conditions:

(i) In the case of a son (other than a son suffering from a mental or physical disability) (including adopted son, step son and son born after retirement of the pensioner) — unmarried, below the age of twenty five years and not earning his livelihood;
(ii) In the case of a daughter (other than a daughter suffering from a mental or physical disability) (including adopted daughter, step daughter and daughter born after retirement of the pensioner) – unmarried or widowed or divorced and not earning her livelihood

(iii) In the case of a son or daughter suffering from a mental or physical disability (including adopted son or daughter, step son or daughter and son or daughter born after retirement of the pensioner) – not earning his or her livelihood.

(b) A son or a daughter, other than a son or a daughter suffering from a mental or physical disability, shall be deemed to be earning his or her livelihood if his or her income from other sources is equal to or more than the minimum family pension under sub-rule (2) of this rule and the dearness relief admissible thereon.

(c) A child suffering from a mental or physical disability shall be deemed to be not earning his or her livelihood, if his or her overall income from sources other than family pension is less than the entitled family pension under sub-clause (i) of clause (a) of sub-rule (2) of this rule and the dearness relief admissible thereon, payable on death of the Government servant or pensioner concerned.

(d) Where a deceased Government servant or pensioner leaves behind more children than one, family pension shall first be payable to children below the age of twenty-five years, who fulfil the eligibility conditions for grant of family pension, in the order of their birth.

(e) The elder child shall be entitled to the family pension till he or she has attained the age of twenty-five years or has got married or remarried or has started earning his or her livelihood, whichever is the earliest and the younger of the children will be eligible for family pension after the elder next above him or her has attained the age of twenty-five years or has got married or remarried or has started earning his or her livelihood or has died.

(f) Where family pension is granted under this rule to a minor, it shall be payable to the minor through the guardian.

(g) Where the family pension is payable to twin children it shall be paid to such children in equal shares and when one such child ceases to be eligible, his or her share shall revert to the other child and when both of them cease to be eligible the family pension shall be payable to the next eligible single child or twin children.

(h) Where a deceased Government servant or pensioner is not survived by a son or daughter below the age of twenty-five years and eligible for family pension or where such son or daughter has died or has ceased to be eligible for family pension, the family pension shall be payable for life to a son or daughter who is suffering from any disorder or disability of mind including the mentally retarded or is physically disabled or suffering from any other disability referred to in the Rights of Persons with Disabilities Act, 2016 (49 of 2016) so as to render him or her unable to earn a living even after attaining the age of twenty-five years, subject to the following conditions, namely:

(i) the disability existed before the death of the Government servant or pensioner and his or her spouse;

(ii) if such son or daughter is one among two or more children of the Government servant, the family pension shall be initially payable to the children below the age of twenty-five years in the order set out in clause (d) until the last child attains the age of twenty-five and thereafter the family pension shall be resumed in favour of the son or daughter suffering from a disability referred to in clause (h) and shall be payable to him or her, for life;

(iii) if there are more than one such children suffering from a disability referred to in clause (e), the family pension shall be paid in the order of their birth and the younger of them will get the family pension only after the elder next above him or her ceases to be eligible or dies:

Provided that where the family pension is payable to such twin children it shall be paid in the manner set out in clause (d);

(iv) the family pension shall be paid to a son or daughter, who is suffering from any disorder or disability of mind including the mentally retarded, through the guardian as if he or she were a minor except in the case of the physically disabled son or daughter who has attained the age of majority;

(v) before allowing the family pension for life to any such son or daughter, the appointing authority shall satisfy that the disability is of such a nature so as to prevent him or her from earning his or her livelihood and the same shall be evidenced by a certificate obtained from,-

(A) an authority competent to issue disability certificate in accordance with the Rights of Persons with Disabilities Act, 2016 (49 of 2016), the Rights of Persons with Disabilities Rules, 2017 and the guidelines and notifications issued by the Central Government or a State Government or a Union territory administration; or

(B) a Medical Board comprising of a Medical Superintendent or a Principal or a Director or Head of the Institution or his nominee as Chairman and two other members, out of which at least one shall be a Specialist in the particular area of disability, setting out, as far as possible, the exact mental or physical condition of the child.
(vi) the person receiving the family pension as guardian of such son or daughter or such son or daughter not receiving the family pension through a guardian shall produce a certificate, from:-

(A) an authority competent to issue disability certificate in accordance with the Rights of Persons with Disabilities Act, 2016 (49 of 2016), the Rights of Persons with Disabilities Rules, 2017 and the guidelines and notifications issued by the Central Government or a State Government or a Union territory administration; or

(B) a Medical Board comprising of a Medical Superintendent or a Principal or a Director or Head of the Institution or his nominee as Chairman and two other members, out of which at least one shall be a Specialist in the particular area of disability including mental retardation,

once, if the disability is permanent and if the disability is temporary, once in every five years, to the effect that he or she continues to suffer from a disability referred to in clause (h);

(vii) in the case of a mentally retarded son or daughter, the family pension shall be payable to a person nominated by the Government servant or the pensioner, as the case may be, and in case no such nomination has been furnished to the Head of Office by such Government servant or pensioner during his lifetime, to the person nominated by the spouse of such Government servant or family pensioner, as the case may be, later on and the Guardianship Certificate issued under section 14 of the National Trust Act, 1999 (44 of 1999), by a local level Committee, shall also be accepted for nomination or appointment of guardian for grant of family pension in respect of the person suffering from Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities as indicated in the said Act;

(i) marriage by a child who is suffering from a disability referred to in clause (h) shall not render him or her ineligible for family pension under this sub-rule;

(j) Where a deceased Government servant or pensioner is not survived by a son or daughter eligible for family pension under clause (d) or clause (h) or if a son or daughter eligible for family pension under clause (d) or clause (h) dies or ceases to fulfil the eligibility conditions for family pension prescribed in those clauses, the family pension shall be granted or continued to be payable to an unmarried or widowed or divorced daughter beyond the age of twenty-five years for life or until she gets married or re-married or until she starts earning her livelihood, whichever is the earliest subject to the following conditions, namely:-

(i) the family pension shall be initially payable to the children in the order set out in clause (d) until the last child attains the age of twenty-five years;

(ii) there is no disabled child eligible to receive family pension in accordance with clause (e);

(iii) the unmarried or widowed or divorced daughter was dependant on her parent or parents when he or she or they were alive;

(iv) where a deceased Government servant or pensioner leaves behind more than one unmarried or widowed or divorced daughter beyond the age of twenty-five years, family pension shall first be payable to such daughter, who fulfil the eligibility conditions for grant of family pension under this sub-rule, in the order of their birth;

(v) the eldest daughter shall be entitled to the family pension till she has got married or remarried or has started earning her livelihood, whichever is earlier and the younger of the daughters will be eligible for family pension after the elder next above her has got married or remarried or has started earning his or her livelihood or has died;

(vi) in the case of widowed daughter, death of her husband and in the case of divorced daughter, her divorce took place during the lifetime of the Government servant or pensioner or his or her spouse:

Provided that the family pension shall be payable to a divorced daughter from the date of divorce if the divorce proceedings were filed in a competent court during the life time of the Government servant or pensioner or his or her spouse but the divorce took place after their death:

Provided further that if, consequent on the death of the Government servant or pensioner and his or her spouse, the family pension to any other eligible member of the family has become payable before the date of divorce of daughter, the family pension to such divorced daughter shall not commence before the aforesaid member of the family ceases to be eligible for family pension or dies;

(k) Where a deceased Government servant or pensioner leaves behind children from more than one widow or from a widow and a divorced wife or from a widow or a divorced wife and void or voidable marriage, the child or children who fulfil the eligibility conditions mentioned in this sub-rule shall be entitled to the share of family pension which their mother would have received at the time of the death of the Government servant or pensioner if she had been alive or if she had not been so divorced or if the marriage had not been void or voidable, as the case may be.

(l) Where there are more than one child from a widow or a divorced wife and void or voidable marriage, the share of family pension to such children shall be payable in the manner specified in this sub-rule.
(m) Where the share or shares of family pension payable to such a child or children ceasing to be payable, such share or shares, shall not lapse, but shall be payable to the child or children from other widow or divorced wife or void or voidable marriage, otherwise eligible, in equal shares, or if there is only one child, in full, to such child.

Explanation.- The expressions 'son' or 'daughter' will include a posthumous son or posthumous daughter, respectively.

(n) An unmarried son or an unmarried or widowed or divorced daughter, except a disabled son or daughter, shall become ineligible for family pension from the date he or she gets married or remarried.

(o) The family pension payable to a son or a daughter shall be stopped if he or she starts earning his or her livelihood.

(p) It shall be the duty of son or daughter or the guardian to furnish a certificate to the Pension Disbursing Authority once in a year that—

(i) he or she has not started earning his or her livelihood; and

(ii) he or she has not yet married or remarried and a similar certificate shall be furnished by the son or daughter suffering from a mental or physical disability to the Pension Disbursing Authority once in a year that he or she has not started earning his or her livelihood.

(10)(a) Where a deceased Government servant or pensioner is not survived by a widow or widower or a child eligible for family pension or if the widow or widower and all children cease to be eligible for family pension, the family pension at the rate specified in sub-rule (2) shall be payable to the parents for life, if the parents were dependent on the Government servant or pensioner immediately before his or her death.

(b) The family pension, wherever admissible to parents will be payable to the mother of the deceased Government servant or pensioner failing which to the father of the deceased Government servant or pensioner.

Explanation.- Parents shall be deemed to be dependent on the Government servant if their combined income is less than the minimum family pension under sub-rule (1) of this rule and the dearness relief admissible thereon.

(c) It shall be the duty of parents to furnish a certificate to the Pension Disbursing Authority once in a year that they have not started earning their livelihood and the family pension payable to parents shall be stopped if they start earning their livelihood.

(11)(a) Where a deceased Government servant or pensioner is not survived by a widow or widower or a child or parents eligible for family pension or if the widow or widower, children and parents of the Government servant or pensioner cease to be eligible for family pension, the family pension at the rate specified in sub-rule (2) shall be payable to the dependent siblings suffering from a mental or physical disability, of the Government servant or pensioner for life if the siblings were wholly dependent upon the Government servant or pensioner immediately before his or her death.

(b) Such a sibling shall be eligible for family pension for life in the same manner and subject to same eligibility conditions and following the same disability criteria, as laid down in clause (b) and clause (i) of sub-rule (9) in the case of son or daughter of a Government employee or pensioner suffering from any disability referred to in clause (b), so as to render him or her unable to earn a living even after attaining the age of twenty-five years:

Provided that the family pension to such sibling shall be payable if the disability existed before the death of the Government servant or pensioner.

Explanation.- A sibling suffering from a mental or physical disability shall be deemed to be dependent on the Government servant if his or her overall income from sources other than family pension is less than the entitled family pension under sub-clause (i) of clause (a) of sub-rule (2) of this rule and the dearness relief admissible thereon, payable on death of the Government servant/pensioner concerned.

(c) It shall be the duty of such a sibling to furnish a certificate to the Pension Disbursing Authority once in a year that he or she has not started earning his or her livelihood and the family pension payable to such a sibling shall be stopped if he or she starts earning his or her livelihood.

Explanation.- For the purpose of this rule—

(a) a member of the family, other than a child or a sibling, suffering from a mental or physical disability, shall be deemed to be earning his or her livelihood if his or her income from other sources is equal to or more than the minimum family pension under sub-rule (2) of this rule and the dearness relief admissible thereon.

(b) in the case of a child or a sibling suffering from a mental or physical disability shall be deemed to be not earning his or her livelihood, if his or her overall income from sources other than family pension is less than the entitled family pension under sub-clause (i) of clause (a) of sub-rule (2) of this rule and the dearness relief admissible thereon, payable on death of the Government servant or pensioner concerned.
(12)(a) The family pension admissible to a person consequent on death of a Government servant or pensioner shall not be considered as income for the purpose of determination of eligibility for a family pension under this rule consequent on death of another Government servant or pensioner, subject to the condition that the sum of both the family pensions shall not exceed the limits specified in sub-rule (13).

(b) (i) In order to decide the eligibility for family pension under this rule, a member of the family, other than the widow or widower of the deceased Government servant or pensioner, shall be required to submit, along with the claim for family pension, a copy of the last Income Tax Return filed by the said member of the family with the Income Tax Department.

(ii) In case the said member of the family informs that he or she has not filed the Income Tax Return with the Income Tax Department, he or she shall submit a certificate of income from a sub-divisional magistrate.

(iii) In case the member of the family is not able to submit either a copy of the Income Tax Return or a certificate of income from a sub-divisional magistrate, the Head of Office may rely on any other documents produced by the said member of the family in support of his or her claim regarding income and decide the eligibility of the said member of the family for family pension accordingly.

(c) A person, while claiming family pension on death of a Government servant or a pensioner or a family pensioner, shall indicate against the specific column in Form 10 whether or not he or she is already in receipt of a family pension in respect of another Government servant or pensioner and, if so, the amount of family pension being received by him or her.

(d) The Head of Office, while determining the amount of family pension payable to such person, shall take into account the information furnished by the claimant in this regard and ensure that the sum of family pensions payable to that person does not exceed the limits specified in sub-rule (13).

(13) In case, both wife and husband are Government servants and are governed by the provisions of this rule and one of them dies while in service or after retirement, the family pension in respect of the deceased shall become payable to the surviving husband or wife and in the event of the death of the husband or wife, the surviving child or children shall be granted the two family pensions in respect of the deceased parents, subject to the limits specified below, namely:-

(i) if the surviving child or children is or are eligible to draw two family pensions at the rate mentioned in sub-clause (ii) or sub-clause (iii) of clause (a) of sub-rule (2), the amount of both the family pensions shall be limited to one lakh twenty-five thousand rupees per mensem;

(ii) if one of the family pensions ceases to be payable at the rate mentioned in sub-clause (ii) or sub-clause (iii) of clause (a) of sub-rule (2), and in lieu thereof the family pension at the rate mentioned in sub-clause (i) of clause (a) of sub-rule (2) becomes payable, the amount of both the pensions shall also be limited to one lakh twenty-five thousand rupees per mensem;

(iii) if both the family pensions are payable at the rates mentioned in sub-clause (i) of clause (a) of sub-rule (2), the amount of two family pensions shall be limited to seventy-five thousand rupees per mensem.

(14)(a) A child of a Government servant or a pensioner, while claiming family pension on death of the said Government servant or pensioner, shall indicate against the specific column in Form 10 whether or not he or she is eligible for another family pension under this rule in respect of the other parent and, if so, the amount of family pension admissible to him or her from that source.

(b) The Head of Office, while determining the amount of family pension payable to such person, shall take into account the information furnished by the claimant in this regard and ensure that the sum of family pensions payable to that person in respect of both parents does not exceed the limits specified in sub-rule (13).

(c) If a person, who in the event of death of a Government servant while in service, is eligible to receive family pension under this rule, is charged with the offence of murdering the Government servant or for abetting in the commission of such an offence, the family pension shall not be paid to such a person till the conclusion of the criminal proceedings instituted against him.

(d) During the period the family pension is not paid to a person under clause (c), the family pension shall be paid to other eligible member of the family, if any, from the date following the date of death of the Government servant:

Provided that if the spouse of the Government servant is charged with the offence of murdering the Government servant or for abetting in the commission of such an offence and the other member of the family eligible for family pension is a minor child of the deceased Government servant, the family pension to such minor child shall be payable through a duly appointed guardian, and the mother or father of the minor child shall not act as guardian for the purpose of drawal of family pension.

(e) If on the conclusion of the criminal proceedings referred to in clause (c), the person concerned,-
(i) is convicted for the murder or abetting in the murder of the Government servant, such a person shall be debarred from receiving the family pension which shall be continued to be paid to other eligible member of the family, if any;

(ii) is acquitted of the charge of murder or abetting in the murder of the Government servant, the family pension shall become payable to such a person from the date of such acquittal and the family pension to other member of the family shall be discontinued from that date:

Provided that if there was no other eligible member of the family or the family pension ceased to be payable to the other eligible member of the family before the date of acquittal of the person concerned, the family pension shall be payable to such a person from the date following the date of death of the Government servant or from the date on which family pension ceased to be payable to the other eligible member of the family, as the case may be.

(f) The provisions of clause (e) to clause (e) shall also apply for the family pension becoming payable on the death of a Government servant after his retirement.

Explanation.—For the purpose of this sub-rule, the charge of murdering or abetting in the murder of Government servant will include the charge of abetting death by suicide.

15(a)(i) As soon as a Government servant enters Government service, he shall give details of his family in Form 4 to the Head of Office, which shall include all relevant details relating to spouse, all children, parents and disabled siblings (whether or not eligible for family pension).

(ii) If the Government servant has no family, he shall furnish the details in Form 4 as soon as he acquires a family.

(b) The Government servant shall communicate to the Head of Office any subsequent change in the size of his family, including the fact of marriage of his child.

(c) As and when the disability referred to in clause (b) of sub-rule (9) manifests itself in a child or dependant sibling which makes him or her unable to earn his or her living, the fact shall be brought to the notice of the Head of Office duly supported by a Medical Certificate from,-

(i) an authority competent to issue disability certificate in accordance with the Rights of Persons with Disabilities Act, 2016 (49 of 2016), the Rights of Persons with Disabilities Rules, 2017 and the guidelines and notifications issued by the Central Government or a State Government or a Union territory administration; or

(ii) a Medical Board comprising of a Medical Superintendent or a Principal or a Director or Head of the Institution or his nominee as Chairman and two other members, out of which at least one shall be a Specialist in the particular area of disability including mental retardation.

(d) (i) The Head of Office shall, on receipt of the said Form 4 verify that it has been properly filled by the Government servant in accordance with this rule and acknowledge receipt of the said Form 4 indicating the date of its receipt and get it pasted on the service book of the Government servant concerned and all further communications received from the Government servant in this behalf shall also be acknowledged by the Head of Office indicating the date of their receipt;

(ii) The Head of Office on receipt of communication from the Government servant regarding any change in the size of family shall have such a change incorporated in Form 4 under his signature and the fact regarding disability or change of marital status of a family member shall be indicated in the 'Remarks' column of Form 4;

(e) The Government servant shall submit the up to date details of the family in Form 4 again along with the pension papers, before retirement from Government service.

(f) Where a Government servant marries or remarries or a child is born to the Government servant after retirement, he shall give an intimation to this effect to the Head of Office in Form 5 along with a copy of the marriage certificate or birth certificate, as the case may be, from an authority competent to issue such certificate.

(g) Where the family of a Government servant undergoes a change after his retirement rendering a member of the family to be eligible for family pension on account of events such as birth of a child or disability of a child or sibling or divorce of a daughter or death of husband of a daughter, the retired Government servant or, if the Government servant has already died, his or her spouse or any other member of the family in receipt of the family pension, may give an intimation to this effect along with the supporting documents to the Head of Office and the Head of Office shall return a copy of the intimation acknowledging the receipt of the said intimation.

(h) The details of the following members of the family shall be included in Form 4,-

(i) Wife or husband, including a judicially separated wife or husband;
(ii) Son or daughter, whether or not eligible for family pension on the date of submission of Form 3 and the details of all children (including those from a deceased or divorced wife or from a void or voidable marriage);

(iii) Parents;

(iv) Disabled siblings.

(i) The claim of a member of the family of the deceased Government servant shall not be rejected on the ground that the details of such member of the family are not available in Form 4 or office records, if the Head of Office is otherwise satisfied about the eligibility of the member of the family for grant of family pension under these rules.

(16) Nothing contained in this rule shall apply to a re-employed Government servant who had retired from civil service or military service if, on such reemployment, he is not eligible for a pension or service gratuity under these rules.

51. **Entitlements of family of a missing Government servant or pensioner or family pensioner.**

(1)(a) In the case of a Government servant who goes missing, family pension shall be payable to a member or members of the family at a rate specified in sub-rule (2) of rule 50, and in the manner and subject to the eligibility conditions as applicable in the case of death of a Government servant during service.

(b) The family pension under clause (a) shall be payable from the date following the date up to which leave was sanctioned to the Government servant before he went missing or from the date up to which pay and allowances have been paid to the Government servant or from the date on which a report has been lodged with the concerned Police Station in the form of First Information Report or a Daily Diary Entry or a General Diary Entry, whichever is the latest.

(2)(a) In the case of a pensioner who goes missing, family pension shall be payable to an eligible member or members of the family at a rate specified in sub-rule (2) of rule 50, and in the manner and subject to the eligibility conditions as applicable in the case of death of a pensioner.

(b) The family pension under clause (a) shall be payable from the date following the date up to which pension has been paid to the pensioner who went missing or from the date on which a report was lodged with the concerned Police Station in the form of First Information Report or a Daily Diary Entry or a General Diary Entry, whichever is later.

(3)(a) In the case of a family pensioner who goes missing, family pension shall be payable to a member of the family who is eligible to receive the family pension after the death of the family pensioner, at a rate specified in sub-rule (2) of rule 50, and in the manner and subject to the eligibility conditions as applicable on death of a family pensioner.

(b) The family pension under clause (a) shall be payable from the date following the date up to which family pension has been paid to the family pensioner before he went missing or from the date on which a report was lodged with the concerned Police Station in the form of First Information Report or a Daily Diary Entry or a General Diary Entry, whichever is later.

(4) In the case of a Government servant who goes missing or a retired Government servant who goes missing without receiving the retirement gratuity admissible under sub-rule (1) of Rule 45, the amount of retirement gratuity shall be payable to a member or members of the family in the manner and subject to the conditions applicable in the case of a Government servant who dies after retirement without receiving the retirement gratuity.

(5)(a) Claims for payment of family pension and gratuity shall be submitted to the Head of Office by the member or members of the family eligible for family pension and nominees or members of family eligible to receive the amount of gratuity, after a report has been lodged with the concerned Police Station in the form of a First Information Report or a Daily Diary Entry or a General Diary Entry.

(b) The claims shall be accompanied by an Indemnity Bond in Format 8 along with a copy each of the report lodged with the concerned Police Station and the report obtained from the police to the effect that the Government servant or pensioner or family pensioner could not be traced so far despite all efforts made in that regard.

(6) In the case of a Government servant referred to in clause (a) of sub-rule (1), the pay for family pension and emoluments for retirement gratuity shall be determined in accordance with Explanation-1 below sub-rule (2) of rule 50 and sub-rule (6) of rule 45, respectively, based on the pay and emoluments on the last date on which he was on duty before he went missing or, if he was on leave, the date on which leave sanctioned to him expired.

(7) In the case of a retired Government servant referred to in sub-rule (4) the emoluments for the purpose of retirement gratuity shall be reckoned in accordance with sub-rule (6) of rule 45.

(8)(a) The payment of family pension (including the arrears of family pension for the period from the date specified in sub-rule (1) or sub-rule (2) or sub-rule (3), as the case may be, up to the date of commencement of payment of family pension) and the amount of gratuity shall not be made before the expiry of a period of six months from the date of lodging of report with the concerned Police Station:
Provided further that if the payment of gratuity is delayed and the delay is attributable to administrative lapses or reasons, interest shall be payable for the period of delay beyond a period of six months from the date of submission of claim and responsibility shall be fixed for such delayed payment of gratuity, in accordance with rule 65.

(b) In the case of a Government servant referred to in clause (a) of sub-rule (1), death gratuity shall become payable after the death of the Government servant is conclusively established or on expiry of a period of seven years from the date of lodging of the report with the police, whichever is earlier.

(c) The difference between the amount of death gratuity and retirement gratuity shall be paid to the person or persons eligible for payment of death gratuity in accordance with these rules, not later than three months from the date of submission of claim for difference between the amount of death gratuity and retirement gratuity.

(d) If the payment of difference between the amount of death gratuity and retirement gratuity is delayed and the delay is attributable to administrative lapses or reasons, interest shall be payable for the period of delay beyond a period of six months from the date of submission of claim for difference between the amount of death gratuity and retirement gratuity.

(9) In addition to the family pension and retirement gratuity, the family of the Government servant shall also be entitled to receive arrears of pay and allowances or leave salary, if any, cash equivalent to leave salary and amount available in the General Provident Fund Account of the Government servant in accordance with the rules as applicable to a Government servant who dies during service.

(10) Nothing in this rule shall apply in the case of a Government servant or a pensioner or a family pensioner who disappears and against whom allegation of fraud or embezzlement or any other crime is under investigation or who has been charged or convicted for such crimes.

(11) No payment under this rule shall be authorised to be paid to a person or persons other than a member or members of the family eligible to receive that payment.

CHAPTER IX
Dearness Relief

52. Dearness Relief on Pension and Family Pension.-(1) Relief against price rise may be granted to the pensioners, including the persons drawing compassionate allowance under rule 41 and family pensioners, in the form of dearness relief at such rates and subject to such conditions as the Central Government may specify from time to time.

(2) If a pensioner drawing pension or compassionate allowance under these rules is re-employed under the Central Government or State Government or a Corporation or Company or Body or Bank under them in India or abroad including permanent absorption or immediate absorption in such Corporation or Company or Body or Bank, he shall not be eligible to draw dearness relief on the pension or compassionate allowance during the period of such re-employment or permanent absorption or immediate absorption:

Provided that the dearness relief shall continue to be payable to a pensioner on re-employment or on permanent absorption or immediate absorption if,-

(i) before such re-employment, including permanent absorption or immediate absorption, he was not holding a post included or classified as Group 'A'; and

(ii) in accordance with the relevant rules or orders, his pay was fixed at the minimum of the scale of pay of the post in which he was so re-employed or absorbed and such minimum of the scale of pay was less than the pay which he was drawing immediately before his retirement or absorption; and

(iii) while fixing his pay in the post in which he was so re-employed or absorbed, the entire amount of pension sanctioned by the Central Government was ignored.

(3) For claiming dearness relief on pension or compassionate allowance, a pensioner who is re-employed, including permanent absorption or immediate absorption, under the Central or State Government or a Corporation or Company or Body or Bank under them in India or abroad, shall be required to obtain a certificate from the said Central or State Government Department or office or the Corporation or the Company or the Body or the Bank to the effect that,-

(i) the re-employed pensioner or absorbee pensioner was holding a civil post not included or classified as Group 'A' in the Central Government before such re-employment; and

(ii) the pay of the re-employed pensioner or absorbee pensioner was fixed at the minimum of the pay scale of the post in which he is so re-employed or absorbed and such minimum of the pay scale is less than the pay which the pensioner was drawing immediately before his retirement or absorption; and
(iii) the entire amount of pension or compassionate allowance sanctioned by the Central Government was ignored in fixation of the pay on re-employment or absorption and no part of the pension or compassionate allowance was taken into account in such fixation of pay in the pay scale of the post in which the pensioner is re-employed or absorbed.

(4) Nothing in sub-rule (2) or sub-rule (3) shall be applicable in the case of a family pensioner who is employed under the Central or State Government or a Corporation or Company or Body or Bank under them in India or abroad and is eligible to draw a family pension from the Government in respect of a deceased member of his family in accordance with rule 50 and such family pensioner shall continue to be eligible to draw dearness relief on family pension during the period of such employment in accordance with sub-rule (1).

CHAPTER X

Determination and authorisation of the amounts of pension and gratuity

53. Processing of pension cases in the online pension sanctioning system.- (1) Unless otherwise exempted by a general or special order of the Government, the pension case of a Government servant shall be processed through ‘Bhavishya’.

(2)(a) In the case of a department or office or person exempted from the purview of Bhavishya in accordance with sub-rule (1), the details or documents in respect of the person due to retire shall be transmitted in physical mode and his pension case shall be processed manually.

(b) In a case or cases where a particular action or activity cannot be performed under Bhavishya, such action or activity shall be performed manually.

54. Preparation of list of Government servants due for retirement.- (1) Every Head of Department shall have a list prepared by 15th day of every month, of all Government servants who are due to retire within the next fifteen months of that date.

(2) A copy of every such list shall be supplied to the Accounts Officer concerned before the last day of every month.

(3) In the case of a Government servant retiring for reasons other than by way of superannuation, the Head of Office shall inform the Accounts Officer concerned not later than ten days from the date of issue of order regarding retirement of Government servant.

55. Intimation to the Directorate of Estates regarding issue of "No Demand Certificate".- (1) Immediately after preparing the list of Government servants due to retire within the next fifteen months, the Head of Office shall obtain from each such Government servant, who was or is in occupation of a Government accommodation (hereinafter referred to as the allottee), the complete details regarding the Government accommodation, as prescribed by the Directorate of Estates and shall send these details to the Directorate of Estates, at least one year before the anticipated date of retirement of the Government servant for issuing a 'No demand certificate' in respect of the period preceding eight months of the retirement of the allottee.

(2) Immediately after the orders for retirement of a Government servant for reasons other than by way of superannuation, the Head of Office shall also obtain from such Government servant, the details regarding the Government accommodation held by him from time to time, if any.

(3) The Head of Office shall, within ten days of receipt of the details from the Government servant, send these details to the Directorate of Estates along with a copy of intimation sent by him to the Accounts Officer under sub-rule (3) of rule 54 for issuing a 'No demand certificate', if the Government servant concerned was or is an allottee of Government accommodation.

(4) A Government servant, referred to in sub-rule (1), if he is not in occupation of any residential accommodation and had also not been allotted any residential accommodation during his service, shall submit a declaration to the Head of Office to this effect one year before his retirement on superannuation.

(5) A Government servant, referred to in sub-rule (2), if he is not in occupation of any residential accommodation and had also not been allotted any residential accommodation during his service, shall submit a declaration to the Head of Office to this effect immediately after the competent authority has approved such retirement or the retirement has become effective, as the case may be.

(6) The Head of Office, after verification of the records, shall issue the 'No Demand Certificate' in respect of a Government servant referred to in sub-rule (4) and sub-rule (5). No separate 'No Demand Certificate' from the Directorate of Estates shall be necessary in such a case.

Explanation.- The term 'Directorate of Estates', wherever occurring in these rules, shall also include any other office or agency concerned with allotment and maintenance of accommodation for Government servants in a Department or office.
56. Preparation for processing of pension case.- Every Head of Office shall undertake the preparatory work for processing of pension case one year before the date on which a Government servant is due to retire on superannuation, or on the date on which he proceeds on leave preparatory to retirement, whichever is earlier.

57. Stages for the processing of pension case on superannuation.- (1) The Head of Office shall divide the period of preparatory work of one year referred to in Rule 56 in the following three stages, namely:-

(a) First Stage. — Verification of service,—

(i) the Head of Office shall go through the service book of the Government servant and satisfy himself as to whether the certificates of verification for the service subsequent to the service verified under rule 30 are recorded therein;

(ii) in respect of the unverified portion or portions of service, he shall verify the portion or portions of such service, as the case may be, based on pay bills, acquittance rolls or other relevant records, such as last pay certificate and pay slip for month of April (which shows verification of service for the previous financial year) and record necessary certificates in the service book;

(iii) If the service for any period is not capable of being verified in the manner specified in sub-clause (i) and sub-clause (ii), that period of service having been rendered by the Government servant in another office or Department, the Head of Office under which the Government servant is at present serving shall refer the said period of service to the Head of Office in which the Government servant is shown to have served during that period for the purpose of verification;

(iv) on receipt of communication referred to in sub-clause (iii), the Head of Office in that office or Department shall verify the portion or portions of such service, in the manner as specified in sub-clause (ii), and send necessary certificates to the referring Head of Office within two months from the date of receipt of such a reference:

Provided that in case a period of service is incapable of being verified, it shall be brought to the notice of the referring Head of Office simultaneously;

(v) if no response is received within the time referred to in the preceding sub-clause, such period or periods shall be deemed to qualify for pension;

(vi) if at any time thereafter, it is found that the Head of Office and other concerned authorities had failed to communicate any non-qualifying period of service, the Secretary of the Administrative Ministry or Department shall fix responsibility for such non-communication;

(vii) the process specified in sub-clauses (i), (ii), (iii), (iv) and (v) shall be completed eight months before the date of superannuation;

(viii) if any portion of service rendered by a Government servant is not capable of being verified in the manner specified in sub-clause (i) or sub-clause (ii) or sub-clause (iii) or sub-clause (iv) or sub-clause (v), the Government servant shall be asked to file a written statement on plain paper within a month, stating that he had in fact rendered service for that period, and shall, at the foot of the statement, make and subscribe to a declaration as to the truth of that statement;

(ix) the Head of Office shall, after taking into consideration the facts in the written statement referred to in sub-clause (viii) admit that portion of service as having been rendered for the purpose of calculating the pension of that Government servant; and

(x) if a Government servant is found to have given any incorrect information wilfully, which makes him or her entitled to any benefits which he or she is not otherwise entitled to, it shall be construed as a grave misconduct.

(b) Second Stage.- Making good the omissions in the service book.—

(i) the Head of Office while scrutinising the certificates of verification of service, shall also identify if there are any other omissions, imperfections or deficiencies which have a direct bearing on the determination of emoluments and the service qualifying for pension;

(ii) every effort shall be made to complete the verification of service, as specified in clause (a) and to make good the omissions, imperfections or deficiencies referred to in sub-clause (i);

(iii) any omission, imperfection or deficiency which is incapable of being made good and the periods of service about which the Government servant has submitted no statement and the portion of service shown as unverified in the service book which it has not been possible to verify in accordance with the procedure laid down in clause (a) shall be ignored and service qualifying for pension shall be determined on the basis of the entries in the service book;
(iv) for the purpose of calculation of emoluments and average emoluments, the Head of Office shall verify from the service book the correctness of the emoluments drawn or to be drawn during the last ten months of service;

(v) in order to ensure that the emoluments during the last ten months of service have been correctly shown in the service book, the Head of Office shall verify the correctness of emoluments only for the period of twenty-four months preceding the date of retirement of a Government servant, and not for any period prior to that date.

(c) Third Stage.- As soon as the second stage is completed, but not later than eight months prior to the date of retirement of the Government servant, the Head of Office shall—

(i) furnish to the retiring Government servant a certificate regarding the length of qualifying service proposed to be admitted for the purpose of pension and gratuity and also the emoluments and the average emoluments proposed to be reckoned for retirement gratuity and pension;

(ii) direct the retiring Government servant to furnish to the Head of Office the reasons for non-acceptance, supported by the relevant documents in support of his claim within two months if the certified service and emoluments as indicated by the Head of Office are not acceptable to him;

(iii) advise the retiring Government servant to submit Form 4 and Form 6 along with an undertaking to the Bank in Format 9, a common nomination form for arrears of pension and commuted value of pension in Form A appended to the Payment of Arrears of Pension (Nomination) Rules, 1983 and an option form for availing Fixed Medical Allowance or out-patient medical facility provided by the Government.

(2)(a) The Government servant shall submit to the Head of Office duly completed Form 4 and Form 6 along with an undertaking to the Bank in Format 9, a common nomination form for arrears of pension and commuted value of pension in Form A appended to the Payment of Arrears of Pension (Nomination) Rules, 1983 and an option form for availing Fixed Medical Allowance or out-patient medical facility provided by the Government, not later than six months prior to his date of retirement.

(b) The Government servant shall also apply in Form 6, if he so desires, for commutation of a percentage of pension in accordance with the Central Civil Services (Commutation of Pension) Rules, 1981.

(3)(a) Where the Head of Office is satisfied that the Government servant is not in a position to submit the forms referred to in sub-rule (2) on account of any bodily or mental infirmity, the Head of Office may allow the spouse of the Government servant or, in the absence of the spouse, the member of the family eligible to receive family pension on death of Government servant, to submit Form 4 and Form 6.

(b) If there is no member of the family eligible to receive family pension on death of Government servant, a member of the family in whose favour a nomination was made by the Government servant for payment of gratuity, may be allowed to submit Form 4 and Form 6:

Provided that where the said forms are submitted by the spouse or any other member of the family, the Government servant shall not be entitled to the benefit of commutation of a percentage of pension until he himself subsequently applies for such commutation in accordance with the Central Civil Services (Commutation of Pension) Rules, 1981.

58. Submission of forms by Government servant retiring for reasons other than superannuation.— (1) A Government servant, who is retiring or has retired for reasons other than superannuation, shall submit to the Head of Office duly completed Form 4 and Form 6 along with an undertaking to the Bank in Format 9, a common nomination form for arrears of pension and commuted value of pension in Form A appended to the Payment of Arrears of Pension (Nomination) Rules, 1983 and an option form for availing Fixed Medical Allowance or out-patient medical facility provided by the Government, immediately after the competent authority has approved such retirement or the retirement has become effective, as the case may be.

(2)(a) Where the Head of Office is satisfied that the Government servant is not in a position to submit the forms referred to in sub-rule (1) on account of any bodily or mental infirmity, the Head of Office may allow the spouse of the Government servant or, in the absence of the spouse, any other member of the family eligible to receive family pension on death of Government servant, to submit Form 4 and Form 6.

(b) If there is no member of the family eligible to receive family pension on death of Government servant, a member of the family in whose favour a nomination was made by the Government servant for payment of gratuity, may be allowed to submit Form 4 and Form 6:

Provided that where the forms are submitted by the spouse or any other member of the family, the Government servant shall not be entitled to the benefit of commutation of a percentage of pension until he himself subsequently applies for such commutation in accordance with the Central Civil Services (Commutation of Pension) Rules, 1981.
59. **Completion of pension case.**—(1) In cases under rule 57, the Head of Office shall complete Part I of Form 7 along with the check list and the pension calculation sheet not later than four months before the date of retirement of a Government servant. In cases under rule 58, the Head of Office shall complete Part I of Form 7 along with the check list and the pension calculation sheet within two months after submission of Form 4 and Form 6 by a Government servant or his or her spouse or member of his or her family, as the case may be.

(2) In the case of a Government servant who has died after retirement and in respect of whom Forms referred to in rule 57 or rule 58 have not been submitted, action shall be taken in accordance with sub-rule (5) of rule 80.

60. **Forwarding of pension case to Accounts Officer.**—(1) After complying with the requirement of rules 57, 58 and 59, the Head of Office shall forward the pension case to the Accounts Officer and shall also send to the Accounts Officer—

(i) copies of Form 4, Form 6 and an undertaking to the Bank in Format 9, signed and submitted by the Government servant;

(ii) copies of Form 7 (including the check list and the pension calculation sheet) and the covering letter in Format 10, and

(iii) duly completed and up-to-date service book of the Government servant along with any other documents relied upon for the verification of service.

(2) The particulars of the Government dues referred to in rule 67 ascertained and assessed by the Head of Office and the amount to be withheld, if any, as per the intimation of Directorate of Estates under sub-rule (5) of rule 68 shall also be furnished to the Accounts Officer in Format 10 so that the dues are recovered out of the gratuity before its payment is authorised.

(3) The Head of Office shall retain a copy of each of the Forms referred to in sub-rule (1) and sub-rule (2) for his records.

(4) The pension case and the papers referred to in sub-rule (1) and sub-rule (2) shall be forwarded to the Accounts Officer not later than four months before the date of superannuation of a Government servant and in cases other than retirement on superannuation not later than two months after the date of submission of Form 4 and Form 6.

61. **Intimation to Accounts Officer regarding any event having bearing on pension or any Government dues.**—(1) If, after the pension case and pension papers have been forwarded to the Accounts Officer under rule 60, any event occurs which has a bearing on the amount of pension admissible, the fact shall be promptly reported to the Accounts Officer by the Head of Office.

(2) If, after the particulars of Government dues have been intimated to the Accounts Officer under sub-rule (2) of rule 60, any additional Government dues come to the notice of the Head of Office, such dues shall be promptly reported to the Accounts Officer.

62. **Provisional pension for reasons other than Departmental or Judicial proceedings.**—(1) Where, in a case of retirement on superannuation, after a Government servant or his or her spouse or a member of his or her family, as the case may be, has submitted the Forms in accordance with sub-rule (2) or sub-rule (3) of rule 57 but,—

(i) in spite of following the procedure laid down in rule 57, it is not possible for the Head of Office to forward the pension case and pension papers referred to in rule 60 to the Accounts Officer within the period specified in sub-rule (4) of that rule; or

(ii) the pension case and pension papers forwarded to the Accounts Officer have been returned by the Accounts Officer to the Head of Office for eliciting further information before issuing pension payment order and order for the payment of gratuity,

and the Government servant is likely to retire before his pension and gratuity or both can be finally assessed and settled in accordance with the provisions of these rules, the Head of Office shall rely upon such information as may be available in the official records and shall determine the amount of provisional pension and the amount of provisional retirement gratuity.

(2) In a case of retirement otherwise than on superannuation, on receipt of Forms from Government servant or his or her spouse or a member of his or her family in accordance with sub-rule (1) or sub-rule (2) of rule 58, the Head of Office shall rely upon such information as may be available in the official records and shall determine the amount of provisional pension and the amount of provisional retirement gratuity.

(3) Where the amount of pension and gratuity cannot be determined for reasons other than the departmental or judicial proceedings and a provisional pension and provisional gratuity is required to be sanctioned in accordance with sub-rule (1) or sub-rule (2), the Head of Office shall do the following, namely:—

(a) issue a letter of sanction addressed to the Government servant endorsing a copy thereof to the Accounts Officer authorising,—
(i) 100 per cent. of pension as provisional pension from the date following the date of retirement; and
(ii) 100 per cent. of the gratuity as provisional gratuity withholding ten per cent of gratuity.

(b) specify in the letter of sanction, the amount recoverable from the gratuity as assessed under rule 67 and after issuing the letter of sanction referred to in clause (a), the Head of Office shall draw --

(i) the amount of provisional pension; and
(ii) the amount of provisional gratuity after deducting therefrom the amount specified in sub-clause (ii) of clause (a) and the dues, if any, specified in rule 68, in the same manner as pay and allowances of the establishment are drawn by him.

(4) A sanction for provisional pension under sub-rule (3) shall be issued not later than ten days after the date of retirement of Government servant in cases covered under sub-rule (1) and within one month from the date of submission of forms in cases covered under sub-rule (2).

(5) The amount of provisional pension and gratuity payable under sub-rule (2) or sub-rule (3) shall, if necessary, be revised on the completion of the detailed scrutiny of the records.

(6)(a) The payment of provisional pension shall not continue beyond the period of six months from the date of retirement of a Government servant or from the date of submission of Form 4 and Form 6 by the Government servant, whichever is later, and if the amount of final pension and the amount of final gratuity had been determined by the Head of Office in consultation with the Accounts Officer before the expiry of the said period of six months, the Accounts Officer shall --

(i) issue the pension payment order; and
(ii) direct the Head of Office to draw and disburse the difference between the final amount of gratuity and the amount of provisional gratuity paid under sub-clause (ii) of clause (b) of sub-rule (3) after adjusting the Government dues, if any, which may have come to notice after the payment of provisional gratuity.

(b) If the amount of provisional pension disbursed to a Government servant under sub-rule (3) is, on its final assessment, found to be in excess of the final pension assessed by the Accounts Officer, it shall be open to the Accounts Officer to adjust the excess amount of pension out of gratuity withheld under sub-clause (ii) of clause (a) of sub-rule (3) or recover the excess amount of pension in instalments by making short payments of the pension payable in future.

(c)(i) If the amount of final gratuity disbursed by the Head of Office under sub-rule (3) is more than the amount finally assessed, the retired Government servant shall not be required to refund the excess amount actually disbursed to him.

(ii) The Head of Office shall ensure that chances of disbursing the amount of gratuity in excess of the amount finally assessed are minimized and the officials responsible for the excess payment shall be accountable for the overpayment.

(7) If the final amount of pension and gratuity have not been determined by the Head of Office in consultation with the Accounts Officer within a period of six months referred to in clause (a) of sub-rule (6), the Accounts Officer shall treat the provisional pension and gratuity as final and issue pension payment order immediately on the expiry of the period of six months.

(8) As soon as the pension payment order has been issued by the Accounts Officer under clause (a) of sub-rule (6) or sub-rule (7), the Head of Office shall release the amount of withheld gratuity under sub-clause (ii) of clause (a) of sub-rule (3) to the retired Government servant after adjusting Government dues which may have come to notice after the payment of provisional gratuity under sub-clause (ii) of clause (b) of sub-rule (3).

(9) If a Government servant is or was an allottee of Government accommodation, the withheld amount should be paid on receipt of 'No Demand Certificate' from the Directorate of Estates.

(10) It shall be the responsibility of the Head of Office to ensure that in cases where there is a delay in issue of Pension Payment Order, a provisional pension and provisional gratuity is sanctioned in accordance with this rule.

63. Authorisation of pension and gratuity by the Accounts Officer.- (1)(a) On receipt of pension case and pension papers referred to in rule 60, the Accounts Officer shall apply the requisite checks, record the account encahoot in Part II of Form 7 and assess the amount of pension, family pension and gratuity and issue the pension payment order not later than two months in advance of the date of the retirement of a Government servant on attaining the age of superannuation.

(b) In the cases of retirement otherwise than on attaining the age of superannuation, the Accounts Officer shall apply the requisite checks, complete Part II of Form 7, assess the amount of pension, family pension and gratuity, assess dues and issue the pension payment order within forty five days of the date of receipt of pension papers from the Head of Office.
(c) While applying the requisite checks, the Accounts Officer shall verify the correctness of emoluments only for the period of twenty-four months preceding the date of retirement of a Government servant, and not for any period prior to that date.

(d) The Accounts Officer shall indicate in the Pension Payment Order, the name of the spouse of the Government servant, if alive, as family pensioner:

Provided that in the case of a Government servant whose family includes more than one wife who is alive, the Accounts Officer shall indicate, in the Pension Payment Order, the names of all the wives with their respective share in the family pension:

Provided further that in the case of a Government servant whose family includes a wife, who is alive, and a child or children from a wife who is not alive or from a divorced wife or from a void or voidable marriage, the Accounts Officer shall indicate, in the Pension Payment Order, only the name of wife who is alive with her share in the family pension, then on death of the pensioner, the share of family pension indicated in the Pension Payment Order shall initially become payable to the surviving widow and on receipt of a communication from the Head of Office, the Accounts Officer shall issue a revised Pension Payment Authority, indicating the names of all the members of family who are eligible for family pension on the date of death of the pensioner with their respective share in the family pension, in accordance with rule 50.

(e) The Accounts Officer shall also indicate in the Pension Payment Order, the names of the permanently disabled child or children and dependent parents and disabled siblings as family pensioners if there is no other member of family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.

(f) On receipt of a written communication from the Head of Office on an application in Form 8 from an existing pensioner or family pensioner, the Accounts Officer shall also indicate in the Pension Payment Order, the names of the permanently disabled child or children and dependent parents and disabled siblings as family pensioners if there is no other member of family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.

(g) Where an intimation regarding marriage or remarriage after retirement has been received from a retired Government servant in accordance with clause (f) of sub-rule (15) of Rule 50, the Head of Office, after due verification, forward the papers to the Account Officer and the Account Officer shall take the said intimation on record and, if there is no child or children from an earlier marriage or if the child or children from an earlier marriage are not eligible for family pension, issue a Revised Pension Payment Authority including the name of such spouse as family pensioner in the pension payment order.

(h) The Pension Disbursing Authority shall commence disbursement of family pension, as authorized in the Pension Payment Order, to the members of family referred to in clause (e), (d), (e) or (f), in accordance with the provisions of rule 79 and in the order indicated in rule 50.

(2) The amount of gratuity as determined by the Accounts Officer under Clause (a) of sub-rule (1) shall be intimated to the Head of Office with the remarks that the amount of the gratuity may be drawn and disbursed by the Head of Office to the retired Government servant after adjusting the Government dues, if any, referred to in rule 67 and the amount to be withheld, if any, as per the intimation of Directorate of Estates under sub-rule (5) of rule 68.

(3) The amount of gratuity withheld under sub-rule (5) of rule 68 shall be adjusted by the Head of Office against the outstanding licence fee intimated by the Directorate of Estates and the balance, if any, refunded to the retired Government servant.

(4)(a) The Accounts Officer shall forward a copy of the Pension Payment Order or the Revised Pension Payment Authority issued under this rule along with the undertaking in Form 9 to the Central Pension Accounting Office, not later than two months from the date of receipt of pension papers from the Head of Office, for issuing a Special Seal of Authority.

(b) The Central Pension Accounting Office shall issue the Special Seal of Authority and forward the same to the Pension Disbursing Authority along with the copy of the Pension Payment Order or the Revised Pension Payment Authority issued by the Accounts Officer and the undertaking in Form 9, not later than twenty one days from the date of receipt of the Pension Payment Order or the Revised Pension Payment Authority from the Accounts Officer, in accordance with the orders issued by the Controller General of Accounts.

(c) The Pension Disbursing Authority shall take action to disburse the pension to the retired Government servant on the date on which it becomes due, in accordance with the orders issued by the Controller General of Accounts and Central Pension Accounting Office.

(5)(a) In case, any departmental or judicial proceedings are pending against the Government servant, a provisional pension as provided in sub-rule (5) of rule 8 shall be authorised by the Accounts Officer and no gratuity shall be paid to the Government servant until the conclusion of the departmental or judicial proceedings and issue of final orders
thereon and after the conclusion of departmental or judicial proceedings and issue of final orders thereon, the Head of Office shall forward the copy of final orders passed by the competent authority along with the details in Form 7-A, not later than thirty days from the date of issue of the said orders.

(b) On receipt of the copy of final orders passed by the competent authority and the details in Form 7-A from the Head of Office, the Accounts Officer shall take further action to authorise the final pension to the retired Government servant in accordance with the orders passed by the competent authority in regard to the departmental or judicial proceedings thirty days of the date of receipt of the said Form 7-A.

64. Government servants on deputation.— (1) In the case of Government servant who retires while on deputation to another Central Government Department, action to authorise pension and gratuity in accordance with the provisions of these rules shall be taken by the Head of Office of the borrowing Department.

(2) If, a Government servant retires from service, while on deputation to a State Government or while on Foreign Service, action to authorise pension and gratuity in accordance with the provisions of these rules shall be taken by the Head of Office or the Cadre authority which sanctioned deputation to the State Government or to foreign service.

65. Interest on delayed payment of gratuity, pension and family pension.— (1) In all cases where provisional pension or provisional family pension or provisional gratuity has not been sanctioned in accordance with these rules or where the payment of pension or family pension or gratuity has been authorised later than the date when its payment becomes due, including in the cases of retirement otherwise than on superannuation, and it is clearly established that the delay in payment was attributable to administrative reasons or lapses, interest shall be paid on arrears of pension or family pension or gratuity at the rate and in the manner as applicable to General Provident Fund in accordance with the instructions issued from time to time:

Provided that no interest under this sub-rule shall be payable if the delay in payment was caused on account of failure on the part of the Government servant or the pensioner or the member of the family of the Government servant to comply with the procedure laid down by the Government for processing the pension or family pension case.

(2) Every case of delayed payment of pension or family pension or gratuity (including provisional pension or family pension or gratuity) in respect of employees of a Ministry or Department and the employees of its attached and subordinate offices shall be considered by the Secretary of that Ministry or Department or any other officer, not below the level of Joint Secretary to the Government of India, authorised by him for this purpose, and where the Secretary or the officer authorised by him is satisfied that the delay in the payment of pension or family pension or gratuity was caused on account of administrative reasons or lapse, the said Secretary or the officer authorised by him shall sanction payment of interest.

(3)(a) The administrative Ministry or the Department or the office shall issue sanction for the payment of interest after the Secretary or the officer authorised by him has sanctioned the payment of interest under sub-rule (2).

(b) The payment of interest on delayed payment of gratuity or pension or family pension shall be paid within two months from the date on which payment of interest has been sanctioned by Secretary or the officer authorised by him.

(4) In all cases where the payment of interest has been sanctioned by the Secretary of the administrative Ministry or the Department or the officer authorised by him, such Ministry or the Department or Office shall fix the responsibility and take disciplinary action against the Government servant or servants who are found responsible for the delay in the payment of gratuity or pension or family pension on account of administrative lapses:

Provided that payment of interest under sub-rule (3) shall be made without waiting for the outcome of the disciplinary proceedings, if any.

(5) Without prejudice to the generality of the provisions of sub-rule (1), the period for which interest shall be payable for the delay in payment of pension or gratuity shall be determined in the following manner, namely:-

(a) In the case of a Government servant who retires on superannuation, interest shall be payable from the date following the date of expiry of a period of three months from the date of retirement, up to the date of payment of arrears of pension or gratuity or both;

(b) In the case of a Government servant who retires other than on superannuation or is absorbed in a public sector undertaking or an autonomous body or dies during service or after retirement, interest shall be payable from the date following the date of expiry of a period of three months from the date of retirement or absorption or death, as the case may be, up to the date of payment of arrears of pension or gratuity;

(c) In the case of a Government servant to whom provisional pension was paid and retirement gratuity was not paid on retirement in accordance with clause (c) of sub-rule (4) of rule 8 on account of departmental or judicial proceedings pending against him on the date of retirement and who is exonerated of all charges on conclusion of such departmental or judicial proceedings, interest shall be payable on retirement gratuity and arrears of pension, if any, from the date following the date of expiry of a period of three months from the date of retirement up to the date of payment of arrears of pension and gratuity;
(d) In the case of a Government servant to whom provisional pension was paid and retirement gratuity was not paid on retirement in accordance with clause (c) of sub-rule (5) of rule 8 on account of departmental or judicial proceedings pending against him on the date of retirement and despite him not having been fully exonerated of all charges on conclusion of such departmental or judicial proceedings, the competent authority decides to allow payment of pension and retirement gratuity, either in full or in part, interest shall be payable on retirement gratuity and arrears of pension, if any, from the date of expiry of a period of three months from the date on which the order for payment of pension and gratuity is issued by the competent authority up to the date of payment of pension and gratuity.

(c) In the case of a Government servant to whom provisional pension was paid and gratuity was not paid on retirement in accordance with clause (c) of sub-rule (5) of rule 8 on account of departmental or judicial proceedings pending against him on the date of retirement and such departmental or judicial proceedings are dropped consequent on his death, interest shall be payable on arrears of pension, family pension and gratuity from the date of expiry of a period of three months from the date of death up to the date of payment of such arrears of pension, family pension and gratuity.

(f) Where arrears of pension or gratuity become payable to a Government servant on account of enhancement of the amount of pension authorised or the amount of gratuity paid on retirement consequent on retrospective revision of emoluments or liberalisation in the provisions relating to grant of pension or gratuity, interest shall be payable on arrears of pension or gratuity to the Government servant from the date of expiry of a period of three months from the date of issue of the order revising the emoluments or liberalising the provisions relating to grant of pension or gratuity, as the case may be, up to the date of payment of arrears of pension or gratuity.

66. Revision of pension after authorisation.-(1) The pension authorised under rule 44 and family pension authorised under rule 50 may be revised by the Government in accordance with any general order issued in implementation of decisions taken on the recommendations of the Central Pay Commissions, or otherwise, and the pension or family pension so revised shall thereafter be the basic pension or basic family pension for grant of additional pension under sub-rule (5) of rule 44 or additional family pension under sub-rule (3) of rule 50 or dearness relief under rule 52.

(2) Subject to the provisions of rule 7 and rule 8, pension or family pension once authorised after final assessment or revised under sub-rule (1) shall not be revised to the disadvantage of the Government servant, unless such revision becomes necessary on account of detection of a clerical error subsequently:

Provided that no revision of pension or family pension to the disadvantage of the pensioner or family pensioner shall be ordered without the concurrence of the Department of Pension and Pensioners’ Welfare if the clerical error is detected after a period of two years from the date of authorisation or revision of pension or family pension.

(3) The question whether the revision has become necessary on account of a clerical error or not shall be decided by the administrative Ministry or Department.

(4) If, consequent on revision of pension or family pension under sub-rule (2), an excess payment of pension or family pension is found to have been made to the pensioner or family pensioner and if such excess payment is not on account of any misrepresentation of facts by the pensioner or family pensioner, the administrative Ministry or Department shall examine in consultation with the Ministry of Finance (Department of Expenditure) whether or not recovery of such excess payment can be waived off and issue appropriate orders in accordance with the relevant rules and instructions in this regard.

(5) Where the administrative Ministry or Department decides not to waive off the excess payment of pension or family pension, the retired Government servant concerned or family pensioner shall be served with a notice by the Head of Office requiring him to refund the excess payment of pension within a period of two months from the date of receipt of notice by him.

(6) In case the Government servant fails to comply with the notice, the Head of Office shall, by order in writing, direct that such excess payment shall be adjusted in instalments by short payments of pension in future, in one or more instalments, as the Head of Office may direct.

67. Recovery and adjustment of Government dues.- (1) It shall be the duty of the Head of Office to ascertain and assess Government dues payable by a Government servant due for retirement on superannuation and by the Government servant who has retired or is retiring otherwise than on attaining the age of superannuation.

(2) The Government dues as ascertained and assessed by the Head of Office which remain outstanding till the date of retirement of the Government servant, shall be adjusted against the amount of the retirement gratuity becoming payable.

Explanation.- The expression ‘Government dues’ includes—

(a) dues pertaining to Government accommodation including arrears of licence fee as well as damages (for the occupation of the Government accommodation beyond the permissible period after the date of retirement of the allottee, subletting, unauthorised occupation, transfer to an ineligible office, etc.) and dues or arrears in respect of electricity, water and PNG charge, if any;
(b) dues other than those pertaining to Government accommodation, namely, balance of house building or conveyance or any other advance, overpayment of pay and allowances or leave salary and arrears of income tax deductible at source under the Income Tax Act, 1961 (43 of 1961).

(3) Only the Government dues as referred to in sub-rule (2) shall be adjusted against the amount of retirement gratuity payable to the retired Government servant and any other dues which are not Government dues in terms of sub-rule (2) shall not be recoverable from the amount of retirement gratuity.

68. Adjustment and recovery of dues pertaining to Government accommodation.—(1)(a) In the case of a Government servant who is due for retirement on superannuation, the Directorate of Estates, on receipt of intimation and details from the Head of Office under sub-rule (1) of rule 55 for issue of a No Demand Certificate, shall scrutinise its records and inform the Head of Office within two months, if any licence fee was recoverable from the Government servant in respect of the period prior to eight months of his retirement.

(b) In the case of a Government servant who has retired or is retiring otherwise than on attaining the age of superannuation, the Directorate of Estates shall inform the Head of Office within one month from the date of receipt of intimation and details from Head of Office under sub-rule (2) of rule 55, if any licence fee was recoverable from the Government servant up to the date of retirement.

(c) If no intimation in regard to recovery of outstanding licence fee is received by the Head of Office by the stipulated date, it shall be presumed that no licence fee was recoverable from the allottee in respect of the period preceding eight months of the date of his superannuation or up to the date of retirement in other cases.

(2) In the case of retirement on superannuation, the Head of Office shall ensure that licence fee for the next eight months, that is, up to the date of retirement of the allottee, is recovered every month from the pay and allowances of the allottee.

(3) Where the Directorate of Estates intimates the amount of licence fee recoverable in respect of the period mentioned in sub-rule (1), the Head of Office shall ensure that outstanding licence fee is recovered in instalments from the current pay and allowances of the allottee and where the entire amount is not recovered from the pay and allowances, the balance shall be recovered out of the gratuity before its payment is authorised.

(4) The Directorate of Estates shall also inform the Head of Office the amount of licence fee for the retention of Government accommodation for the permissible period beyond the date of retirement of the allottee and the Head of Office shall adjust the amount of that licence fee from the amount of the gratuity together with the unrecovered licence fee, if any, mentioned in sub-rule (3).

(5) If in any particular case, it is not possible for the Directorate of Estates to determine the outstanding licence fee, that Directorate shall inform the Head of Office that ten per cent of the gratuity may be withheld pending receipt of further information.

(6) The recovery of licence fee (where it is not possible for the Directorate of Estates to determine the outstanding licence fee as well as damages (for occupation of the Government accommodation beyond the permissible period after the date of retirement of allottee) shall be the responsibility of the Directorate of Estates and the withheld amount of gratuity which is required to be refunded after adjusting the arrears of licence fee and damages, if any, payable by the allottee till the date of issue of No Demand Certificate or the date of expiry of the period of fourteen days from the date of application for No demand certificate, whichever is earlier.

(7)(a) The Directorate of Estates shall ensure the No Demand Certificate shall be given to the Government servant within a period of fourteen days from the date of submission of application for the said certificate after actual vacation of the Government accommodation.

(b) If the Directorate of Estates fails to issue the No Demand Certificate within fourteen days from the date of the application, the allottee shall be entitled to payment of interest (as per the rate and manner applicable to General Provident Fund deposit determined from time to time by the Government of India) on the excess withheld amount of gratuity which is required to be refunded after adjusting the arrears of licence fee and damages, if any, payable by the allottee till the date of issue of No Demand Certificate or the date of expiry of the period of fourteen days from the date of application for No demand certificate, whichever is earlier.

(c) The interest shall be payable by the Directorate of Estates through the concerned Account Officer of the retired Government servant from the date of application for the said certificate after vacation of the Government accommodation, up to the date of refund of excess withheld amount of gratuity.

(8) If after adjustment from the withheld amount of gratuity, if any, mentioned under sub-rule (5), or if no amount of gratuity was withheld under sub-rule (5), any amount on account of licence fee or damages (for overstay or unauthorized occupation or subletting or transfer to an ineligible office etc.) or dues on account of electricity, water or PNG charges, remaining unpaid, may be ordered by the Directorate of Estates to be recovered through the concerned Account Officer from the dearness relief without the consent of the pensioner and in such case no dearness relief shall be disbursed until full recovery of such dues has been made.
Explanation.- For the purpose of this rule, the licence fee shall also include any other charges payable by the allottee for any damage or loss caused by him to the accommodation or its fittings.

69. Adjustment and recovery of dues other than dues pertaining to Government accommodation.- (1) For the dues other than the dues pertaining to occupation of Government accommodation as referred to in clause (b) of sub-rule (2) of rule 67, the Head of Office shall take steps to assess the dues one year before the date on which a Government servant is due to retire on superannuation or on the date on which he proceeds on leave preparatory to retirement, whichever is earlier, or in the case of retirement other than on superannuation.

(2) The assessment of Government dues referred to in sub-rule (1) shall be completed by the Head of Office eight months prior to the date of retirement of the Government servant, in the case of retirement on superannuation, and within thirty days after the date of retirement in the case of retirement otherwise than on superannuation.

(3) The dues as assessed under sub-rule (2) including those dues which come to notice subsequently and which remain outstanding till the date of retirement of the Government servant, shall be adjusted against the amount of retirement gratuity becoming payable to the Government servant on his retirement.

70. Date of retirement to be notified.- (1) When a Government servant retires from service,—

(a) a notification in the Official Gazette in the case of a Gazetted Government servant; or

(b) an office order in the case of a non-gazetted Government servant,

shall be issued specifying the date of retirement within a week of such date and a copy of every such notification or office order, as the case may be, shall be forwarded immediately to the Accounts Officer:

Provided that where a notification in the Official Gazette or an office order, as the case may be, regarding the grant of leave preparatory to retirement to a Government servant is issued, a further notification or office order that the Government servant has actually retired on the expiry of such leave shall not be necessary unless the leave is curtailed and the retirement is for any reason ante-dated or postponed.

(2) Unless specific orders for extension of service are issued by the competent authority, the Government servant shall be deemed to have retired from service on the date on which he attains the age of superannuation and failure on the part of the office to issue a notification or office order under sub-rule (1) shall not make the Government servant entitled to continue in service beyond the date of superannuation.

CHAPTER XI

Determination and authorisation of the amounts of family pension and gratuity in respect of a Government servant who dies or goes missing while in service

71. Obtaining of claims for family pension and gratuity.- (1) Where the Head of Office has received an intimation or information about the death of a Government servant while in service, he shall ascertain whether any death gratuity or family pension or both is or are payable in respect of the deceased Government servant.

(2)(a) Where the family of the deceased Government servant is eligible for the death gratuity under rule 45, the Head of Office shall ascertain,—

(i) if the deceased Government servant had nominated any person or persons to receive the gratuity; and

(ii) if the deceased Government servant had not made any nomination or the nomination made does not subsist, the person or persons to whom the gratuity may be payable.

(b) The Head of Office shall then, address the persons concerned in Format 11 and send the letters to those persons for making a claim for gratuity in Form 9.

(3) Where the family of the deceased Government servant is eligible for family pension under rule 50, the Head of Office shall address the eligible member of the family or the guardian, as the case may be, in Format 12 for making a claim for family pension in Form 10 and to submit an undertaking to the Bank in Format 9.

(4)(a) If on the date of death, the Government servant was an allottee of Government accommodation, the dues pertaining to outstanding licence fee payable in respect of the period before the date of death of the Government servant shall stand waived off.

(b) Any dues relating to damages in respect of the Government accommodation shall be recovered from the death gratuity payable to the family and if the Government accommodation is retained by the family of the deceased Government servant, the licence fee for the month in which the Government servant has died and the first three months thereafter, shall not be recovered from the family.
(e) The Head of Office shall address the Directorate of Estates within seven days of the date of receipt of
intimation or information of death of a Government servant for the issue of "No Demand Certificate" in accordance
with the provisions of sub-rule (1) of rule 77.

(5) Where the Head of Office has received an intimation that a Government servant has gone missing, he shall
ascertain whether any gratuity or family pension or both is or are payable in respect of the missing Government
servant in accordance with sub-rule (1) of rule 51 and sub-rule (4) of rule 51.

(6)(a) In the case of a missing Government servant, the Head of Office shall take action in accordance with sub-rule
(2) and sub-rule (3) in respect of the missing Government servant and shall address the member of the family eligible
to receive the amount of gratuity in Form 11 advising him or her for making a claim for gratuity in Form 9.

(b) The Head of Office shall also address the eligible member of the family or the guardian, as the case may be, in
Format 12 for making a claim for family pension in Form 10.

(c) The Head of Office shall inform the eligible members of the family that claims for payment of family pension
and gratuity shall be submitted to the Head of Office after a report has been lodged with the concerned Police Station
in the form of a First Information Report or a Daily Diary Entry or a General Diary Entry and a report has been
obtained from the police to the effect that the Government servant could not be traced so far despite all efforts made in
that regard.

(d) The claims shall be accompanied by an undertaking to the Bank in Format 9, an Indemnity Bond in Format 8, a
copy each of the report lodged with the concerned Police Station and a copy of the report obtained from the police to
the effect that the Government servant could not be traced so far despite all efforts made in that regard.

(e) The Head of Office shall not wait for a death certificate issued by an appropriate authority and shall initiate
action under this rule on receipt of an intimation or a credible information, in any form, about the death of the
Government servant.

(f) The Head of Office shall make special efforts to get the claims from the family of the deceased Government
servant in the respective forms as early as possible and where the family is residing in the place of duty of the
deceased Government servant, the forms and documents may be got completed by the family personally and if the
family is residing outside the place of duty, all the blank forms and other documents should be forwarded to the family
with clear instructions, so as to avoid unnecessary correspondence and consequent delay.

(g) In order to decide the eligibility for family pension, a member of the family, other than the widow or widower
of the deceased Government servant or pensioner, shall be required to submit, along with the claim for family
pension, the documents referred to in the clause (b) of sub-rule (12) of rule 50.

72. Verification of service and emoluments for family pension and gratuity.- (1)(a) The Head of Office shall go
through the service book of the deceased or missing Government servant and satisfy himself as to whether certificates
of verification of service for the entire service are recorded therein.

(b)(i) If there are any periods of unverified service, the Head of Office shall accept the unverified portion of service
as verified on the basis of the available entries in the service book;

(ii) the Head of Office may rely on any other relevant material to which he may have ready access;

(iii) while accepting the unverified portion of service, the Head of Office shall ensure that service was continuous and
was not forfeited on account of dismissal, removal or resignation from service, or for participation in strike.

(2)(a) For the purpose of determination of emoluments for family pension and gratuity, the Head of Office shall
confine the verification of the correctness of emoluments for a maximum period of one year preceding the date of
death or disappearance of the Government servant.

(b) In case the Government servant was on extraordinary leave on the date of death or disappearance, the correctness
of the emoluments for a maximum period of one year which he drew preceding the date of the commencement of the
extraordinary leave shall be verified.

(3) The process of determination of qualifying service and qualifying emoluments shall be completed within one
month of the receipt of intimation or information regarding the death of the Government servant or within one month
of the receipt of intimation regarding disappearance of the Government servant, as the case may be.

73. Action to be taken in cases where service records are incomplete.- (1) Subject to the provisions of
sub-rules (2) and (3), and sub-rule 7 of rule 75 there shall not be any case where service book has not been maintained
properly.

(2) Notwithstanding anything in sub-rule (1), if the service book has not been maintained properly despite the
orders of the Government on the subject, and it is not possible for the Head of Office to accept the unverified portion
of service as verified on the basis of entries in the service book, the Head of Office shall take action as follows, namely :-
(a) For the purpose of Family Pension, if the family of the deceased or missing Government servant has become eligible for family pension in accordance with sub-rule (1) of rule 50 or sub-rule (1) of rule 51, the amount of family pension and the period for which it is payable shall be determined in accordance with sub-rule (2) of rule 50 within one month from the date of receipt of intimation or information regarding death of the Government servant or the date of receipt of intimation regarding disappearance of the Government servant.

(b) For the purpose of gratuity,—

(i) In respect of the unverified portion or portions of service the Head of Office shall verify the portion or portions of such service, as the case may be, based on pay bills, acquittance rolls or other relevant records, such as last pay certificate and pay slip for the month of April (which shows verification of service for the previous financial year) and record necessary certificates in the service book;

(ii) If the service for any period is not capable of being verified in the manner specified in sub-clause (i), that period of service having been rendered by the Government servant in another office or Department, the Head of Office under which the Government servant is at present serving shall refer the said period of service to the Head of Office in which the Government servant is shown to have served during that period for the purpose of verification;

(iii) On receipt of communication referred to in sub-clause (ii), the Head of Office in that office or Department shall verify the portion or portions of such service, in the manner as specified in sub-clause (i), and send necessary certificates to the referring Head of Office within one month from the date of receipt of such a reference:

Provided that in case a period of service is incapable of being verified, it shall be brought to the notice of the referring Head of Office simultaneously;

(iv) If no response is received within the time referred to in the preceding sub-clause, such period or periods shall be deemed to qualify for pension;

(v) If at any time thereafter, it is found that the Head of Office and other concerned authorities had failed to communicate any non-qualifying period of service, the Secretary of the administrative Ministry or Department shall fix responsibility for such non-communication;

(vi) Every effort shall be made to complete the verification of service, as specified in sub-clause (i) to sub-clause (iv) and to make good any omissions, imperfections or deficiencies and if any omission, imperfection or deficiency is incapable of being made good and the portion of service shown as unverified in the service book which it has not been possible to verify in accordance with the procedure laid down in sub-clause (i) to sub-clause (iv), shall be ignored and service qualifying for gratuity shall be determined on the basis of the entries in the service book.

3. Notwithstanding anything in sub-rule (1), where in the case of a deceased Government servant, the entire service is not capable of being verified and accepted immediately and there is likely to be a delay in determination of final amount of gratuity, the amount of gratuity shall be provisionally determined and drawn on the basis of the spell of qualifying service which is verified and accepted immediately preceding the date of death of the Government servant, in accordance with sub-rule (7) of rule 75.

74. Forwarding the family pension case to the Accounts Officer.— (1) On receipt of claim or claims, the Head of Office shall complete the Form 11 in respect of a deceased Government servant or a missing Government servant and send the said Form 11 to the Accounts Officer, with a covering letter in Format 10 along with the undertaking to the Bank in Format 9, duly completed and up-to-date service book of the Government servant and any other documents relied upon for the verification of the service claimed. This shall be done not later than one month of the receipt of claim by the Head of Office.

(2) The claim of a member of the family of the deceased or missing Government servant shall not be rejected on the ground that the details of such member of the family are not available in Form 4 or office records, if the Head of Office is otherwise satisfied about the eligibility of the member of the family for grant of family pension under these rules.

(3) The Head of Office shall retain one copy of the aforesaid Format 10, Form 10 and Form 11 for his office record.

(4) The Head of Office shall draw the attention of the Accounts Officer to the details of Government dues outstanding against the deceased or missing Government servant, namely:-

(a) Government dues as ascertained and assessed in term of rule 77 and recoverable out of the gratuity before payment is authorised;

(b) amount of gratuity to be held over partly for adjustment of Government dues which have not been assessed so far and partly as margin for adjustment in the light of the final determination of the gratuity;

(c) the maximum amount of gratuity to be held over for the purpose of clause (b) shall be limited to ten per cent of the amount of gratuity.
75. Sanction, drawal and disbursement of provisional family pension and provisional gratuity on death of a Government servant.- (1) In the case of death of a Government servant, after a claim for family pension has been received by the Head of Office in accordance with rule 71 and the Head of Office is satisfied regarding the eligibility of the claimant for family pension, he shall draw provisional family pension not exceeding the maximum family pension as determined in accordance with the provisions of these rules, within fifteen days of the receipt of the claim. For this purpose, the Head of Office shall adopt the following procedure, namely :-

(a) he shall issue a sanction letter in favour of claimant or claimants endorsing a copy thereof to the Accounts Officer concerned indicating the amount of provisional family pension as determined;

(b) after issue of the sanction letter he shall draw the amount of the provisional family pension in the same manner as pay and allowances of the establishment are drawn by him.

(2) The Head of Office shall disburse the provisional family pension (including arrears, if any) immediately after the same has been drawn under sub-rule (1).

(3) Unless the period of provisional family pension is extended under the proviso to sub-rule (1) of rule 76, the payment of provisional family pension shall continue for a period of six months from the date following the date of death of the Government servant.

(4) The Head of Office shall inform the Accounts Officer as soon as provisional family pension has been paid for a period mentioned in sub-rule (3) or for the period extended under proviso to sub-rule (1) of rule 76, as the case may be.

(5) In the case of death of a Government servant, after the family pension and gratuity case has been forwarded by the Head of Office to the Accounts Officer concerned in accordance with rule 74, the Head of Office shall draw hundred per cent of the gratuity as determined in accordance with the provisions of these rules and for this purpose the Head of Office shall adopt the following procedure, namely: -

(a) he shall issue a sanction letter in favour of claimant or claimants endorsing a copy thereof to the Accounts Officer concerned indicating the amount of hundred per cent of the death gratuity as determined;

(b) he shall indicate in the sanction letter the amount recoverable out of the death gratuity under sub-rule (3) of rule 74;

(c) after issue of the sanction letter he shall draw the amount of hundred per cent of the death gratuity after deducting therefrom the dues mentioned in clause (b).

(6) The Head of Office shall disburse the death gratuity immediately after the same has been drawn under sub-rule (5).

(7)(a) Notwithstanding anything in sub-rule (1) of rule 73, if in a case of death of a Government servant, where the entire service rendered by the deceased Government servant is not capable of being verified and accepted immediately and there is likely to be a delay in determination of final amount of gratuity and forwarding the case to the Accounts Officer, the amount of gratuity shall be provisionally determined in accordance with clause (b) of sub-rule (1) of rule 45 on the basis of the spell of qualifying service which is verified and accepted immediately preceding the date of death of the Government servant.

(b) If a claim in Form 9 has been received by the Head of Office, the amount of gratuity, so determined shall be authorised by the Head of Office, on provisional basis, within one month from the date of receipt of intimation or information about the death of the Government servant.

(c) The final amount of the gratuity shall be determined by the Head of Office on the acceptance and verification of the entire spell of service by him within a period of three months from the date on which the authority for the payment of provisional gratuity was issued and the balance, if any, becoming payable as a result of determination of the final amount of gratuity shall then be authorised to the beneficiaries.

(8) The Head of Office shall inform the Accounts Officer as soon as the provisional gratuity has been paid to the claimant or claimants in accordance with sub-rule (6) or sub-rule (7).

76. Authorisation of final family pension and balance of the gratuity by the Accounts Officer.- (1) On receipt of the family pension case and the documents referred to in sub-rule (1) of rule 74, the Accounts Officer shall, within a period of one month from the date of receipt of the family pension case and the documents, apply the requisite checks and complete Section I of Part II of Form 11 and assess the amount of family pension and gratuity:

Provided that while applying the requisite checks, the Accounts Officer shall confine the verification of the correctness of emoluments for a maximum period of one year preceding the date of death or disappearance of the Government servant.

Provided further that, in the case of a deceased Government servant, if the Accounts Officer is, for any reason, unable to assess the amount of family pension within the period aforesaid, he shall communicate the fact to the Head of Office to continue to disburse the provisional family pension to the claimant for such period as may be specified by the Accounts Officer.
(2) The Head of Office shall submit the case to the Head of Department for extension of the period of provisional family pension. After approval of the Head of Department, the Head of Office shall issue a sanction for extension of the period of provisional family pension for the period as specified by the Accounts Officer and approved by the Head of Department.

(3)(a) The Accounts Officer shall prepare the pension payment order not later than one month of the receipt of family pension case from Head of Office.

(b) Where on death of a Government servant, provisional family pension was sanctioned in accordance with rule 75, the payment of family pension shall be effective from the date following the date on which the payment of provisional family pension ceased.

(c) The Accounts Officer shall, after taking into consideration the time likely to be taken to issue Special Seal of Authority by the Central Pension Accounting Office and disbursal of family pension by the Pension Disbursing Authority, indicate in the Pension Payment Order the date up to which the provisional family pension shall continue to be paid and the date from which the payment of family pension by the Pension Disbursing Authority shall become effective.

(d) The arrears of family pension, if any, in respect of the period for which provisional family pension was drawn and disbursed by the Head of Office shall also be authorised by the Accounts Officer to be paid by the Head of Office.

(e) In the case of a missing Government servant, the payment of family pension shall be effective from the date following the date up to which leave was sanctioned to the Government servant before he went missing or from the date up to which pay and allowances have been paid to the Government servant or from the date on which a report has been lodged with the concerned Police Station in the form of First Information Report or a Daily Diary Entry or a General Diary Entry, whichever is the latest.

(f) Payment of family pension shall be authorised with a condition that the payment of family pension and the arrears of family pension for the period from the date specified in clause (e) up to the date of commencement of payment of family pension shall be made by the Pension Disbursing Authority only after the expiry of a period of six months from the date of lodging of report with the concerned Police Station.

(4) The Accounts Officer shall, while authorising the family pension for the first eligible member of the family, indicate the names of the permanently disabled child or children and dependent parents and disabled siblings of deceased Government servant as family pensioners in the Pension Payment Order, if there is no other member of family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.

(5)(a) The Accounts Officer shall determine the amount of the balance of the gratuity after adjusting the amount, if any, outstanding against the deceased Government servant.

(b) The Accounts Officer shall intimate to the Head of the Office, the amount of the balance of the death gratuity determined under clause (a) with the remarks that the amount of the balance of the death gratuity may be drawn and disbursed by the Head of Office to the person or persons to whom the provisional gratuity has been paid in accordance with rule 75.

(c) In the case of a missing Government servant, the Accounts Officer shall determine the amount of the gratuity payable after adjusting the amount, if any, outstanding against him or her.

(d) The Accounts Officer shall, within one month of the date of receipt of case, intimate to the Head of the Office, the amount of gratuity determined under clause (c) with the remarks that the amount of the gratuity may be drawn and disbursed by the Head of Office to the person or persons to whom the gratuity is payable in accordance with rule 47, only after the expiry of a period of six months from the date of lodging of report with the concerned Police Station.

(e) The amount of gratuity withheld under clause (b) of sub-rule (1) of rule 77 shall be adjusted by the Head of Office against the outstanding licence fee mentioned in clause (viii) of sub-rule (1) of rule 77 and the balance, if any, refunded to the person or persons to whom gratuity has been paid.

(5) The fact of the issue of the pension payment order shall be promptly reported to the Head of Office by the Accounts Officer and the documents which are no longer required shall also be returned to him.

(6) If the amount of provisional family pension as disbursed by the Head of Office is found to be in excess of the final family pension assessed by the Accounts Officer, it shall be open to the Accounts Officer to adjust the excess amount from the gratuity failing which, in instalments, from family pension payable in future.

(7)(a) If the amount of provisional gratuity disbursed by the Head of Office proves to be larger than the amount finally assessed by the Accounts Officer, the beneficiary shall not be required to refund the excess.

(b) The Head of Office shall ensure that chances of disbursing the amount of gratuity in excess of the amount actually admissible are minimized. In all cases where the amount of gratuity paid is more than the amount of gratuity finally assessed by the Accounts Officer, the Head of Department shall fix the responsibility for the excess payment.
(8)(a) The Accounts Officer shall forward a copy of the Pension Payment Order issued under this rule along with the undertaking to the Bank in Format 9 to the Central Pension Accounting Office, not later than one month of the date of receipt of family pension case from the Head of Office, for issuing a Special Seal of Authority.

(b) The Central Pension Accounting Office shall issue the Special Seal of Authority and forward the same to the Pension Disbursing Authority along with the copy of the Pension Payment Order issued by the Accounts Officer and the undertaking in Format 9 within ten days of the date of receipt of the Pension Payment Order from the Accounts Officer, in accordance with the orders issued by the Controller General of Accounts.

(c) The Pension Disbursing Authority shall take action to disburse the family pension to the family pensioner from the date on which it becomes due, in accordance with the orders issued by the Controller General of Accounts and Central Pension Accounting Office, not later than fifteen days of the date of receipt of Special Seal of Authority from the Central Pension Accounting Office.

(d) If there are more than one member of the family eligible to receive family pension in accordance with these rules and if a member of the family has not submitted his or her claim for family pension in Form 10, the case for issuing Pension Payment Order in favour of such member of family may be processed after his or her claim has been received and the case of other eligible members of the family for grant of family pension may be processed without linking it with the case of the family member who has not submitted the claim in Form 10.

(e) If there are more than one member of the family eligible to receive gratuity and if a member of the family has not submitted his claim for gratuity in Form 9, the case for drawal of gratuity in his favour may be processed after his claim has been received and the case of other eligible members of the family for sanction of gratuity may be processed without linking it with the case of the family member who has not submitted the claim in Form 9.

77. Adjustment of Government dues.- (1) In case of dues pertaining to Government accommodation, the following action shall be taken, namely:-

(i) If on the date of death or disappearance, the Government servant was allottee of Government accommodation, the Head of Office, on receipt of intimation or information regarding the death or disappearance of the Government servant shall, within seven days of the receipt of such intimation or information, forward the available details regarding the Government accommodation, to the Directorate of Estates and request the Directorate of Estates for issuing a 'No demand certificate' in respect of the deceased or missing Government servant so that authorisation of family pension and gratuity is not delayed and the Head of Office shall also supply the following information to the Directorate of Estates, namely:-

(a) name of the deceased or missing Government servant with designation;

(b) particulars of the existing accommodation along with available details of any other accommodation, which was in occupation of the Government servant in the past (Quarter number, type and locality);

(c) date of death or disappearance of Government servant;

(d) whether the Government servant was on leave at the time of his death or disappearance and, if so, the period and nature of leave;

(e) whether the Government servant was enjoying rent-free accommodation;

(f) the period up to which licence fee had been recovered from the pay and allowances of the deceased or missing Government servant and the monthly rate of recovery and particulars of the pay bill under which last recovery was made;

(g) if the licence fee had not been recovered up to the date of death or disappearance and the family intends to retain Government accommodation for the permissible period thereafter, details of the -

(A) period for which licence fee has not been recovered;

(B) the amount of licence fee in respect of the period at (A) to be determined on the basis of the standard rent bill;

(C) the amount of licence fee for the retention of Government accommodation by the family of the deceased or missing Government servant for the permissible concessional period beyond the date of death or disappearance of the Government servant to be determined on the basis of standard bill;

(D) the amount of licence fee mentioned at (C) proposed to be recovered out of gratuity;

(E) details of any previous reference from the Directorate of Estates having bearing on the recovery of licence fee outstanding against the allottee and action taken thereon.

(ii) While calculating the dues in respect of the Government accommodation, the dues pertaining to outstanding licence fee payable in respect of the period before the date of death of the Government servant shall be waived off and if the Government accommodation is retained by the family of the deceased Government servant after his death, the licence fee for the month in which the Government servant has died and the first three months thereafter, shall not be recovered from the family.
(iii) The Head of Office shall recover from the gratuity the amount of licence fee as intimated to the Directorate of Estates under clause (i) and clause (ii).

(iv) The recovery of licence fee for the occupation of Government accommodation beyond the permissible concessional period shall be the responsibility of the Directorate of Estates.

(v) The Directorate of Estates shall scrutinise their records with a view to determine if any dues other than the licence fee referred to in clause (i) was outstanding against deceased or missing Government servant and if any recovery is found, the amount and the period or periods to which such recovery or recoveries relate shall be communicated to the Head of Office within a period of one month of the receipt of intimation from Head of Office under clause (i) regarding the death or disappearance of the Government servant.

(vi) Pending receipt of information under clause (v), the Head of Office shall withhold ten per cent of the death gratuity.

(vii) If no intimation is received by the Head of Office regarding recovery of outstanding dues or the Directorate of Estates expresses its inability to assess the outstanding dues within the period specified under clause (v), it shall be presumed that nothing was recoverable from the deceased or missing Government servant and the amount of gratuity withheld shall be paid to the person or persons to whom the amount of gratuity was paid.

(viii) If the Head of Office has received intimation from the Directorate of Estates under clause (v) regarding dues outstanding against the deceased or missing Government servant, the Head of Office shall verify from the acquaintance rolls if the outstanding amount was recovered from the pay and allowances of the deceased Government servant and if as a result of verification, it is found that the amount of dues shown as outstanding by the Directorate of Estates, had already been recovered, the Head of Office shall draw the attention of the Directorate of Estates to the pay bills under which the necessary recovery of the licence fee was made and subject to the provisions of sub-rule (2) take steps to pay the amount of the gratuity withheld under clause (vi) to the person or persons to whom the gratuity was paid.

(ix) If the outstanding amount of dues was not recovered from the pay and allowances of the deceased or missing Government servant, the outstanding amount shall be adjusted against the amount of the gratuity withheld under clause (vi) and the balance, if any, repaid to the person or persons to whom the amount of gratuity was paid.

(x) Any amount of licence fee or damages, remaining unpaid after adjustment from the withheld amount of gratuity and any dues intimated by the Directorate of Estates after the amount of gratuity has been paid, may be ordered to be recovered by the Head of Office through the Accounts Officer concerned from the dearness relief without the consent of the family pensioner and in such cases no dearness relief shall be disbursed until full recovery of such dues has been made.

(2) In case of dues other than those referred to in sub-rule (1), the Head of Office shall, within fifteen days of the receipt of intimation regarding death or disappearance of a Government servant, take steps to ascertain if any dues as referred to in rule 67, excluding the dues pertaining to the allotment of Government accommodation were recoverable from the deceased or missing Government servant and such ascertainable dues shall be recovered from the amount of gratuity becoming payable to the family of the deceased or missing Government servant.

78. Payment of family pension and death gratuity when a Government servant dies or goes missing while on deputation.- (1) In the case of a Government servant who dies or goes missing while on deputation to another Central Government Department, action to authorise family pension and gratuity in accordance with the provisions of these rules shall be taken by the Head of Office of the borrowing Department.

(2) In the case of a Government servant who dies or goes missing while on deputation to a State Government or while on foreign service, action to authorise the payments of family pension and gratuity in accordance with the provisions of these rules shall be taken by the Head of Office of the cadre authority which sanctioned the deputation of the Government servant to the State Government or to the foreign service.

CHAPTER XII
Sanction of family pension and residuary gratuity in respect of deceased or missing pensioners or family pensioner

79. Sanction of family pension and residuary gratuity on the death or disappearance of a pensioner or family pensioner.- (1) When the Head of Office has received an intimation or information regarding the death or disappearance of a pensioner or death or disappearance or ineligibility of a family pensioner, he shall ascertain whether any family pension or residuary gratuity or both in respect of the deceased pensioner or any family pension in respect of the missing pensioner or any family pension in respect of the deceased or missing family pensioner are payable and proceed as hereinafter provided.
(2)(a)(i) In the case of death of a pensioner, if the deceased pensioner is survived by a widow or widower who is eligible for the grant of family pension under rule 50, the amount of family pension as indicated in the Pension Payment Order shall become payable to the widow or widower, as the case may be, from the date following the date of death of the pensioner.

(ii) The Pension Disbursing Authority shall commence disbursement of family pension, as authorised in the Pension Payment Order, to the widow or widower, whose name has been included in the Pension Payment Order, within one month of the receipt of a claim in Form 12 from the widow or widower along with a copy of the death certificate and an undertaking to the Bank in Form 9.

(iii) Subject to the provisions of clause (b), if the deceased pensioner is survived by a permanently disabled child or children or dependent parents or disabled siblings, whose names have been included in the Pension Payment Order as family pensioners under clause (e) of sub-rule (1) of rule 63, the Pension Disbursing Authority shall, on receipt of a claim in Form 12 along with a copy of the death certificate and an undertaking to the Bank in Form 9, commence disbursement of family pension, as authorized in the Pension Payment Order, to the member of family who is eligible to receive family pension in accordance with the provisions of rule 50, within one month of the date of receipt of the claim.

(iv) Where the deceased pensioner is survived by spouse and permanently disabled children or dependent parents or disabled siblings, whose names had not been included in the Pension Payment Order previously, the Accounts Officer shall include their names in the Pension Payment Order on receipt of a written communication from the Head of Office on the basis of a request made by the spouse of the deceased pensioner in Form 8.

(v) The Pension Disbursing Authority shall, on death or ineligibility of the family pensioner and on receipt of a claim in Form 12 along with a copy of the death certificate and an undertaking to the Bank in Form 9, commence disbursement of family pension, as authorised in the Pension Payment Order, to a permanently disabled child or dependent parent or disabled sibling whose name has been included in the Pension Payment Order as family pensioner and who is eligible to receive family pension in accordance with the provisions of rule 50, within one month of the date of receipt of the claim.

(b)(i) Where the Pension Payment Order does not include name of any member of the family for payment of family pension or where the Head of Office is of the opinion that in accordance with the provisions of rule 50, on death of a pensioner or family pensioner, the family pension in respect of a deceased pensioner or family pensioner has become payable to a member of the family other than that whose name has been included in the Pension Payment Order under sub-rule (1) of rule 63 or sub-clause (i) or sub-clause (iv) of clause (a), including a person who became member of the family of the pensioner after his retirement, he shall, within one month of the date of receipt of a claim in Form 10, sanction the family pension in Form 13, to such member of family to whom family pension has become payable.

(ii) If family pension is sanctioned under sub-clause (i), the Head of Office shall include the names of any permanently disabled child or children and dependent parents and disabled siblings as family pensioners if there is no other member of the family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.

(3)(i) Where the Head of Office has received an intimation that a pensioner or family pensioner has gone missing, he shall ascertain whether any family pension is payable in respect of the missing pensioner or family pensioner in accordance with sub-rule (2) and sub-rule (3) of rule 51.

(ii) The Head of Office shall address the eligible member of the family or the guardian, as the case may be, in Form 12 for making a claim for family pension in Form 10.

(iii) A claim for payment of family pension shall be submitted by the eligible member of family to the Head of Office in Form 10 after a report has been lodged with the concerned Police Station in the form of a First Information Report or a Daily Diary Entry or a General Diary Entry and the claim shall be accompanied by an Indemnity Bond in Form 8, a copy of the report lodged with the concerned Police Station, a copy of the report obtained from the police to the effect that the Government servant or pensioner or family pensioner could not be traced so far despite all efforts made in that regard and an undertaking to the Bank in Form 9.

(iv) On receipt of a claim in Form 10, the Head of Office shall sanction the family pension in Form 13, to such member of family to whom family pension has become payable. The family pension in such a case shall become payable from the date following the date up to which pension or family pension has been paid to the pensioner or family pensioner who went missing or from the date on which a report was lodged with the concerned Police Station in the form of First Information Report or a Daily Diary Entry or a General Diary Entry, whichever is later.

(v) The sanction for family pension under clause (iv) shall be issued by the Head of Office with a stipulation that the family pension (including the arrears of family pension for the period from the date specified in sub-clause (iv), up to the date of commencement of payment of family pension) shall in no case be paid by the Pension Disbursing Authority before the expiry of a period of six months from the date of lodging of report with the concerned Police Station.
The claim of a member of the family of the deceased or missing pensioner shall not be rejected on the ground that the details of such member of the family are not available in Form 4 or office records, if the Head of Office is otherwise satisfied about the eligibility of the member of the family for grant of family pension under these rules.

In order to decide the eligibility for family pension, a member of the family, other than the widow or widower of the deceased Government servant or pensioner, shall be required to submit, along with the claim for family pension, the documents referred to in clause (b) of sub-rule (12) of rule 50.

Where a widow or widower in receipt of family pension remarries and has, at the time of remarriage, minor child or children from the deceased Government servant or pensioner who is or are eligible for family pension, the remarried individual shall be eligible to draw the family pension on behalf of such child or children if such individual continues to be the guardian of such minor child or children.

For the purposes of clause (i), the remarried individual shall apply to the Head of Office in Form 10, along with a declaration that the applicant continues to be the guardian of such minor child or children.

If the remarried individual has, for any reason, ceased to be the guardian of such minor child or children, the family pension shall become payable to the person entitled to act as guardian of such child or children under any law for the time being in force and such person may submit a claim in Form 10 to the Head of Office for the payment of family pension.

In a case referred to in clause (a), the family pension shall become payable to the child from the date on which he attains the age of majority, subject to the condition that he or she remains eligible for family pension after attaining the age of majority.

Where a widow or widower in receipt of family pension remarries and has, at the time of remarriage, a child from the deceased Government servant or pensioner who has already attained the age of majority and is eligible for family pension, the family pension shall be payable to such child after the remarriage of his father or mother.

If the person eligible for family pension is a minor or is suffering from any disorder or disability of mind or is mentally retarded, the guardian may submit a claim in Form 10 on behalf of such person.

Where on the death of a retired Government servant a residuary gratuity becomes payable to the family of the deceased under sub-rule (2) of rule 45, the Head of Office shall sanction its payment on receipt of a claim or claims in Form 13 from the person or persons eligible to receive the residuary gratuity.

80. Authorisation of payment by Accounts Officer.—(1) On receipt of the sanction under rule 79 regarding the payment of family pension or of residuary gratuity or of both, the Accounts Officer shall authorise the payment of the same within one month from the date of receipt of the sanction:

Provided that if the payment of gratuity is delayed and the delay is attributable to inadequate or reasons, interest shall be payable for the period of delay beyond a period of three months from the date of submission of claim and responsibility shall be fixed for such delayed payment of gratuity, in accordance with rule 65.

Provided further that, in the case of a missing pensioner or family pensioner, the Accounts Officer shall indicate in the Pension Payment Order the date up to which the pension or family pension had been paid to the missing pensioner or family pensioner and specify that the payment of family pension (including the arrears of family pension for the period from the date it has become due, up to the date of commencement of payment of family pension) shall not be paid by the Pension Disbursing Authority before the expiry of a period of six months from the date of lodging of report with the concerned Police Station.

(2) The Accounts Officer shall forward a copy of the Pension Payment Order issued under this rule along with the undertaking to the Bank in Format 9 to the Central Pension Accounting Office, within one month of the date of receipt of family pension case from the Head of Office, for issuing a Special Seal of Authority.

(3) The Central Pension Accounting Office shall issue the Special Seal of Authority and forward the same to the Pension Disbursing Authority along with the copy of the Pension Payment Order issued by the Accounts Officer and the undertaking in Format 9 within ten days of the date of receipt of the Pension Payment Order from the Accounts Officer, in accordance with the orders issued by the Controller General of Accounts.

(4) The Pension Disbursing Authority shall take action to disburse the family pension to the family pensioner from the date on which it becomes due, in accordance with the orders issued by the Controller General of Accounts and Central Pension Accounting Office, within fifteen days of the date of receipt of Special Seal of Authority from the Central Pension Accounting Office.

(5)(a) In the case of a Government servant who has died after retirement and in respect of whom forms referred to in rule 57 or rule 58 were not submitted before his death, the Head of Office shall allow the spouse of the deceased Government servant or, in the absence of the spouse, any other member of the family eligible to receive family pension on death of Government servant to submit the claim in Form 10 along with Form 4 and an undertaking to the Bank in Format 9.
Provided that if there is no member of the family eligible to receive family pension on death of Government servant, a member of the family in whose favour a nomination was made by the Government servant for payment of gratuity, shall be allowed to submit Form 6 in place of Form 10 and the said member of the family shall indicate, the details of his or her Bank Account in Form 6.

(b) The Head of Office shall fill up Form 7 for payment of pension and retirement gratuity in respect of the deceased retired Government servant and he shall also make an indication in Form 7 to the effect that the case pertains to a retired Government servant, who did not submit Form 6 and other documents before his death and if a claim for family pension has been submitted in Form 10, the Head of Office shall also issue a sanction in Format 13 for authorisation of family pension to the eligible member of the family.

(c) The Head of Office shall send Form 4, Form 7, Form 10 or Form 6, as the case may be, Format 9 and Format 15 (if applicable) with a forwarding letter in Format 10 to the Accounts Officer for authorisation of pension, retirement gratuity and family pension, if applicable.

(d) The Accounts Officer shall authorise the pension, retirement gratuity and family pension (if applicable) in Part-II of the Pension Payment Order and he shall also authorise the Head of Office to make payment of arrears of pension for the period from the date following the date of retirement up to the date of death to the member of the family who is authorised to receive family pension:

Provided that if there is no member of the family eligible to receive family pension, the arrears of pension shall be paid to the member of the family who has been authorised to receive retirement gratuity.

(e) If a family pension has been authorised to a member of the family, the Accounts Officer shall forward a copy of the Pension Payment Order issued under clause (d) along with the undertaking to the Bank in Format 9 to the Central Pension Accounting Office, for issuing a Special Seal of Authority and for disbursement of family pension in accordance with sub-rule (2) to sub-rule (4).

CHAPTER XIII

Payment of Pensions

81. Date from which pension becomes payable.- (1) Subject to the provisions of rule 8, a pension other than family pension shall become payable from the date on which a Government servant ceases to be borne on the establishment.

(2) Subject to provisions of clause (d) of sub-rule (2) of rule 76 and clause (iv) of sub-rule (3) of rule 79, family pension shall be payable from the date following the date on which a Government servant or a pensioner dies or a family pensioner dies or becomes ineligible.

(3) Pension including family pension shall be payable for the day on which its recipient dies.

82. Currency in which pension is payable.- All pensions including gratuities admissible under these rules shall be payable in rupees in India only.

83. Manner of payment of gratuity and pension.- (1) Except as otherwise provided in these rules, a gratuity shall be paid in lump sum.

(2) A pension fixed at monthly rates shall be payable monthly on or after the last working day of the month to which the pension relates except for the month of March when it shall be payable on or after 1st working day of April.

84. Application of other rules.- (1) Save as otherwise provided in these rules, the Treasury Rules of the Central Government shall apply in regard to the procedure of payment of,-

(i) gratuity;

(ii) pension;

(iii) pension undrawn for more than a year; and

(iv) pension in respect of deceased pensioner.

(2) The Central Civil Services (Commutation of Pension) Rules, 1981 shall apply in regard to commutation of pension authorised under these rules, payment of commuted value of pension and restoration of commuted pension on expiry of the period of commutation.

(3) The Payment of Arrears of Pension (Nominations) Rules, 1983 shall apply in regard to nomination for receiving the arrears of pension after the death of the pensioners.
CHAPTER XIV
Miscellaneous

85. Interpretation.- Where any doubt arises as to the interpretation of these rules, it shall be referred, for decision, to the Government in the Department of Pension and Pensioners' Welfare or the Department of Personnel and Training, depending upon the rule or the subject on which a decision is required and the Department which is concerned with that rule or subject.

86. Power to relax.- Where any Ministry or Department of the Government is satisfied that the operation of any of these rules causes undue hardship in any particular case, that Ministry or Department, as the case may be, may, by order for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner:

Provided that no such order shall be made except with the concurrence of the Department of Pension and Pensioner's Welfare or the Department of Personnel and Training, depending upon the rule or the subject on which a relaxation is required and the Department which is concerned with that rule or subject.

87. Repeal and Saving.— (1) On the commencement of these rules, every rule [including Central Civil Services (Pension) Rules, 1972], regulation or order including Office Memorandum (hereinafter referred to in this rule as the old rule) in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these rules, cease to operate.

(2) Notwithstanding such cesser of operation,—
(a) (i) every nomination for the payment of gratuity; and
(ii) every form regarding the details of family of a Government servant for the purpose of Family Pension;
(iii) every formal application for the sanction of pension,
which a Government servant had made or given under the old rule, shall be deemed to have been made or given under the corresponding provisions of these rules.

(b) any nomination for the payment of gratuity or any form regarding the details of family of a Government servant for the purpose of Family Pension required to be made or given by a government servant under the old rule but not made or given before the commencement of these rules shall be made or given after such commencement in accordance with the provisions of these rules.

(c) any case which pertains to the authorisation of pension to a Government servant who had retired before the commencement of these rules and is pending before such commencement shall be disposed of in accordance with the provisions of the old rule as if these rules had not been made.

(d) any case which pertains to the authorisation of gratuity and family pension to the family of a deceased Government servant or of a deceased pensioner and is pending before the commencement of these rules shall be disposed of in accordance with the provisions of the old rule as if these rules had not been made.

(e) subject to the provisions of clauses (e) and (d) anything done or any action taken under the old rule shall be deemed to have been done or taken under the corresponding provisions of these rules.

[F. No. 38/3/2017-P&PW(A)]

SANJIV NARAIN MATHUR, Jt. Secy.
**FORM 1**

(See Rule 9(1))

Application for permission to Central Services Officers to accept commercial employment within a period of one year after retirement.

A. Particulars of Officer

1. Name of the Pensioner (in block letters)

2. Date of retirement

3. Particulars of the Ministry/Department/Office in which the pensioner served during the last five years preceding retirement (with duration)

4. Post held at the time of Retirement and period for which held

5. Pay scale/Pay Band & Grade Pay of the post and the Pay drawn by the officer at the time of retirement

6. Pensionary benefits
   - (a) Gross monthly Pension sanctioned/expected
   - (b) Commutation, if any.
   - (c) Gratuity, if any

B. Particulars of proposed employment

7. Details regarding commercial employment proposed to be taken up:
   - (a) (i) Name of organisation (firm or company or co-operative society, etc.).
   - (ii) Brief nature of the organisation.
   - (iii) Full address of the registered office of the organisation.
   - (iv) Permanent Account Number or Tax Identification Number or Registration Number of the organisation.
   - (b) Products being manufactured by the firm/type of business carried out by the firm etc.
   - (c) Whether the officer had during the last three years of his official career, any dealings with the firm or company or cooperative society, etc.
   - (d) Duration and nature of the Official dealing with the firm
   - (e) Name of the job/post offered
   - (f) Whether post was advertised, if not, how offer made (Attach Newspaper cutting of the advertisement and copy of the offer of appointment, if any)
   - (g) Description of the duties of the Post/Job, Remuneration offered for the post/job.
   - (h) If proposing to set up practice, indicate:
   - (i) Professional Qualification in the field of practice
   - (ii) Nature of proposed practice

8. Any other information which the Applicant desires to furnish in support of his request
9.  Declaration:

I hereby declare that—

(a) I have not been privy to sensitive or strategic information in the last three years of service, which is directly related to the areas of interest or work of the organisation that I propose to join or to the areas in which I propose to practice or consult.

(b) The proposed employment will not involve conflict of interest with the policies of the office held by me during the last three years and the interest represented or work undertaken by the organisation I propose to join will not bring me into conflict with the working of the Government.

(c) The organisation in which I am seeking employment is not involved in activities which are conflict with or prejudicial to India’s foreign relations, national security and domestic harmony. The organisation is not undertaking any activity for intelligence gathering. The employment, which I propose to take up also will not entail activities which are in conflict with or involve activities prejudicial to India’s foreign relations, national security and domestic harmony.

(d) My service record is clear, particularly with respect to integrity and dealings with Non-Government Organisations.

(e) The proposed emoluments and pecuniary benefits are in conformity with the industry standards.

(f) I agree to withdraw from the commercial employment in case of any objection by the Government.

Undertaking

I hereby solemnly declare that the above information is true to the best of my knowledge and belief and that no material information has been concealed. In the event of any of the information being found to be false the permission may be withdrawn without assigning any reason and without prejudice to any other action the Government may consider appropriate including action under Central Civil Services (Pension) Rules, 2021 and criminal proceedings.

Signature of applicant

Date: ......................
Place : ......................
Address of the Applicant*
c. Did the pensioner while in service have any such dealings with the employer under whom he proposes to seek employment as might afford a reasonable basis for the suspicion that the pensioner had shown favours to such employer?

d. Do the duties of the commercial employment proposed involve liaison on contact work with Government departments?

e. Will his commercial duties be such that his previous official position or knowledge or experience under Government could be used to give the proposed employer unfair advantage?

f. Any other relevant factor

3. Was the retired official’s integrity while in service certified?

4. The APAR Dossier of the applicant is attached/may be attached by the Ministry/Department of ...................

5. Recommendation regarding grant or refusal of permission including conditions, if any, subject to which permission may be granted

Signature of authority recommending the case

Name:

Designation

**FORM 3**

Common Nomination Form for Gratuity, General Provident Fund and Central Government Employees’ Group Insurance Scheme


I, ................................................................., hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:

i. any gratuity the payment of which may be authorised under rule 44 and Rule 45 of CCS (Pension) Rules

ii. amount that may stand to my credit in the General Provident Fund

iii. any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980

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<tr>
<th>Name, date of birth (DOB) and address of the nominee</th>
<th>Relationship with employee/pensioner</th>
<th>Share to be paid to each</th>
<th>If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor</th>
<th>Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee</th>
<th>Share to be paid to each</th>
<th>Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor</th>
<th>Contingency on happening of which nomination shall become invalid</th>
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These nominations supersede any nominations made by me earlier.

Place and date: ____________________________

Signature of Government servant

Mobile No. ____________________________

Note 1: Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i), (ii) and (iii) above

Note 2: The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed.

Note 3: The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Head of Office/authorised Gazetted Officer)

Received the nominations, dated __________, under the following Rules:—

1. Central Civil Services (Pension) Rules, 2021 for Gratuity
2. General Provident Fund (Central Services) Rules, 1960
3. Central Government Employees Group Insurance Scheme, 1980

made by Shri/Smt./Kumari ____________________________

Designation ____________________________

Office ____________________________

(Strike out which nomination is not received)

Verified that the nomination(s) made by the Government servant is/are in accordance with the provisions of the relevant rules. Entry of receipt of nomination(s) has been made in page __________Volume __________ of Service Book.

Name, Signature and Designation of Head of Office/authorised Gazetted Officer with seal

Date of receipt ____________________________

The receiving officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.

FORM 4

[See rules 50 (15), 57, 58, 59, 60, 62, 74, 79 and 80]

Details of Family

Important

1. The original Form submitted by the Government servant is to be retained. All additions/alterations are to be communicated by the Government servant/pensioner along with the supporting documents and the changes shall be recorded in this Form under the signature of Head of Office in column (7). No new Form will substitute the original Form. However, the retiring Government servant should submit the details of family afresh along with Form 6.
2. The details of all members of family (whether eligible for family pension or not) including spouse, all children, parents/parents in law and disabled siblings (brothers and sisters) may be given.

3. The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the ‘Remarks’ column. The fact regarding disability or change of marital status of a family member should also be indicated in the ‘Remarks’ column.

4. Wife and husband shall include judicially separated wife and husband.

5. The pensioner shall intimate the details of change in family structure after retirement in Form 5.

6. Copies of birth certificates to be attached. If birth certificate is not available, then copy of any other certificate, as proof of date of birth, may be attached.

<table>
<thead>
<tr>
<th>Name of the Government servant</th>
<th>Designation</th>
<th>Nationality</th>
</tr>
</thead>
</table>

Details of family members:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name</th>
<th>Date of birth (DD/MM/YYYY)</th>
<th>Aadhaar no.* (voluntary)</th>
<th>Relationship with Govt. servant</th>
<th>Marital status</th>
<th>Remarks</th>
<th>Dated signature of Head of Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>8.</td>
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</tbody>
</table>

I hereby undertake to keep the above particulars up to date by notifying to the Head of Office any addition or alteration.

E-mail: [Optional] Place: 
Mobile: Date (Signature)

*Providing Aadhaar No. is voluntary. However, if it is provided, consent to link it to Bank Account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.

FORM 5
(See Rule 50(15))

Intimation regarding marriage/birth of a child after retirement

To
The Head of Office

Sub: Intimation regarding marriage/birth of a child after retirement
Sir,

I am to state that I have married/remarried on ........................................ I give below the requisite particulars of my spouse for necessary endorsement on my PPO. I also enclose three copies of passport size joint photograph with my spouse for necessary action.

1. Name of the Pensioner (as recorded in PPO)
2. Full present Address
3. Date of Retirement
4. (i) PPO No. & Date
   (ii) Name of PPO Issuing Authority
5. Name of the Pension Disbursing Authority
   (i) Station
   (ii) Treasury/DPDO/PAO/PSB, as the case may be
   (iii) Bank Branch with full Address and A/c. No.
6. (a) Details of family (as already available in records)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name(s) and Address of members of family</th>
<th>Relationship with the Pensioner</th>
<th>Marital Status in case of son/daughter</th>
<th>Whether the child is physically handicapped</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

(b) If the application is for inclusion of post-retiral spouse, the date of death/divorce of the previous spouse (Self -attested copies of death certificate/ divorce decree to be enclosed)

7. Particulars of spouse from post-retiral marriage
   (i) Name
   (ii) Date of marriage with the pensioner. (Please attach self-attested copy of marriage certificate)
   (iii) If the pensioner is having a spouse living in addition to the one whose name is proposed to be included, is this marriage valid as per the personal law applicable to the pensioner? If so, give details.

8. Particulars of Children born after retirement

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of child born after retirement</th>
<th>Date of Birth (Attach Birth certificate)</th>
<th>Whether the child suffers from any disability</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

9. Verification

I certify that the particulars furnished above are correct.

Signature of Pensioner
(with name in Block letters and address)
Date ..............................

List of Documents to be submitted with Form 5

1. Copy of PPO.
2. Three copies of passport size joint photograph with spouse.
3. Photocopy of the first page of Pass Book of the Joint Bank Account (with spouse) in which the pension is to be credited
4. Self -attested copies of death certificate/ divorce decree
5. Self-attested copy of marriage certificate
7. Disability certificate of child (If the child suffers from a disability)
**FORM 6**

[See rules 57(1), 58, 59 and 60, 62, 80]

Particulars to be obtained by the Head of Office from the retiring/retired Government Servant

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation/ Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>Date of retirement</td>
</tr>
<tr>
<td>Ministry/Department/Office</td>
<td>PAN No.</td>
</tr>
<tr>
<td>Aadhaar No. <em>(voluntary)</em></td>
<td>Nationality</td>
</tr>
</tbody>
</table>

2. Address after retirement for future correspondence:

<table>
<thead>
<tr>
<th>Flat/House No./Bldg. Name</th>
<th>Street/Locality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Village &amp; Post Office/Block</td>
<td>City &amp; District</td>
</tr>
<tr>
<td>State</td>
<td>Pin Code</td>
</tr>
<tr>
<td>Telephone No. (If any)</td>
<td>Mobile No.</td>
</tr>
</tbody>
</table>

3. Details of Bank through which Pension is to be drawn:

<table>
<thead>
<tr>
<th>Type of A/c</th>
<th>Single</th>
<th>Joint with Spouse</th>
<th>A/c No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank’s Name</td>
<td></td>
<td>Branch</td>
<td></td>
</tr>
<tr>
<td>IFS Code</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note 1: Please attach a copy of the first page of passbook/cancelled cheque/document showing the name of Account Holder. (The name should be the same in the bank account, this form and the office records.)

Note 2: Please ensure that the Government servant is the Primary Account holder in the Joint Account

Note 3: In case Head of Office is satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his/her control, this requirement may be relaxed.

4. Details of member of the family of Government servant who has been authorised under Rule 57(3) to submit this Form on behalf of the retiring/retired Government servant:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship with the Government servant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aadhaar No. <em>(voluntary)</em></td>
<td>Nationality</td>
</tr>
<tr>
<td>Flat/House No./Bldg. Name</td>
<td>Street/Locality</td>
</tr>
<tr>
<td>Village &amp; Post Office/Block</td>
<td>City &amp; District</td>
</tr>
<tr>
<td>State</td>
<td>Pin Code</td>
</tr>
<tr>
<td>Telephone No. (If any)</td>
<td>Mobile No.</td>
</tr>
<tr>
<td>E-mail ID</td>
<td>Reasons why Government servant is not able to submit this form</td>
</tr>
</tbody>
</table>

5. I desire to commute % of my pension under Central Civil Services (Pension) Rules, 2021 in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981.
Note: A member of family who has been authorised under Rule 57(3) to submit this Form on behalf of the retiring/retired Government servant shall not be eligible to apply for commutation of a percentage of pension.

6. Indicate whether family pension is also admissible from any other source - (Tick whichever is applicable)
   Military ☐
   State Govt. ☐
   Public sector undertaking/ autonomous body/ local fund under the Central or State Govt. ☐

7. Whether any departmental or judicial proceedings pending against the Government servant? If so, the details thereof. ..........

8. Whether any member of the family (other than spouse) is proposed to be co-authorised for family pension? (If yes, please attach Form 8.) Yes/No

9. Whether the Government servant wants to receive Pension Payment Order (PPO) in Office through Head of Office? Yes/No

Declarations:
*(1)* I am satisfied with the length of qualifying service to be reckoned for pension and gratuity, as intimated by the Head of Office under Rule 57(1)(c)

OR

I am not satisfied with the length of qualifying service to be reckoned for pension and gratuity, as intimated by the Head of Office under Rule 57(1)(c) and I have submitted a representation in this respect separately.

OR

I have not been intimated about the length of qualifying service to be reckoned for pension and gratuity.

***Tick the statement which is applicable.***

*(2)* I am satisfied with the emoluments and average emoluments to be reckoned for pension and gratuity, as intimated by the Head of Office under Rule 57(1)(c).

OR

I am not satisfied with the emoluments and average emoluments to be reckoned for pension and gratuity, as intimated by the Head of Office under Rule 57(1)(c) and I have submitted a representation in this respect separately.

OR

I have not been intimated about the emoluments and average emoluments to be reckoned for pension and gratuity.

***Tick the statement which is applicable.***

*(3)* I am aware that future good conduct of the pensioner/family pensioner shall be an implied condition for every grant of pension/family pension and its continuance.

Enclosures: As per list attached

Place: [Signature]

Date: [Signature of Government servant/Family member (with name) authorised to submit this Form]
Note 1: Commutation of pension is optional. Item 5 may be struck off if the retiring Government servant does not desire to commute a percentage of pension.

Note 2: A separate application for commutation of superannuation pension in Form 1-A of Central Civil Services (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring/retired Government servant desires to apply for commutation of pension after submission of this form.

Note 3: Commutation of pension after one year or for commutation of pension in case of compulsory retirement pension/invalid pension/compassionate allowance will be applied in Form-2 of Central Civil Services (Commutation of Pension) Rules, 1981.

*Providing Aadhaar No. is voluntary. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.

List of Documents to be attached with Form 6

1. Two specimen signatures (to be furnished in a separate sheet). If the claimant cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb on the document in lieu of specimen signature.
2. Form 8, if a family member is proposed to be co-authorised for family pension. In accordance with Rule 63(1), the following members of family are eligible for co-authorisation for family pension along with spouse, if there is no other member of family eligible for family pension before them:
   - Disabled child/children (Disability certificate to be attached for co-authorisation.)
   - Dependent parents.
   - Disabled siblings. (Disability certificate to be attached for co-authorisation.)
3. Three copies of Joint photograph with spouse or, if it is not possible to submit joint photograph with spouse, separate photographs of self and spouse, along with three copies of photograph of the member or members of the family whose names are to be included in the Pension Payment Order as a co-authorised family pensioner. (Photographs to be attested by Head of Office).
4. Form 4 – Details of Family.
5. Undertaking in Format 9 for refunding any excess payment made by the pension disbursing bank.
7. Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in common nomination form - Form A.
8. Undertaking in Format 1 (applicable for those who served in Security-related or Intelligence Organizations referred to in rule 7 of the Central Civil Services (Pension) Rules, 2021).
10. Form of option for availing Medical facilities of Central Government Health Scheme or Fixed Medical Allowance after retirement
11. Photocopy of the first page of Pass Book of the Bank Account in which the pension is to be credited or any other bank document showing the name and account details of Account Holder
12. Copy of PAN Card
FORM 7
[See rules 59, 60, 63, 80]
Form for Assessing Pension/Family Pension and Gratuity
[To be sent to the PAO four months before the date of retirement]

PART-I (To be filed by Head of Office)

<table>
<thead>
<tr>
<th>1. Name of the retiring Government servant</th>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Mother/Father</td>
<td>☐ Mother</td>
</tr>
</tbody>
</table>

*Aadhaar No. (if available) | PAN no. | Date of Birth (DD/MM/YYYY)

2. Post held at the time of retirement:

<table>
<thead>
<tr>
<th>(a) Name of the office</th>
<th>(b) Post held</th>
</tr>
</thead>
<tbody>
<tr>
<td>(c) Level of pay in the pay matrix</td>
<td>(D) Basic pay</td>
</tr>
</tbody>
</table>

| (e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms |
| (f) Level of pay/basic pay in the pay matrix of the post in the parent department |
| Whether declared substantive in any post under the Central Government |

3. Date of beginning of service (DD/MM/YYYY)

4. Date of ending of service (DD/MM/YYYY)

5. Cause of ending of service (please tick one)

| (a) Superannuation (Rule 33) | (b) Voluntary retirement on being declared surplus (Rule 34) |
| (c) Voluntary retirement [under Rules 43 or FR 56 (k)] |
| (d) Premature retirement at the initiative of the Government [Rule 42 or FR 56 (j)] |
| (e) Permanent absorption in State Government/public sector undertaking/autonomous body (Rules 35, 36, 37 or 38) |
| (f) Invalidation on medical grounds (Rule 39) |
| (g) Compulsory retirement (Rule 40) | (h) Dismissal/Removal from service (Rules 24 and 41) |

5A. In the case of compulsory retirement, the orders of the competent authority whether pension may be allowed at full rates or at reduced rates and in case of reduced rates, the percentage at which it is to be allowed (Please see Rule 40)

5B. In case of removal/dismissal from service, whether orders of competent authority have been obtained for grant of compassionate allowance and if so, at what rate (Please see Rule 41)

6. Military service, if any:

| (a) Period of military service | (b) Terminal benefits drawn/being drawn for military service |
| (c) Whether opted for counting of military service towards civil pension (Rule 20) |
| (d) If answer to (c) above is in the affirmative, whether the terminal benefits have been refunded |
7. Service in Autonomous body/State Government, if any :-
(a) Details of service:
Name of organisation
Post held
Period of service
From (DD/MM/YYYY) To (DD/MM/YYYY)
(b) Whether the above service is to be counted for pension in the Government
(c) Whether the Autonomous Organisation has discharged its pensionary liability to the Central Government

8. Whether any departmental or judicial proceedings are pending against the retiring Government servant. If yes, particulars of Memorandum of charges/suspension order/criminal case may be indicated. (In terms of Rule 8, provisional pension will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders thereon.)

9. Details of Service
(a) Period of service
From To
Total duration of service
(b) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under Rule 57(1)(b)(iii)]
(c) Period not counted as qualifying service:
(i) Boy service (2nd proviso to Rule 11)
(ii) Extraordinary leave not counted as qualifying service (Rule 21)
(iii) Periods of suspension not treated as qualifying service (Rule 23)
(iv) Interruptions in service [Rule 27 (1) (b) and Rule 28 (c)]
(v) Periods of foreign service with United Nation Bodies for which no pension contributions are payable/paid (Rule 29)
(vi) Any other period not treated as qualifying service (give details)

(d) Additions to qualifying service:
(i) Civil service (Rule 19)
(ii) Military service (Rule 20)
(iii) Benefit of service in a State Government or Autonomous Body (Rule 13/Rule 14)
Temporary Status service (Rule 15)

(e) Net qualifying service\(a - b - c + d\)

(f) Qualifying service expressed in terms of completed six monthly periods (Period of three months and above is to be treated as completed six monthly period (Rule 44 and Rule 45)

10. Emoluments :-
(a) Emoluments in terms of Rule 31

(b) Emoluments during ten months preceding retirement:
From (DD/MM/YYYY) To (DD/MM/YYYY)
From Date To Date Basic Rate NPA Other pay Basic pay for the purpose of Average Emoluments
Note: If the officer was on foreign service immediately before retirement, the emoluments which he would have drawn under Government but for being on foreign service may be mentioned in items (a) and (b) above (Rule 31).

| (including NPA) |

| (c) Average emoluments (Rule 32) |

| (d) Emoluments or average emoluments (whichever is higher) to be reckoned for pension (Rule 44) |

| (e) Emoluments reckoned for retirement gratuity [(a) or (c), whichever is higher] (Rule 45) |

| (f) Pay reckoned for family pension [(a) or (c), whichever is higher] (Rule 50) |

11. Proposed Pension Details:-

| (a) Proposed pension / service gratuity (Rule 44) |

| (b) Proposed dearness relief on pension (as on the date of retirement) |

| (c) Date from which pension is to commence (Rule 81) |

| (d) Date from which provisional pension under Rule 62 being paid, if any. | Date up to which provisional pension is sanctioned by HOO | Amount of provisional pension being paid (per month) |

12. (a) Amount of retirement gratuity (Rule 45) |

(b) Amount of Provisional gratuity paid under Rule 62, if any |

13. Details of Government dues recoverable out of gratuity

| (a) Licence fee for Government accommodation [see sub-rules (2), (3) & (4) of Rule 68] |

| (b) Dues referred to in Rule 69 |

| (c) Amount indicated by Directorate of Estates to be withheld under sub-Rule (5) of Rule 68 |

14. Amount and Period of family pension:

| (a) Enhanced rate [Rule 50(2)(a)(iii)] |

| (b) Ordinary rate [Rule 50(2)(a)(i)] |

Note: In the event of death of pensioner, the family pension at enhanced rate shall be payable for a period of seven years, or for a period up to the date on which the retired deceased Government servant would have attained the age of 67 years had he survived, whichever is less.

15. Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order

a. Name of the Spouse

b. Percentage of family pension to be paid to spouse, if the family pension is to be shared with other members of the family (e.g. children from a wife who is not alive or children from a divorced wife)

c. Names and relationship of other family members, referred to in (b) above. 1. 2. 3.

d. Name of family member to be co-authorised (i.e. disabled child/dependant parent/disabled sibling)
<table>
<thead>
<tr>
<th>16. Whether Fixed Medical Allowance is admissible</th>
<th>☐ Yes</th>
<th>☐ No</th>
<th>Amount(₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. Commutation of pension :-</td>
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<tr>
<td>(a) Percentage of pension commuted</td>
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<tr>
<td>(b) Amount of monthly pension commuted</td>
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<tr>
<td>(c) Committed value of pension</td>
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<tr>
<td>(d) Amount of residuary pension after deducting committed portion</td>
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<tr>
<td>Post-retirement address of the retiree</td>
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<tr>
<td>e-mail ID, if any</td>
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<td></td>
<td></td>
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<tr>
<td>Mobile number</td>
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</tr>
</tbody>
</table>

*Providing Aadhaar No. is voluntary. However, if it is provided consent to link it to Bank Account for authentication of identity from UIDAI for pension related purpose only, is presumed.*

Note: Commuted part of pension will be restored after 15 years from the date of retirement or payment of commuted value of pension, whichever is later.

### FORM 7- CHECK LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF RETIREMENT DUES

1. Whether retiring Government servant is an allottee of Government accommodation
2. The date on which action initiated to obtain the 'No demand certificate from the Directorate of Estates as provided in Rule 55.
3. Date of receipt of 'No Demand Certificate' from Directorate of Estates
4. Date on which intimation regarding any recovery/withholding of amount from gratuity received from Directorate of Estates
5. If retiring Government servant is not an allottee of Government accommodation, date on which 'No Demand Certificate' issued by the office (DD/MM/YYYY)
6. Date on which a certificate regarding the length of qualifying service and the emoluments/average emoluments proposed to be reckoned for retirement gratuity and pension was provided to the Government servant. (DD/MM/YYYY)
7. Whether any objection received from the Government servant on the above certificate
8. Whether the objection has been resolved to the satisfaction of Government servant
9. Whether nominations made in common nomination forms for
   (i) Death gratuity/retirement gratuity
   (ii) Payment under Central Government Employees' Group Insurance Scheme
   (iii) Amount of General Provident Fund, if applicable
   (iv) Arrears of pension
   (v) Commuted value of pension (if applicable)
10. (i) Has the retiring Government servant worked in any of the organisations mentioned in sub-rule 4 of Rule 7 of the Central Civil Services (Pension) Rules, 2021
   (ii) If yes, whether an undertaking in Format 1 has been obtained along with Form 6 and placed on record
11. Whether name in 'Pension Disbursing Authority' i.e. Bank Account is tallying with service records
12. Disbursement of commuted value of pension
   ☐ PAO ☐ Disbursing Authority
PART-II
(Account Authorisation (by Accounts Officer))

<table>
<thead>
<tr>
<th>Date of receipt of pension papers by the Accounts Officer from Head of Office (DD/MM/YYYY)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Entitlements admitted -</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Length of qualifying service</td>
</tr>
<tr>
<td>B. Pension</td>
</tr>
<tr>
<td>(iii) Date from which provisional pension under Rule 62 being paid by Head of Office, if any.</td>
</tr>
<tr>
<td>(v) Date up to which provisional pension to be continued</td>
</tr>
</tbody>
</table>

Note 1: The date from which the final pension shall be commenced by the Pension Disbursing Authority shall be at least two months after the date of issue of the PPO, taking into consideration the time likely to be taken by CPAO and CPCO to process the pension case. Pay & Accounts Office shall record a note in this regard in the PPO while authorizing the final pension.

Note 2: The payment of provisional pension shall, accordingly, continue from the office till the date mentioned in the PPO for commencement of final pension by the PDA.

Note 3: The HOO will draw and disburse the difference between the amount of pension finally assessed and the amount of provisional pension. If the amount of pension finally assessed is less than the amount of provisional pension, the difference will be adjusted from the amount of gratuity payable failing which, in instalments from pension payable in future.

<table>
<thead>
<tr>
<th>C. Commutation of pension -</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Portion of pension commuted, if any</td>
</tr>
<tr>
<td>(ii) Commuted value of portion of pension commuted, if any</td>
</tr>
<tr>
<td>(iii) Residuary pension after commutation</td>
</tr>
<tr>
<td>(iv) Date from which reduced pension is payable (DD/MM/YYYY)</td>
</tr>
<tr>
<td>(v) Date of restoration of commuted portion of pension (subject to the pensioner continuing to live) (DD/MM/YYYY)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Retirement Gratuity -</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Total amount of gratuity</td>
</tr>
<tr>
<td>(ii) Provisional gratuity paid by Head of Office under Rule 62</td>
</tr>
<tr>
<td>(iii) Amount to be adjusted towards arrears of licence fee for Government accommodation and licence fee for retention of Government accommodation beyond retirement (Rule 68(1) and 68(4))</td>
</tr>
<tr>
<td>(iv) Amount intimated by Directorate of Estates for being withheld on account of unassessed licence fee (Rule 68(5))</td>
</tr>
<tr>
<td>(v) Amount to be adjusted towards Government dues other than those pertaining to Government accommodation (Rule 69)</td>
</tr>
<tr>
<td>(vi) Net amount to be released immediately</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. Amount and period of Family pension –</th>
<th>Amount</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) At enhanced rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) At normal rate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F. Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Name of the Spouse</td>
</tr>
</tbody>
</table>
(b) Percentage of family pension to be paid to spouse, if the family pension is to be shared with other members of the family (e.g. children from a wife who is not alive or children from a divorced wife).

(c) Names and relationship of other family members, referred to in (b) above.

(d) Name of family member to be co-authorised (i.e. disabled child/dependant parent/disabled sibling)

G. Head of account to which the amount of pension, retirement/death gratuity and family pension are to be debited

---

**PENSION CALCULATION SHEET**

<table>
<thead>
<tr>
<th>1. Name</th>
<th>2. Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Date of birth</th>
<th>4. Level of pay in the pay matrix</th>
<th>5. Basic pay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Date of entry in the Government service (DD/MM/YYYY)</th>
<th>7. Date of retirement (DD/MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Length of qualifying service reckoned for pension/gratuity (as indicated in PPO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9(a). Emoluments for pension</td>
</tr>
<tr>
<td>9(b). Emoluments drawn during the last ten months</td>
</tr>
<tr>
<td>9(c). Average emoluments</td>
</tr>
<tr>
<td>10. Emoluments or average emoluments, whichever is more beneficial for pension (as indicated in PPO)</td>
</tr>
<tr>
<td>11. Pension admissible (if qualifying service is ten years or more) calculations to be shown as follows:- Emoluments or average emoluments/2</td>
</tr>
<tr>
<td>12. Emoluments for gratuity (as indicated in PPO)</td>
</tr>
<tr>
<td>13. Retirement gratuity admissible: calculation to be shown as follows:- Emoluments/4 x Qualifying Service (in completed six monthly periods, not exceeding 66.)</td>
</tr>
<tr>
<td>14. Pay for family pension (as indicated in Pension Payment Order)</td>
</tr>
<tr>
<td>15. Family pension admissible (calculation to be shown as follows) :-</td>
</tr>
</tbody>
</table>

Signature of Accounts Officer
16. Details of Commutation of Pension, If any
(a) The percentage of pension commuted
(b) Amount of monthly pension commuted
(c) Commuted value of pension
(d) Amount of residuary pension after deducting commuted portion

17. Amount of Fixed Medical Allowance, if admissible

<table>
<thead>
<tr>
<th>Office</th>
<th>Signature of the Head of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Countersigned by PAO</td>
</tr>
</tbody>
</table>

Copy to: Shri/Smt./Kumari

(Retired/retiring Govt. servant)

Form 7-A

[See Rule 63(5)]

Form for Assessing Pension/Family Pension and Gratuity in respect of a Government servant against whom departmental or judicial proceedings were pending at the time of retirement and to whom provisional pension was sanctioned in accordance with Rule 8

PART-I (To be filled by Head of Office)

<table>
<thead>
<tr>
<th>1. Name of the retiring Government servant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of [ ]Mother [ ]Father</td>
</tr>
<tr>
<td>*Aadhaar No. (if available)</td>
</tr>
<tr>
<td>PAN no.</td>
</tr>
<tr>
<td>Date of Birth DD-MM-YYYY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Post held at the time of retirement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Name of the office</td>
</tr>
<tr>
<td>(b) Post held</td>
</tr>
<tr>
<td>(c) Level of pay in the pay matrix</td>
</tr>
<tr>
<td>(d) Basic pay</td>
</tr>
<tr>
<td>(e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms</td>
</tr>
<tr>
<td>(f) Level of pay/basic pay in the pay matrix of the post in the parent department</td>
</tr>
<tr>
<td>Whether declared substantive in any post under the Central Government</td>
</tr>
</tbody>
</table>

| 3. Date of beginning of service (DD/MM/YYYY) |
| 4. Date of ending of service (DD/MM/YYYY)   |

<table>
<thead>
<tr>
<th>5. Cause of ending of service (please tick one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Superannuation (Rule 33)</td>
</tr>
<tr>
<td>(b) Voluntary retirement on being declared surplus (Rule 34)</td>
</tr>
<tr>
<td>(c) Voluntary retirement (under Rules 43 and FR 56(k))</td>
</tr>
<tr>
<td>(d) Premature retirement at the initiative of the Government (Rule 42 or FR 56 (i))</td>
</tr>
<tr>
<td>(e) Permanent absorption in State Government/public sector undertaking/Autonomous Body (Rule 35, 36, 37 or 38)</td>
</tr>
<tr>
<td>(f) Invalidation on medical ground (Rule 39)</td>
</tr>
<tr>
<td>(g) Compulsory retirement (Rule 40)</td>
</tr>
</tbody>
</table>

6. Details of Service

(a) Period of service: From [ ] To [ ] Total duration of service [ ]

(b) Details of omission, imperfection or deficiencies in the Service Book which have been ignored (under Rule 57)

(c) Period not counted as qualifying service:

(i) Boy service (2nd proviso to Rule 11)

(ii) Extraordinary leave not counted as qualifying service (Rule 21)

(iii) Periods of suspension not treated as qualifying service (Rule 23)

(iv) Interruptions in service (Rule 27 (1) (b) and Rule 28 (c))

(v) Periods of foreign service with United Nation Bodies for which no pension contributions are payable/paid (Rule 29)

(vi) Any other period not treated as qualifying service (give details)

(d) Additions to qualifying service:

(i) Civil service (Rule 19)

(ii) Military service (Rule 20)

(iii) Benefit of service in a State Government/ Autonomous Body (Rule 13/Rule 14)

Temporary status service (Rule 15)

(e) Net qualifying service (a - b - c + d)

(f) Qualifying service expressed in terms of completed six monthly periods (Period of three months & above is to be treated as completed six monthly period (Rule 44 and Rule 45)

7. Emoluments:

(a) Emoluments in terms of Rule 31

(b) Emoluments drawn during ten months preceding retirement:

| From (DD/MM/YY) | To (DD/MM/YY) |

Note: If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service may be mentioned in items (a) and (b) above (Rule 32)

(c) Average emoluments (Rule 32)

(d) Emoluments or average emoluments (whichever is higher) to be reckoned for pension (Rule 44)

(e) Emoluments reckoned for retirement gratuity (Rule 45)

(f) Pay reckoned for family pension (Rule 50)

8. Proposed Pension Details:

(a) Amount of pension/service gratuity at full rates (Rule 44)

(b) Amount of retirement gratuity at full rates (Rule 45)

(c) Whether any part of pension or gratuity to be withheld/withdrawn on conclusion of departmental/judicial proceedings under Rule 8
9. Details of Government dues recoverable out of gratuity
   (a) Licence fee for Government accommodation [see sub-rules (2), (3) & (4) of Rule 68]
   (b) Dues referred to in Rule 69
   (c) Amount indicated by Directorate of Estates to be withheld under sub-Rule (5) of Rule 68

10. Amount and Period of family pension:
    Amount
    (a) Enhanced rate [Rule 50(2)(a)(iii)]
    (b) Ordinary rate [Rule 50(2)(a)(i)]

Note: In the event of death of pensioner, the family pension at enhanced rate shall be payable for a period of seven years, or for a period up to the date on which the retired deceased Government servant would have attained the age of 67 years had he survived, whichever is less.

11. Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order
    (a) Name of the Spouse
    (b) Percentage of family pension to be paid to spouse, if the family pension is to be shared with other members of the family (e.g. children from a wife who is not alive or children from a divorced wife)
    (c) Names and relationship of other family members, referred to in (b) above.
    1
    2
    3
    (d) Name of family member to be co-authorised (i.e. disabled child/dependant parent/disabled sibling)

12. Commutation of pension:
    (a) The percentage of pension commuted
    (b) Amount of monthly pension commuted
    (c) Commuted value of pension
    (d) Amount of residuary pension after deducting commuted portion

Post-retirement address of the retiree

<table>
<thead>
<tr>
<th>e-mail ID, if any</th>
<th>Mobile number</th>
</tr>
</thead>
</table>

Note: Commuted part of pension will be restored after 15 years from the date of payment of commuted value of pension.
### PART-II

(Account Authorisation (by Accounts Officer))

<table>
<thead>
<tr>
<th>Date of receipt of pension papers by the Accounts Officer from Head of Office (DD/MM/YYYY)</th>
</tr>
</thead>
</table>

#### Entitlements admitted -

<table>
<thead>
<tr>
<th>A. Length of qualifying service</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Pension -</td>
</tr>
<tr>
<td>(i) Class of pension</td>
</tr>
<tr>
<td>(ii) Amount of monthly pension</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(iii) Percentage of pension to be withheld / withdrawn under Rule 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>(iv) Amount of pension payable after deduction of the amount withheld / withdrawn</td>
</tr>
<tr>
<td>(v) Period for which pension is to be withheld / withdrawn</td>
</tr>
<tr>
<td>(vi) Date of commencement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(vii) Amount of provisional pension paid (Statement of provisional pension paid every month to be attached)</th>
</tr>
</thead>
</table>

#### C. Commutation of pension -

| (i) Portion of pension commuted, if any |
| (ii) Commuted value of portion of pension commuted, if any |
| (iii) Residual pension after commutation |

<table>
<thead>
<tr>
<th>(iv) Date from which reduced pension is payable (DD/MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(v) Date of restoration of commuted portion of pension (subject to the pensioner continuing to live) (DD/MM/YYYY)</td>
</tr>
</tbody>
</table>

#### D. Retirement/Death Gratitude -

| (i) Total amount of gratuity |
| (ii) Percentage of gratuity to be withheld under Rule 8 |
| (iii) Amount of gratuity after deduction of amount withheld |

| (iv) Amount to be adjusted towards arrears of licence fee for Government accommodation and licence fee for retention of Govt. accommodation beyond retirement (Rule 68(1) and 68(4)) |
| (v) Amount intimated by Directorate of Estates for being withheld on account of unassessed licence fee (Rule 68(5)) |

| (vi) Amount to be adjusted towards Government dues other than those pertaining to Government accommodation (Rule 69) |
| (v) Net amount to be released immediately |

#### E. Amount and period of Family pension –

| Amount and period of Family pension – |
| (i) At enhanced rate |
| (ii) At normal rate |

#### F. Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order

| (a) Name of the Spouse |
| (b) Percentage of family pension to be paid to spouse, if the family pension is to be shared with other members of the family (e.g. children from a wife who is not alive or children from a divorced wife) |

| (c) Names and relationship of other family members, referred to in (b) above. |
| (1) |
| (2) |
| (3) |

| (d) Name of family member to be co-authorised (i.e. disabled child/dependant parent/disabled sibling) |

#### G. Head of account to which the amount of pension, retirement/death gratuity and family pension are to be debited

#### H. Whether any order affecting pension/ gratuity issued under Rule 8 of CCS (Pension) Rules.

| Yes | No |

If so, details thereof

Signature of Accounts Officer
## PENSION CALCULATION SHEET

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name</td>
<td></td>
</tr>
<tr>
<td>2. Designation</td>
<td></td>
</tr>
<tr>
<td>3. Date of birth</td>
<td>4. Level of pay in the pay matrix</td>
</tr>
<tr>
<td>5. Basic pay</td>
<td></td>
</tr>
<tr>
<td>6 Date of entry in the Government service (DD/MM/YYYY)</td>
<td>7 Date of retirement (DD/MM/YYYY)</td>
</tr>
<tr>
<td>8. Length of qualifying service reckoned for pension/gratuity (as indicated in PPO)</td>
<td></td>
</tr>
<tr>
<td>9. Emoluments drawn during the last ten months</td>
<td></td>
</tr>
<tr>
<td>10. Emoluments or average emoluments, whichever is more beneficial for pension (as indicated in PPO)</td>
<td></td>
</tr>
<tr>
<td>11. Pension admissible (If qualifying service is ten years or more) calculations to be shown as follows :- Emoluments or average emoluments/2</td>
<td></td>
</tr>
<tr>
<td>12. Amount of pension withheld/withdrawn</td>
<td></td>
</tr>
<tr>
<td>13. Amount of pension payable</td>
<td></td>
</tr>
<tr>
<td>14. Emoluments for gratuity (as indicated in PPO)</td>
<td></td>
</tr>
<tr>
<td>15. Retirement gratuity admissible at full rates: calculation to be shown as follows :- Emoluments/4 x Qualifying Service (in completed six monthly periods, not exceeding 66.)</td>
<td></td>
</tr>
<tr>
<td>16. Amount of Retirement Gratuity to be withheld/withdrawn</td>
<td></td>
</tr>
<tr>
<td>17. Amount of Retirement Gratuity payable</td>
<td></td>
</tr>
<tr>
<td>18. Pay for family pension (as indicated in PPO)</td>
<td></td>
</tr>
<tr>
<td>19. Family pension admissible (calculation to be shown as follows) :- (a) Ordinary family pension : Pay x 30% subject to prescribed minimum and maximum</td>
<td></td>
</tr>
<tr>
<td>(b) Enhanced family pension: Pay /2 [Subject to prescribed minimum and maximum]</td>
<td></td>
</tr>
<tr>
<td>20. Details of Commutation of Pension, If any (a) The percentage of pension commuted</td>
<td></td>
</tr>
<tr>
<td>(b) Amount of monthly pension commuted</td>
<td></td>
</tr>
<tr>
<td>(c) Commuted value of pension</td>
<td></td>
</tr>
<tr>
<td>(d) Amount of residuary pension after deducting commuted portion</td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Head of Office

Countersigned by PAO

Copy to:- Shri/Smt./Kumari .................................................................

(Retired/retiring Govt. servant)
FORM 8
(See Rule 63(1) and 79(2))

Application by a Government servant/pensioner or his/her spouse for including/co-authorisation of names of permanently disabled child/dependent parents/disabled sibling as family pensioner in the Pension Payment Order

1. Details of Government servant/Pensioner:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office/Dept./Ministry</th>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of retirement (DD/MM/YYYY)</th>
<th>Date of death (DD/MM/YYYY)</th>
<th>PPO No. (If issued)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Details of primary/existing family pensioner:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship with deceased Government servant/pensioner</th>
<th>PPO No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Details of family member to be co-authorised for family pension i.e. Permanently Disabled Child/Dependent Parents / Permanently Disabled Sibling:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of birth (DD/MM/YYYY)</th>
<th>Aadhaar No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>* (voluntary)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAN</th>
<th>Relationship with deceased Govt. servant</th>
<th>Personal marks of identification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature/Left hand Thumb impression</th>
<th>Whether in receipt of any other pension/family pension, if so, particulars and source from which being drawn</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-----------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

4. Postal address of family member to be co-authorised for family pension:

<table>
<thead>
<tr>
<th>Flat/House No./Bldg. Name</th>
<th>Street/Locality</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Village &amp; Post Office/Block</th>
<th>City &amp; District</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State</th>
<th>Pin Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone /Mobile No.</th>
<th>E-mail ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. In case the family member to be co-authorised is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/nominee, wherever applicable:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth (DD/MM/YYYY)</th>
<th>Aadhaar No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>* (voluntary)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAN</th>
<th>Relationship with minor/mentally disabled family member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Details of Bank account of family member to be co-authorised (Optional):

<table>
<thead>
<tr>
<th>A/c No. (Optional)</th>
<th>Bank’s Name and branch</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature or left hand thumb impression of the Government servant/Pensioner/family pensioner

Address ........................................................................................................................................

Mobile/Telephone No........................................
Notes:- (i) If more than one family member are proposed to be co-authorised for family pension, photographs and details in item 3 to item 6 above in respect of all such family members may be given in separate sheets with this Form.

(ii) The name(s) of permanently disabled child/children/siblings and/or dependent parents shall be added in the PPO only if there is no other eligible prior claimant for family pension

(iii) The co-authorisation shall become invalid in case any other member of family becomes entitled to family pension prior to the co-authorised family member.

List of Documents to be submitted with Form 8 in respect of each family member who is proposed to be co-authorised for family pension.

1. Two specimen signatures (to be furnished in a separate sheet). If the member of the family cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc. on the document in lieu of specimen signature.

2. Proof of identity.

3. Proof of relationship with the deceased Government servant/pensioner.

4. Two copies of self attested passport size photographs of the member of the family.

5. Certificate of age showing the dates of birth. The certificate should be from the municipal authorities or from the local panchayat or from the head of a recognized school or Central/state board of education.

6. Two specimen signatures of guardian (to be furnished in a separate sheet if the member of the family is minor or suffering from mental disability)

7. If the guardian cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc. on the document in lieu of specimen signature.

8. A copy of Photo ID proof of the guardian along with proof of Permanent Address.

9. Two self attested copies of passport size photograph of the guardian/nominee

10. Last Income Tax Return failing which Certificate from SDM failing which any other document regarding income in support of the claim for family pension.

11. Copy of the first page of the Pass Book or cancelled cheque or any other document showing name and account number in which the family pension is to be credited. (Name of the claimant in the form and in the bank account should be the same)

FORM 9
[See rules 71(2)(b) and 71(6)]

Application for the Grant of Gratuity in respect of a deceased/missing Government Servant

(To be filled in separately by each claimant and in case the claimant is minor, the form should be filled in by the guardian on his/her behalf. Where there are more than one minor with one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)
1. Details of deceased/missing Government servant:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of death (DD/MM/YYYY)</th>
<th>Date from which missing (DD/MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/Department/Ministry in which the deceased/missing Government servant served last</td>
<td>Date of lodging report with Police (in case of missing Government servant only) (DD/MM/YYYY)</td>
<td>Nationality</td>
</tr>
</tbody>
</table>

2. Details of claimants:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Date of birth (DD/MM/YYYY)</th>
<th>Aadhaar No.* (Voluntary)</th>
<th>Relationship with deceased/missing Government servant</th>
<th>Postal address</th>
<th>Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<td>2.</td>
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<tr>
<td>3.</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. In case the claimant is/are minor or suffering from disorder or disability of mind, including mental retardation, details of guardian:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of birth (DD/MM/YYYY)</th>
<th>Aadhaar No.* (Voluntary)</th>
<th>Relationship with the minor/mentally disabled</th>
<th>Relationship with the deceased/missing Govt. Servant</th>
<th>Postal address</th>
</tr>
</thead>
</table>

4. Details of bank:

<table>
<thead>
<tr>
<th>Bank’s Name and address of the Bank Branch</th>
<th>A/c No.</th>
<th>IFS Code</th>
</tr>
</thead>
</table>

Place: ____________________________

Date: DD/MM/YYYY

(Signature of the claimant/guardian)

Mobile no.: ________________________

Enclosure:

a. Death certificate
b. Guardianship Certificate/Indemnity Bond (Format 7) and Date of Birth Certificate in case the claimant is a minor.
c. Guardianship Certificate/nomination and Medical Certificate in case the claimant is mentally disabled.
d. Copy of the report lodged with the police. (in the case of missing Government servant only)
e. Copy of the report from the police that the Government servant could not be traced so far despite all efforts made (in the case of missing Government servant only)
f. Indemnity Bond in Format 8 (in the case of missing Government servant only)

*Providing Aadhaar No. is voluntary. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.
FORM 10
[See rules 50, 71, 74, 76, 79 and 80]

Application to the Head of Office for Family Pension on Death of a Government Servant or Pensioner or on Death or Ineligibility of a Family Pensioner or when a Government Servant or Pensioner or Family Pensioner goes missing

Photograph

Application for family Pension on: (Tick one box)

<table>
<thead>
<tr>
<th>Death of Government servant</th>
<th>Death of Pensioner</th>
<th>Death of Family Pensioner</th>
<th>Ineligibility of Family Pensioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disappearance of Pensioner</td>
<td>Disappearance of Pensioner</td>
<td>Disappearance of Family Pensioner</td>
<td></td>
</tr>
</tbody>
</table>

1. Details of deceased/missing Government Servant/Pensioner (To be filled only if a Government servant/pensioner has died or gone missing):

<table>
<thead>
<tr>
<th>Name</th>
<th>Office/Dept./Ministry</th>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of retirement (in case of pensioner) (DD/MM/YYYY)</td>
<td>Date of death (in case of death of Government servant/pensioner) (DD/MM/YYYY)</td>
<td>Date from which missing (in case of missing Government servant/pensioner) (DD/MM/YYYY)</td>
</tr>
<tr>
<td>Date of lodging of report with Police (in case of missing Government servant/pensioner) (DD/MM/YYYY)</td>
<td>PPO No. (If issued) (in case of pensioner)</td>
<td></td>
</tr>
</tbody>
</table>

2. Details of previous family pensioner who has died or become ineligible or gone missing (To be filled only if a family pensioner has died or become ineligible or gone missing):

<table>
<thead>
<tr>
<th>*Name of deceased Government servant/pensioner</th>
<th>*Office/Dept./Ministry</th>
<th>*Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Date of retirement of Government servant (DD/MM/YYYY)</td>
<td>*Date of death of Government servant/pensioner (DD/MM/YYYY)</td>
<td>*PPO No. (Issued on retirement/death of Government servant)</td>
</tr>
<tr>
<td>Name of previous family pensioner who has died/become ineligible or gone missing</td>
<td>Date of death/Ineligibility of previous family pensioner (DD/MM/YYYY)</td>
<td>Date from which missing (in case of missing family pensioner only) (DD/MM/YYYY)</td>
</tr>
<tr>
<td>Date of lodging of report with Police (in case of missing family pensioner) (DD/MM/YYYY)</td>
<td></td>
<td>PPO No. sanctioning family pension to previous family pensioner who has died or become ineligible or gone missing</td>
</tr>
</tbody>
</table>
Note: The information for items marked (*) is to be given in respect of the person who was employed in the Department and on whose death, family pension was originally sanctioned. Remaining information is to be given in respect of deceased/ineligible/missing family pensioner.

3. Details of claimant:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of birth (DD/MM/YYYY)</th>
<th>Aadhaar No. *(Voluntary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAN</td>
<td>Relationship with deceased/missing Govt. servant/pensioner</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If the claimant is a widowed daughter, date of death of husband of the claimant (DD/MM/YYYY)</th>
<th>If the claimant is a divorced daughter</th>
<th>If the claimant is a disabled child/sibling, date from which suffering from the disability (DD/MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of filing of divorce petition (DD/MM/YYYY)</td>
<td>Date of divorce (DD/MM/YYYY)</td>
<td></td>
</tr>
</tbody>
</table>

4. Postal address:

<table>
<thead>
<tr>
<th>Flat/House No./Bldg. Name</th>
<th>Street/Locality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Village &amp; Post Office/Block</td>
<td>City &amp; District</td>
</tr>
<tr>
<td>State</td>
<td>Pin Code</td>
</tr>
<tr>
<td>Telephone /Mobile No.</td>
<td>E-mail ID</td>
</tr>
</tbody>
</table>

5. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/ nominee, wherever applicable:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth (DD/MM/YYYY)</th>
<th>Aadhaar No. *(Voluntary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAN</td>
<td>Relationship with minor/ mentally disabled claimant</td>
<td></td>
</tr>
<tr>
<td>Relationship with the deceased /missing Government servant /pensioner</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Postal address:

<table>
<thead>
<tr>
<th>Flat/House No./Bldg. Name</th>
<th>Street/Locality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Village &amp; Post Office/Block</td>
<td>City &amp; District</td>
</tr>
<tr>
<td>State</td>
<td>Pin Code</td>
</tr>
<tr>
<td>Telephone /Mobile No.</td>
<td>E-mail ID</td>
</tr>
</tbody>
</table>

6. Details of Bank:

<table>
<thead>
<tr>
<th>A/c No.</th>
<th>Bank's Name and branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFS Code</td>
<td></td>
</tr>
</tbody>
</table>

7. Indicate whether family pension is also admissible from any other source- (Tick whichever is applicable)

- Military
- State Govt.
- Public sector undertaking/ autonomous body/ local fund under the Central or State Govt.

8. Are there any criminal proceedings pending against the claimant? If so, give details. ..........................................

9. Are there any charges of fraud or any other serious crime against the missing Government servant/ pensioner/family pensioner? If so give details. (Applicable in case of missing Government servant/pensioner/family pensioner) ..........................................

I declare that the information given by me is true to the best of my knowledge and nothing has been concealed therefrom.

I am aware that future good conduct of the claimant/family pensioner shall be an implied condition for every grant of family pension and its continuance.

Place: ........................................

Date: ........................................

(Signature of the claimant/guardian)
*Providing Aadhaar No, is voluntary. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.

Note: If a member or members of family is/are proposed to be co-authorised for family pension, an application in Form 8 may be attached. In accordance with Rule 63(1), the following members of family are eligible for co-authorisation for family pension along with spouse, if there is no other member of family eligible for family pension before them:

- Disabled child/children
- Dependent parents.
- Disabled siblings.

List of Documents to be submitted with Form 10

1. Two specimen signatures (to be furnished in a separate sheet). If the claimant cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc on the document in lieu of specimen signature.
2. Proof of identity.
3. Proof of relationship with the deceased/missing Government servant/pensioner
4. Two copies of self attested passport size photographs of the claimant.
5. Details of family in Form 4.
6. Undertaking for refunding any excess payment made by the pension disbursing bank in Format 9.
7. Certificate(s) of age showing the dates of birth of the children. The certificates should be from the municipal authorities or from the local panchayat or from the head of a recognized school or Central/state board of education.
8. Two specimen signatures of guardian (to be furnished in a separate sheet if the claimant is minor or suffering from mental disability)
9. If the guardian cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc on the document in lieu of specimen signature.
10. A copy of Photo ID proof of the guardian along with proof of Permanent Address.
11. Two self attested copies of passport size photograph of the guardian/nominee
12. Copy of Pension Payment Order of previous pensioner/family pensioner.
13. Copy of death certificate of Government servant/pensioner/previous family pensioner, if applicable
14. Copy of document regarding ineligibility of previous family pensioner, if applicable
15. Copy of report lodged with police in respect of missing Government servant or pensioner or previous family pensioner (in case of missing pensioner/family pensioner only)
16. Copy of the report from the police that the Government servant could not be traced so far despite all efforts made (in case of missing pensioner/family pensioner only)
17. Indemnity Bond in Format 8 (in case of missing pensioner/family pensioner only)
18. Last Income Tax Return failing which Certificate from SDM failing which any other document regarding income in support of the claim for family pension (Not applicable in the case of spouse).
19. Copy of the first page of the Pass Book showing name and account number in which the family pension is to be credited. (Name of the claimant in the form and in the bank account should be the same)
20. If the claimant is a widowed/divorced daughter or a disabled child/sibling, document in support of the eligibility of the claimant (i.e. death certificate of husband in the case of widowed daughter/divorce decree in the case of divorced daughter/disability certificate in the case of a disabled child)
21. Form 8, if a family member is proposed to be co-authorised for family pension.
FORM 11

Assessment and Authorisation of Payment of Family Pension and Death Gratuity when a Government Servant dies or goes missing while in Service

Family Pension / Death Gratuity case on
(Tick one box)

| Death of Government Servant | Disappearance of Government servant |

Part I
Section I

1. Details of deceased/missing Government servant:

<table>
<thead>
<tr>
<th>(a) Name</th>
<th>(b) Nationality</th>
<th>(c) Religion</th>
</tr>
</thead>
<tbody>
<tr>
<td>(d) Mother’s name</td>
<td>(e) Father’s Name</td>
<td>(f) Date of birth (DD/MM/YYYY)</td>
</tr>
<tr>
<td>(g) Date of death (in the case of death of Government servant) (DD/MM/YYYY)</td>
<td></td>
<td>(h) Date from which missing (in the case of missing Government servant) (DD/MM/YYYY)</td>
</tr>
<tr>
<td>(i) Date of lodging of report with police (in the case of missing Government servant) (DD/MM/YYYY)</td>
<td></td>
<td>(j) Date up to which pay and allowances/leave salary has been paid (in the case of missing Government servant) (DD/MM/YYYY)</td>
</tr>
</tbody>
</table>

2. Post held at the time of death/disappearance:

<table>
<thead>
<tr>
<th>(a) Name of the office</th>
<th>(b) Post held substantively</th>
<th>(c) Officiating post</th>
</tr>
</thead>
<tbody>
<tr>
<td>(d) Level of pay in the pay matrix</td>
<td>(e) Basic Pay</td>
<td></td>
</tr>
<tr>
<td>(f) In case the last post was held outside the Government on foreign service terms:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Level of pay of the post held in the parent department</td>
<td>(ii) Basic pay</td>
<td></td>
</tr>
<tr>
<td>(g) Total period of military service, if any, for which pension and/or gratuity was sanctioned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(h) Amount of any pension/gratuity received for the military service</td>
<td>(i) Nature of any pension/gratuity received for the military service</td>
<td></td>
</tr>
</tbody>
</table>

3. Date of beginning of service (DD/MM/YYYY) | Date of death/disappearance (DD/MM/YYYY) |

5. Service in Autonomous Body/State Government, if any particulars of service:

<table>
<thead>
<tr>
<th>(a) Name of organization</th>
<th>(b) Post held</th>
<th>(c) Period of service</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(d) Whether the above service is to be counted for gratuity in the Government</em></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
6. Service qualifying for gratuity:

(a) Details of omission, imperfection or deficiencies in the service book which have been ignored

(b) Periods of non-qualifying service:

<table>
<thead>
<tr>
<th>Item</th>
<th>From</th>
<th>To</th>
<th>No. of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interruption in service condoned under Rules 27 &amp; 28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extraordinary leave not qualifying for gratuity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period of suspension treated as non-qualifying</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boy service (2nd proviso to Rule 11)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Periods of foreign service with United Nations bodies for which no pension contributions are payable/paid (Rule 29)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other service not treated as qualifying service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Period of non-qualifying service</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(c) Additions to qualifying service:

<table>
<thead>
<tr>
<th>Item</th>
<th>From</th>
<th>To</th>
<th>No. of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil service (Rule 19)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Military service (Rule 20)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefit of service in a State Government/ Autonomous Body Rule 13/Rule 14</td>
<td></td>
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</tr>
<tr>
<td>Temporary status service (Rule 15) (half of the total period)</td>
<td></td>
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<tr>
<td>Total Period of qualifying service</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

(d) Net qualifying service

(e) Qualifying service expressed in terms of completed six monthly periods (Period of three months & above is to be treated as completed six monthly period (Rule 45)

7. Emoluments

(a) Emoluments in terms of Rule 31

(b) Emoluments drawn during ten months preceding death/disappearance:

<table>
<thead>
<tr>
<th>Item</th>
<th>From (DD/MM/YYYY)</th>
<th>To</th>
</tr>
</thead>
</table>

Note: If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service may be mentioned in items (a) and (b) above (Note 5 below Rule 31)

(c) Average emoluments (Rule 32)

(d) Emoluments or average emoluments (whichever is higher)

(e) Pay reckoned for family pension [same as (d)]

(f) Dearness Allowance on (d) as admissible on the date of death/disappearance

(g) Emoluments reckoned for gratuity/gratuity (Rule 45) [(d) +(f)]

8. Amount of gratuity

Death gratuity (in case of deceased Government servant)

Retirement gratuity (in case of missing Government servant)

Note: Difference between death gratuity and retirement gratuity will be payable in the case of a missing Government servant after the death is conclusively established or on expiry of seven years from the date of disappearance.
9. Details of Government dues recoverable out of gratuity:
(a) Licence fee for occupation of Government accommodation [See Rule 77]
(b) Amount to be withheld as indicated by the Directorate of Estates [See Rule 77 (1) (vi)].
(c) Dues referred to in Rule 77 (2)
(d) Net amount payable as gratuity

10. Details of the nominee(s) to whom gratuity is payable:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>(a) Name</th>
<th>(b) Date of birth (DD/MM/YYYY)</th>
<th>(c) Aadhaar No.* (if available)</th>
<th>(d) Share in gratuity</th>
<th>(e) Relationship with deceased/missing Govt. servant</th>
<th>(f) Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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</tr>
</tbody>
</table>

11. Details of guardian/nominee who will receive payment of gratuity in the case of minor/mentally disabled children

<table>
<thead>
<tr>
<th>S. No.</th>
<th>(a) Name of minor/mentally disabled child</th>
<th>(b) Name of guardian</th>
<th>(c) Aadhaar No.* (if available)</th>
<th>(d) Relationship with deceased/missing Govt. servant</th>
<th>(e) Address of guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>2.</td>
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<td></td>
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<tr>
<td>3.</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

12. Details of payment of family pension

<table>
<thead>
<tr>
<th>Rate of family pension</th>
<th>Amount of family pension</th>
<th>Period for which it is payable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
</tr>
<tr>
<td>(a) Enhanced rate [Rule 50 (2)(ii)]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Ordinary rate [Rule 50 (2)(i)]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation with Government servant</th>
<th>Monthly income</th>
<th>If the claimant is a widow of divorced/cast at death of husband/date of divorce*</th>
<th>If the claimant is a disabled child/sibling, date from which suffering from disability</th>
<th>Postal address (with PIN code), Mobile No. and e-mail ID</th>
<th>Percent of family pension payable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*If the date of divorce is after the date of death of both parents, then date of filing of divorce petition may be indicated in this column.

14. Details of guardian who will receive payment of family pension in the case of minor/mentally disabled children

<table>
<thead>
<tr>
<th>S. No.</th>
<th>(a) Name of minor/mentally disabled child</th>
<th>(b) Name of guardian</th>
<th>(c) Aadhaar No.* (if available)</th>
<th>(d) Relationship with deceased/missing Govt. servant</th>
<th>(e) Address of guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
15. Whether Fixed Medical Allowance is admissible

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Amount(₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Place: [Blank]
Date: [DD-MM-YYYY]

(Signature of Head of Office)

---

Section II

Details of provisional family pension and gratuity drawn and disbursed by the Head of Office in accordance with Rule 75 of Central Civil Services (Pension) Rules, 2021.

<table>
<thead>
<tr>
<th>Name of person to whom Provisional family pension has been sanctioned</th>
<th>Date from which provisional family pension sanctioned</th>
<th>Amount of provisional family pension</th>
<th>Rs.............per month</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Death gratuity [amount mentioned in Item 9 (d) of Section I]

Rs..........................

Place: [Blank]
Date: [DD-MM-YYYY]

(Signature of Head of Office)
## PART II

**Account Authorisation**

### Section I

<table>
<thead>
<tr>
<th>Family Pension</th>
<th>Amount of Family Pension</th>
</tr>
</thead>
<tbody>
<tr>
<td>At enhanced rate [Rule 50 (2)(ii)]</td>
<td></td>
</tr>
<tr>
<td>At ordinary rate [Rule 50 (2)(ii)]</td>
<td></td>
</tr>
<tr>
<td>Date from which family pension is admissible (DD/MM/YYYY)</td>
<td></td>
</tr>
<tr>
<td>Head of account to which gratuity and family pension are debitable</td>
<td></td>
</tr>
</tbody>
</table>

### Section II

#### Details of deceased/missing Government servant

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of death (in case or deceased Government servant)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Date from which missing (in case of missing Government servant) (DD/MM/YYYY) | |
| Date of lodging of report with police (in case of missing Government servant) | |

<table>
<thead>
<tr>
<th>Amount of family pension authorised</th>
<th>Amount of gratuity authorised</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of commencement of family pension (DD/MM/YYYY)</th>
<th>Amount recoverable from gratuity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Amount of gratuity withheld pending receipt of 'No Demand Certificate' | |
|-----------------------------------------------------------------------| |

#### Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order

(a) Details of spouse and other family members who will share the family pension, with percentage of family pension payable to each.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation with Government servant/pensioner</th>
<th>Percentage of family pension payable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(b) Name and relation of family member(s) to be co-authorised (i.e. disabled child/dependant parent/disabled sibling)

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation with deceased Government servant/pensioner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Name of the person to whom provisional family pension is being paid, if any.

<table>
<thead>
<tr>
<th>Date from which provisional family pension under Rule 75 being paid by Head of Office,</th>
<th>Amount of Provisional Family Pension being paid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date up to which provisional family pension to be continued (DD/MM/YYYY)</th>
<th>Date from which regular family pension is to commence by Pension Disbursing Authority (DD/MM/YYYY)</th>
</tr>
</thead>
</table>
Note 1: The date from which the final family pension shall be commenced by the Pension Disbursing Authority shall be at least two months after the date of issue of the PPO, taking into consideration the time likely to be taken by CPAO and CPPC to process the pension case. Pay & Accounts Office shall record a note in this regard in the PPO while authorizing the final family pension.

Note 2: The payment of provisional family pension shall, accordingly, continue from the office till the date mentioned in the PPO for commencement of final pension by the PDA so that there is no gap between the date up to which the provisional pension is to be paid and the date of commencement of final pension by the PDA.

Note 3: The HOO will draw and disburse the difference between the amount of family pension finally assessed and the amount of provisional family pension. If the amount of family pension finally assessed is less than the amount of provisional family pension, the difference will be adjusted from the amount of gratuity payable falling which, in instalments from family pension payable in future.

**CALCULATION SHEET FOR GRATUITY/FAMILY PENSION**

<table>
<thead>
<tr>
<th>1. Name</th>
<th>2. Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Date of birth</th>
<th>4. Level of pay in the pay matrix</th>
<th>5. Basic pay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Date of entry in the Government service (DD/MM/YYYY)</th>
<th>7. Date of Death/Disappearance (DD/MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Length of qualifying service reckoned for pension/gratuity (as indicated in PPO)

9. Emoluments drawn during the last ten months

10. Emoluments or average emoluments, whichever is higher

11. Dearness Allowance on item (10) on the date of death/disappearance

12. Emoluments for gratuity [(10)+(11)]

13. Gratuity admissible (in case of missing Government servant): calculation to be shown as follows:
   Emoluments for gratuity/4 x Qualifying Service (in completed six monthly periods, not exceeding 66.)


15. Pay for family pension (as indicated in Pension Payment Order)

16. Family pension admissible (calculation to be shown as follows):
   (a) Ordinary family pension:
       Pay x 30% subject to prescribed minimum and maximum
   (b) Enhanced family pension:
       Pay /2 [Subject to prescribed minimum and maximum]

17. Amount of Fixed Medical Allowance, if admissible

Signature of the Head of Office

Countersigned by PAO

Copy to:- Shri/Smt./Kumari .................................................................

Family member of deceased/missing Govt. servant
FORM 12

Application to be submitted to Pension Disbursing Authority by spouse/co-authorised family member for commencement of family pension on death of a pensioner or family pensioner

1. (i) Name of the Government servant/pensioner in respect of whom family pension is being claimed
   (ii) Name of pensioner/family pensioner on whose death family pension is claimed
   (iii) Date of death of pensioner/ family pensioner
   (iv) PPO No. of pensioner/ family pensioner

2. Name and other details of claimant —

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of birth (DD/MM/YYYY)</th>
<th>Relationship with the deceased Government servant/pensioner</th>
<th>Postal Address</th>
</tr>
</thead>
</table>

3. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/nominee, wherever applicable —

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of birth (DD/MM/YYYY)</th>
<th>Relationship with the minor/mentally disabled claimant</th>
<th>Relationship with the deceased Government servant/pensioner</th>
<th>Postal Address</th>
</tr>
</thead>
</table>

4. Details of Bank account to which family pension is to be credited

<table>
<thead>
<tr>
<th>A/c No.</th>
<th>Bank’s Name and branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS Code</td>
<td></td>
</tr>
</tbody>
</table>

I am aware that future good conduct of the claimant/family pensioner shall be an implied condition for every grant of family pension and its continuance.

Signature or left hand thumb impression of the claimant/guardian

Mobile/Telephone No:.................................

Permanent Account Number for Income Tax (PAN):.................................

Aadhar No. (voluntary)-:.................................

List of Documents to be submitted with Form 12

1. Two specimen signatures of claimant (to be furnished in a separate sheet)
   (Two slips each bearing the left hand thumb and finger impressions may be furnished by a person who is not literate to sign his name. If such an on account of physical disability is unable to give left hand thumb and finger impressions he/she may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he/she may give toe impressions. .)

2. Two copies of passport size photographs of the claimant

3. Undertaking for refunding any excess payment made by the pension disbursing Bank

4. Specimen signature or left hand thumb and finger impressions of guardian, in the case of the guardian who is not literate enough to sign his or her name

5. Two self-attested copies of passport size photograph of the guardian/nominee

6. Descriptive roll of the guardian/nominee, wherever applicable, showing the particulars of height and identification marks, self-attested.

7. Copy of PPO of pensioner/previous family pensioner (To be provided, if available)

8. Proof of permanent address of the guardian.

9. Copy of death certificate of the deceased pensioner/previous family pensioner
FORM 13
[See rule 79 (6)]

Application for the Grant of Residuary Gratuity on the Death of a Pensioner
(To be filled in separately by each claimant)

1. Details of pensioner:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office/Dept./Ministry</th>
<th>Nationality</th>
<th>Date of retirement</th>
<th>Date of death (DD/MM/YYYY)</th>
<th>PPO no.</th>
</tr>
</thead>
</table>

2. Details of claimant(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of birth (DD/MM/YYYY)</th>
<th>Aadhaar No.* (voluntary)</th>
<th>Mobile No.</th>
<th>Relation with the deceased pensioner</th>
<th>Postal address</th>
</tr>
</thead>
</table>

3. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/nominee, wherever applicable:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of birth (DD/MM/YYYY)</th>
<th>Aadhaar No.* (voluntary)</th>
<th>Mobile No.</th>
<th>Relation with minor</th>
<th>Relation with the deceased pensioner</th>
<th>Postal address</th>
</tr>
</thead>
</table>

4. Details of Bank Account:

<table>
<thead>
<tr>
<th>A/c No.</th>
<th>Bank's Name and Branch</th>
<th>IFS code</th>
</tr>
</thead>
</table>

[Place: ____________________]
[Date: ____________________]

(Signature of the claimant/guardian)

For office use

1. Amount of monthly pension (including ad hoc increase, if any)/service gratuity sanctioned to the deceased pensioner
2. Amount of retirement gratuity received by the deceased pensioner
3. The amount of pension (including ad-hoc increase, if any)/service gratuity drawn by the deceased till the date of death
4. If the deceased had commuted a portion of pension before his death, the commuted value of the pension
5. Total of items 2, 3 and 4
6. Amount of death gratuity equal to 12 times of the emoluments
7. The amount of residuary gratuity payable, i.e., the difference between the amount shown against items 5 and 6

Note: If a retired Government servant in receipt of service gratuity or pension dies within five years from the date of his retirement from service including compulsory retirement as a penalty and the sums actually received by him at the time of his death on account of such gratuity or pension including ad-hoc increase, if any, together with the death-cum-retirement gratuity and the commuted value of any portion of pension commuted by him are less than the
amount equal to 12 times of his emoluments, a residuary gratuity equal to the deficiency becomes payable to the family. When a Government servant has retired before earning a pension, the amount of service gratuity should be indicated.

*Providing Aadhaar No. is voluntary. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.

**FORMAT 1**

(See Clause (b) of Sub-rule (4) of Rule 7)

**Undertaking by Government servants who have worked in any Intelligence or Security-related organisation**

I, ........................................, who have worked in (Name of Organization) on the post of ........................................, for the period from ........................................ to ........................................, do hereby solemnly declare that, save with prior approval of the Competent Authority, I shall not publish in any manner, while in service or after my retirement, any information or material or knowledge which is related to the domain of the organisation and obtained by virtue of my working in the said Organization. This declaration is notwithstanding my responsibilities and liability, in terms of the relevant conduct rules, pension rules, laws dealing with offences relating to official secrets or national security and Intelligent Organisations (Restriction of Rights) Act, 1985 (58 of 1985), as the case may be. I further agree that in the event of any failure of the above undertaking by me, the decision of the Government as to whether it was likely to prejudicially affect the aspects stated above shall be binding on me.

2. I am aware that the pension which may be granted to me after retirement, in terms of the relevant pension rules, can be withheld or withdrawn, in full or part, for any failure of this undertaking given.

Signature of the Government servant

Place: ........................................

Date: ........................................

**FORMAT 2**

(See Rule 8)

**Sanction for instituting departmental proceedings after retirement**

No: ........................................

Government of India

Ministry/Department of: ........................................

Dated the........................................

**ORDER**

WHEREAS it has been made to appear that Shri/Smt./Km ........................................while serving as........................................in the Ministry/Department........................................from ........................................ to ........................................was ........................................,(here specify briefly the imputations of misconduct or misbehavior in respect of which it is proposed to institute departmental proceedings):

NOW, THEREFORE, in exercise of the powers conferred on him by sub-clause (i) of clause (c) of sub-rule (2) of Rule 8 of the Central Civil Services (Pension) Rules, 2021, the President hereby accords sanction for institution of the departmental proceedings against the said Shri/Smt./Km ........................................
The President further directs that the said departmental proceedings shall be conducted in accordance with the procedure laid down in Rules 14 and 15 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, by ..................(here specify the authority by whom the departmental proceedings should be conducted) at .................. (here specify the place at which the departmental proceedings would be conducted).

By order and in the name of the President*

..................................................

(Name and designation of the competent authority) *

* To be signed by an officer in the appropriate Ministry/Department authorized under Article 77 (2) of the Constitution to authenticate orders on behalf of the President.

No..................

Copy forwarded to Shri/Smt./Km..............................

Copy also forwarded to Shri/Smt.Km..............................

FORMAT 3

(See Rule 8)

Memorandum for instituting departmental proceedings after retirement

No..................

Government of India

Ministry of .............

Department of..................

Dated the..............................................

MEMORANDUM

In pursuance of the sanction accorded by the President under Rule 8 of the Central Civil Services (Pension) Rules, 2021, for instituting departmental proceedings against Shri/Smt./Km..........................., vide Ministry/Department of......................Order No........................................, dated........................................,it is proposed to hold an inquiry against the said Shri/Smt./Km.......................... in accordance with the procedure laid down in Rules 14 and 15 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965. The enquiry shall be conducted by......................,(here specify the authority by whom the departmental proceedings are to be conducted in accordance with the Presidential sanction) at ...................... (here specify the name of the place where proceedings are to be conducted).

2. The substance of the imputations of misconduct or misbehavior in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (Annexure I). A statement of the imputations of misconduct or misbehaviour in support of each article of charge is enclosed (Annexure II). A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained are also enclosed (Annexures III and IV).

3. Shri/Smt./Km............................is directed to submit within 10 days of the receipt of this Memorandum a written statement of his/her defence and also to state whether he/she desires to be heard in person.
4. He/she is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. He/she should, therefore, specifically admit or deny each article of charge.

5. Shri/Smt./Km. ........................................ is further informed that if he/she does not submit his/her written statement of defence on or before the date specified in para 3 above, or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of Rules 14 and 15 of the CCS (CCA) Rules, 1965, or the orders/directions issued in pursuance of the said Rules, the inquiring authority may hold the inquiry against him/her ex parte.

6. The receipt of this Memorandum may be acknowledged.

By order and in the name of the President

(Name and designation of the competent authority)*

* To be signed by an officer in the appropriate Ministry/Department authorized under Article 77 (2) of the Constitution to authenticate orders on behalf of the President.

OR

(Name and designation of the authority which has been directed by the President to conduct the departmental proceedings)

To
Shri/Smt./Km........................................

ANNEXURE - I

Statement of articles of charge framed against Shri/Smt./Km........................................ (name of the retired Government servant) formerly........................................

Article - I

That the said Shri/Smt./Km........................................ while functioning as ........................................... during the period....................

Article - II

That during the aforesaid period and while functioning in the aforesaid office, the said Shri/Smt./Km........................................

Article - III

That during the aforesaid period and while functioning in the aforesaid office, the said Shri/Smt./Km........................................

ANNEXURE - II

Statement of imputations of misconduct or misbehaviour in support of the articles of charge framed against Shri/Smt./Km........................................ (name of the retired Government servant) formerly........................................
Article – I

Article – II

Article - III

ANNEXURE - III

List of documents by which the articles of charge framed against Shri/Smt./Km. ...................................................(name of retired Government servant) formerly........................................are proposed to be sustained.

ANNEXURE - IV

List of Witnesses by whom the articles of charge framed against Shri/Smt./Km. .............................. (name of the retired Government servant) formerly........................................are proposed to be sustained.

FORMAT 4
[See Rule 30]

Certificate of verification of Service for Pension and Gratuity

No. ................
Government of India
Ministry of......................
Department/Office............... 
Dated the .................

Certificate

It is certified, in consultation with the Accounts Officer, that Shri/Smt./Km. ...................................................... 
(Name and Designation) has completed a qualifying service of ..............................................years .......... months...................... days as on _________________________________(date), as per details given below. The service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present. The verification of service under sub rules (1) and (2) of Rule 30 of the Central Civil Services (Pension) Rules, 2021, shall be treated as final and shall not be re-opened except when necessitated by a subsequent change in the Rules and orders governing the conditions under which the service qualifies for pension and gratuity.

DETAILS OF QUALIFYING SERVICE

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Ministry/Department /Office</th>
<th>From</th>
<th>To</th>
<th>Length of qualifying service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature & stamp of Head of Office

To

Shri ....................................................
(Name & Designation)
FORMAT 5

[See Rules 35(3) and 36(4)]

Relieving order on joining a State Government or Corporation or Company or Body on immediate absorption basis

No......................
Government of India
Ministry/Department of..................................

Dated the...........................................

ORDER

Shri/Smt./Km. ........................................(i)........................................ is hereby relieved to join..........................(ii) ........................ as..................................................(iii)........................................on permanent absorption basis. He/she should join.........................(ii)................by ...............(iv).................... His/her resignation from Government service will be effective from the day he/she actually joins .......................(ii)........................... and it will be notified on the receipt of intimation about the date of his/her joining .......................(ii)........................... In case for some reason he/she does not join .......................(ii)................by ...............(iv)...................., he/she should report back to his/her office forthwith.

2. The period between the date of relief and the date of joining in ...................(ii)...........................will be regularized by grant of any type of leave due and if no leave is at credit, by extraordinary leave.

   (i) Name, designation and office of the Government servant to be relieved.

   (ii) Name of the State Government or corporation or company or body.

   (iii) Post against which the officer is to be appointed in the State Government or corporation or company or body.

   (iv) The Ministry/Department/Office should indicate the date by which the officer should join the State Government or corporation or company or body. This date will be determined by giving him/her a maximum of 15 days' time from the date of relief. The Competent Authority in the Administrative Ministry/Department/Office may allow any further extension beyond this date in case of reason beyond the control of officer like natural calamity, civil commotion, etc.

   (Name and designation of the Relieving Officer)

Copy to:

1. ...........................(Officer concerned)
2. ..........................(State Government or corporation or company or body).
3.  Pay & Accounts Office
FORMAT 6
[See rule 39(8)]

Medical Certificate

Certified that I/We have carefully examined ............................. (Name of Government servant) son/daughter of .................................................. a ..............................................................(Designation) in the .............................................................. (Department/Office). His/ her age by his/her own statement is .............................. years.
I/(we) consider .............................................................. (Name of Government servant) to be completely and permanently incapacitated for further service of any kind in the Department to which he/she belongs in consequence of .............................................................. (here state disease or cause).

(If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made.)

"I am/we are of opinion that .............................................................. (Name of Government servant) is fit for further service of a less laborious character than that which he/she had been doing/may, after resting for ................. months, be fit for further service of less laborious character than that which he/she had been doing."

Place: 

Date: 

(Signature & stamp of Medical Authority)

FORMAT 7
[See rule 47(7)]

Indemnity Bond by Guardian for payment of gratuity to minor

KNOW ALL MEN by these presents that we (a) .................................................. (b) .............................................................. the widow/son/brother, etc., of (c) .............................................................. deceased, resident of .............................................................. (hereinafter called "the Obligor") and (d) .............................................................. son/wife/daughter of .............................................................., resident of ..............................................................and .............................................................. son/wife/daughter of .............................................................., resident of ..............................................................

(hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter called "the Government") on the sum of Rs. ........... (Rupees ..............................................................only) well and truly to be paid to the Government on demand and without a demur for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed this .................day of ................two thousand and ............... 

WHEREAS (c) .................................................. was at the time of his death in the employment of the Government / receiving a pension at the rate of Rs. ........... (Rupees .............................................................. only) per month from the Government. AND WHEREAS the said (c) .................................................. died on the ...................day of ....................... 20 ........ and there was due to him at the time of his death the sum of Rs. ........... (Rupees .............................................................. only) for and towards share of his minor son/daughter in the death/retirement gratuity.

AND WHEREAS the Obligor claims to be entitled to the said sum as de facto guardian of the minor son/daughter of the said (c) ................. ................. but has not obtained till the date of these presents the certificate of guardianship from any competent Court of Law in respect of the said minor(s).
AND WHEREAS the Obligor has satisfied the (e) ........................................ that he/she is entitled to the aforesaid sum and that it would cause undue delay and hardship if the Obligor be required to produce the certificate of guardianship from the competent Court of Law before payment to him of the said sum of Rs. ..............

AND WHEREAS the Government has no objection to the payment of the said sum to the Obligor but under Government Rules and Orders, it is necessary for the Obligor to first execute a bond with one surety/two sureties to indemnify the Government against all claims to the amount so due as aforesaid to the said (c) ................................................................. before the said sum can be paid to the Obligor.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and/or the Surety/Sureties shall in the event of a claim being made, by any other person against the Government with respect to the aforesaid sum of Rs. ......................return to the Government the said sum of Rs. ......................and shall otherwise indemnify and keep the Government harmless and all costs incurred in consequence of the claim thereto THEN the above written bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties, shall but for this provision have the effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named ‘Obligor’ in the presence of

1. ........................................
2. ........................................

Signed by the above named ‘Surety’/‘Sureties’

1. ........................................
2. ........................................

Accepted for and on behalf of the President of India by

........................................ ........................................ ........................................

[Name and designation of the Officer directed or authorized, in pursuance of Article 299 (1) of the Constitution, to accept the Bond for and on behalf of the President ] in the presence of

........................................ ........................................ ........................................

(Name and designation of witness)

NOTE I. -

(a) Full name of the claimant referred to as the ‘Obligor’.
(b) State relationship of the Obligor to the deceased.
(c) Name of the deceased Government Officer.
(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.
(e) Designation of the officer responsible for payment.

NOTE II. - The Obligor as well as the Sureties should have attained majority so that the bond may have legal effect or force.
FORMAT 8

(See Rule 51(5), 71(6) and 79(3)(iii)

Indemnity Bond to be furnished by a claimant of Gratuity or Family Pension in the case of a missing Government Servant or Pensioner or Family Pensioner

Part I (To be filled in the case of missing Government servant)

KNOW ALL MEN by these presents that we (a) ........................................................ (b) ........................................................ the wife/son/brother/nominee, etc., of (c) .................................................................................................................. who was holding the post of .............................................................................................................. in the Ministry/Department/Office of .................................................................................................................. (hereinafter referred to as "missing Government servant") resident of .................................................................................................................. (hereinafter called "the Obligor") and (d) ........................................................ son/wife/daughter of Shri .................................................................................................................. resident of .................................................................................................................. and .................................................................................................................. son/wife/daughter of .................................................................................................................. resident of .................................................................................................................. the sureties for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter called "the Government") in the sum of Rs.................. (Rupees ..........................................................) only per month from the Government.

AND WHEREAS the said (c) ........................................................................................................ disappeared on the ..................day of ..................20 ..................and there was due to him at the time of his disappearance the sum equivalent of (i) salary due (ii) leave encashment, (iii) GPF and (iv) Retirement/Death Gratuity.

AND WHEREAS the Obligor is entitled to family pension at Rs. .................. (Rupees .................. only) plus admissible dearness relief thereon.

AND WHEREAS the Obligor has represented that he/she is entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship.

AND WHEREAS the Government has agreed to make payment of the said sum of Rs.................. (Rupees ..........................................................) and monthly family pension @ Rs. .................. (Rupees ..........................................................) only and relief thereon to the Obligor upon the Obligor and the Sureties entering into a Bond in the above-mentioned sum to indemnify the Government against all claims to the amount so due to the aforesaid missing Government servant.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and/or the Surety/Sureties shall in the event of a claim being made, by any other person or the missing Government servant on appearance, against the Government with respect to the aforesaid sum of Rs. .................. (Rupees ..........................................................) and the sums paid by the Government as monthly pension and relief as aforesaid then refund to the Government the said sum of Rs.................. (Rupees ..........................................................) and each and every sum paid by Government as monthly pension and relief together with simple interest @ ........% per annum and shall, otherwise, indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto, THEN the above-written Bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.
AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

(Signature of Obligor)

Signed by the above named ‘Obligor’ in the presence of
1. ........................................
2. ........................................

Signed by the above named ‘Surety’ / ‘Sureties’
1. ........................................
2. ........................................

Accepted for and on behalf of the President of India by
.............................................................................................................................................................................................................................................................................................

(Name and designation of the Officer directed or authorized, in pursuance of Article 299(1) of the Constitution, to accept the Bond for and on behalf of the President) in the presence of ........................................

.............................................................................................................................................................................................................................................................................................

.............................................................................................................................................................................................................................................................................................

(Name and designation of witness)

NOTE I - (a) Full name of the claimant referred to as the ‘Obligor’.
(b) State relationship of the ‘Obligor’ to the ‘missing Government servant’.
(c) Name of the ‘missing Government servant’.
(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.

NOTE II - The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.

NOTE III - The rate of simple interest will be as prescribed by the Government from time to time.

Part – II (To be filled in the case of missing Pensioner)

KNOW ALL MEN by these presents that we [a].......................... [b].......................... the widow/son/brother/nominee, etc., of the [c].......................... who had retired from the post of ............................................................... in the Ministry/Department/Office of ............................................................... and who was in receipt of pension from ............................................................... is reported to have been missing since ............................................................... (hereinafter referred to as ‘missing pensioner’) resident of ............................................................... (hereinafter called “the Obligor”) and [d] ............................................................... son/daughter of Shri. ............................................................... resident of ............................................................... and ............................................................... resident of Shri. ............................................................... son/daughter of Shri. ............................................................... the Sureties for and on behalf of the Obligor (hereinafter called “the Sureties”) are held firmly bound to the President of India (hereinafter called “the Government”) in each and every sum being the arrears of pension and monthly family pension and relief thereon well and truly to be paid to the Government, on demand and without a demur together with simple interest at the rate of ..........% per annum from the date of payment until repayment for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents’.

Signed this ................................day of ................two thousand and ..................
WHEREAS (c) ........................................ was at the time of his disappearance a Central Government pensioner receiving a pension at the rate of Rs. ....... .... (Rupees ..........................................................) only per month and relief thereon from the Government.

AND WHEREAS the said (c) ........................................................ disappeared on the .............. day of .............. 20...... and there was due to him at the time of his disappearance the sum equivalent of arrears of pension due.

AND WHEREAS the Obligor is entitled to family pension at Rs...... (Rupees.......................................................... only) plus admissible dearth relief thereon. AND WHEREAS the obligor has represented that he/she is entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship.

AND WHEREAS the Government has agreed to make payment of the said sum of Rs ..............(Rupees ..........................................................) and monthly family pension at Rs. .............. (Rupees ..........................................................) plus relief thereon to the obligor upon the Obligor and the Sureties entering into a Bond in the abovementioned sum to indemnify the Government against all claims to the amount so due to the aforesaid missing Government pensioner.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and/or the Surety/Sureties shall in the event of a claim being made, by any other person or the missing pensioner on appearance, against the Government with respect to the aforesaid sum of Rs.............. (Rupees ..........................................................) and the sums paid by the Government as monthly pension and relief as aforesaid then refund to the Government the said sum of Rs. .............. (Rupees ..........................................................) and each and every sum paid by Government as monthly family pension and relief together with simple interest @ ......% per annum and shall, other wise, indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto, THEN the above written Bond or obligation shall be void and of no effect but other wise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations pr conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

(Signature of Obligor)

Signed by the above named ‘Obligor’ in the presence of
1. ........................................
2. ........................................

Signed by the above named ‘Surety’/‘Sureties’
1. ........................................
2. ........................................

Accepted for and on behalf of the President of India by ........................................ ........................................
........................................ ........................................ [Name and designation of the Officer directed or authorized, in pursuance of Article 299 (1) of the Constitution, to accept the Bond for and on behalf of the President] in the presence of ........................................ ........................................
........................................ ........................................
(Name and designation of witness)

NOTE I. - (a) Full name of the claimant referred to as the ‘Obligor’.
(b) State relationship of the ‘Obligor’ to the ‘missing pensioner’.
(c) Name of the 'missing pensioner'.

(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.

NOTE II.- The Obligor as well as the Sureties should have attained majority so that the Bond may have legal effect or force.

NOTE III.-The rate of simple interest will be as prescribed by the Government from time to time.

Part—III [To be filled in the case of missing Family Pensioner]

KNOW ALL MEN by these presents that we (a) .................................................. resident of .......................................................... and the son/daughter/mother/father/disabled sibling etc. (hereinafter called "the Obligor") of (b) .................................................. who was in receipt of /eligible for family pension before reported to have been missing since .................................. on account of being the widow/widower/son/daughter/disabled sibling etc. (hereinafter referred to as 'missing family pensioner') of (c) .................................................. who was holding/had retired from the post of .................................. in the Ministry/Department/Office of .................................................. and who died on .................................. and (d) .................................................. son/wife/daughter of Shri .................................................. resident of .................................................. and .................................................. son/wife/daughter of Shri .................................................. resident of .................................................. the Sureties for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter called "the Government") in each and every sum being the arrears of pension and monthly family pension and relief thereon well and truly to be paid to the Government, on demand and without a demur together with simple interest at the rate of ........................% per annum from the date of payment until repayment for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents'.

Signed this .................................. day of .................................. two thousand and ..................

WHEREAS (b) .................................................. was at the time of his disappearance a Central Government family pensioner receiving/eligible for receiving a family pension at the rate of Rs. ........ (Rupees ..................................................) only per month and relief thereon from the Government.

AND WHEREAS the said (b) .................................................. disappeared on the .................................. day of .................................. 20...... and there was due to him/her at the time of his/her disappearance the sum equivalent of arrears of family pension due.

AND WHEREAS the Obligor is entitled to family pension at Rs........ (Rupees ..................... only) plus admissible dearness relief thereon.

AND WHEREAS the obliger has represented that he/she is entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship.

AND WHEREAS the Government has agreed to make payment of the said sum of Rs .................. (Rupees ..................) and monthly family pension at Rs. ........ (Rupees ..................) plus relief thereon to the obliger upon the Obligor and the Sureties entering into a Bond in the abovementioned sum to indemnify the Government against all claims to the amount so due to the aforesaid missing Government family pensioner.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and/or the Surety/Sureties shall in the event of a claim being made, by any other person or the missing family pensioner on appearance, against the Government with respect to the aforesaid sum of Rs. ........ (Rupees ..................) and the sums paid by the Government as monthly pension and relief as aforesaid then refund to the Government the said sum of Rs. ........ (Rupees ..................) and each and every sum paid by Government as monthly family pension and relief together with simple interest @ ........% per annum and shall, otherwise, indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto, THEN the above written Bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from
such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or 
either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, 
chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands 
hereunto on the day, month and year above-written.

(Signature of Obligor)

Signed by the above named 'Obligor' in the presence of 
1. ............................................
2. ............................................

Signed by the above named 'Surety'/ 'Sureties'
1. ............................................
2. ............................................

Accepted for and on behalf of the President of India by ..................................................

[Name and designation of the Officer directed or authorized, in pursuance of Article 299 (1) of the Constitution, to 
accept the Bond for and on behalf of the President] in the presence of ..................................................

(Name and designation of witness)

NOTE I. - (a) Full name of the claimant referred to as the 'Obligor'.
(b) State relationship of the 'Obligor' to the 'missing family pensioner'.
(c) Name of the deceased Government servant /pensioner.
(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.

NOTE II. - The Obligor as well as the Sureties should have attained majority so that the Bond may have legal effect or 
force.

NOTE III. - The rate of simple interest will be as prescribed by the Government from time to time.

FORMAT 9
(See Rules 57,58,60, 63,71,74,76, 79 and 80 )

UNDERTAKING

Date: _______

To

The Branch Manager

<Bank Branch Address>

Payment of Pension/Family Pension under A/C No.:______ through your Bank

Dear Sir,

In consideration of your having, at my request, agreed to make payment of pension due to 
me every month by credit to my account with you. I the undersigned agree and undertake to 
refund or make good any amount to which I am not entitled or any amount which may be 
credited to my account in excess of the amount to which I am or would be entitled. I further 
hereby undertake and agree to bind myself and my heirs, successor, executors and 
administrators to indemnify the bank from and against any loss, suffered or incurred by the 
bank in so crediting my pension to my account under the scheme and to forthwith pay the same 
to the bank and also irrevocably authorise the bank to recover the amount due by debit to my 
said account or any other account/ deposits belonging to me in the possession of the bank.
2. The date of birth of spouse is _____ and her mark of identification is _____________.

Yours faithfully,

Signature: 
Spouse Name: ______
Address: ______
Witnesses:
1. Signature
Name: ______
Address: ______
Date: ______
2. Signature:
Name: ______
Address: ______
Date: ______

FORMAT 10
[See rules 60, 74 and 80]

Letter to the Accounts Officer forwarding the papers for pension/ family pension and gratuity of a Government Servant

No.________________________
Government of India
Ministry of ________________
Department of ________________

To,
The Pay and Accounts Officer/Accountant General,

Date (DD/MM/YYYY) ____________

Subject: Authorisation of pension/family pension and gratuity in respect of Shri/Smt./Km.

Sir/Madam,
1. I am directed to forward herewith the pension/ family pension and gratuity papers of Shri/Smt./Km. of this Ministry/ Department/Office for further necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement / disappearance/death of the Govt. servant and which need to be recovered/withheld are indicated in item No. 13 of Form 7/ item no 9 of Form 11.
3. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of pension/family pension have been issued to disbursing authority concerned, under intimation to the retiring/retired Government servant/family pensioner.
4. The retirement/ death gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you.

Yours faithfully,

(Head of Office)

Enclosures:
1. Service Book (date of retirement/ death/ disappearance to be indicated in the service book).
2. Details of family in Form 4
3. Form 6 or 10 and Form 7 or 11, duly completed, along with enclosures and checklists.

4. Undertaking to the Bank in Format 9

5. Medical certificate of incapacity (for invalid pension).

6. Orders of the competent authority regarding grant of compulsory retirement pension/ compassionate allowance in the cases of compulsory retirement/dismissal/removal.

7. Brief statement leading to reinstatement of the Government servant attached (In case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.)

Notes:
When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.

FORMAT 11
[See rules 71(2)(b) and 71(6)]

Letter to the nominee/member of family of a deceased/missing Government Servant for grant of gratuity

Government of India

<table>
<thead>
<tr>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Ministry of

Department/Office

To

Dated (DD/MM/YYYY)

Subject: - Payment of gratuity in respect of Shri/Smt./Kumari

Sir/Madam,

I am directed to state that:

* (i) In terms of the nomination made by Shri/Smt./Km. .................................................................

.................................................................................... (Name & Designation) in the Office/Department/Ministry o......................, a gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.

I am to request that a claim for the payment of gratuity may be submitted in the enclosed Form 9 as soon as possible.

Should any contingency have happened since the date of making the nomination, so as to render the enclosed nomination invalid, in whole or in part, kindly state precise details of the contingency.

OR

* (ii) No valid nomination for grant of gratuity exists in this Office. In terms of Rule 47 and Rule 51 (in the case of missing Government servant only) of the Central Civil Services (Pension) Rules, 2021, a gratuity is payable to the following members of the family of Shri/Smt./Km. ..............................................................
Designation, in the Office/Department/Ministry of .................................................. in equal shares:

(i) Wife/husband, including judicially separated wife/husband
(ii) Sons
(iii) Unmarried daughter
(iv) Widowed and divorced daughters 

Or

(In the absence of above members)

(v) Father and Mother, including adoptive parents in case of individuals whose personal law permits adoption;
(vi) Brothers including stepbrothers who are suffering from any disorder or disability of mind including the mentally retarded or physically crippled or disabled without any limit of age and brothers, including stepbrothers, below the age of eighteen years, in other cases.
(vii) Unmarried, widowed and divorced sisters including step sisters;
(viii) Married daughters; and
(ix) Children of a pre-deceased son.

2. I am to request that a claim for the payment of gratuity may be submitted in the enclosed Form 9 along with an Indemnity Bond in enclosed Format 8 (in the case of missing Government servant only) as soon as possible.

Yours faithfully,

Signature of Head of the Office

Encl: 1. Form 9

2. Format 8 (in case of missing Government servant /pensioner only)

* Strike out if not applicable.

Note: If there are more than one beneficiary eligible to receive a share from the amount of gratuity, separate letter will be addressed to all the beneficiaries.

FORMAT 12

[See rules 71 and 79]

(Letter to family member of a deceased/missing Government servant for grant of Family Pension)

No...... ...........
Government of India
Ministry of............... 
Department/Office............... 
Dated the ...............

To

...........................................
...........................................

Subject: Payment of Family Pension in respect of Shri/Smt. .................
Sir/Madam,

I am directed to state that in terms of rule 50 and Rule 51 (in the case of missing Government servant only) of the Central Civil Services (Pension) Rules, 2021, a family pension is payable to you in respect of Shri/Smt./Km. ........................................... .......................................................... (Name and Designation) in the Office/Department/Ministry of ........
.............................................................., who has died/is reported missing.

2. You are advised that a claim for the grant of Family Pension may be submitted in the enclosed Form 10 along with an undertaking to the Bank in enclosed Format 9 and an Indemnity Bond in enclosed Format 8 (in the case of missing Government servant only).

*3. In the event of death or ineligibility after re-marriage of the widow/widower, the Family Pension shall be granted to the eligible child or children, dependent parents or disabled siblings, if any, as per the provisions of rule 50 of Central Civil Service (Pension) Rules, 2021.

*4. In the case of a childless widow, the family pension shall be payable even after re-marriage subject to the conditions mentioned in Rule 50 of the Central Civil Service (Pension) Rules, 2021.

*Applicable only in the case of death of Government servant

Yours faithfully,

Head of Office

Encl: (1) Format 9
(2) Form 10
(3) Format 8 (In case of missing Government servant)

FORMAT 13
[See rules 79(2)(b)(i) and 79(3)(iv)]

Letter sanctioning Family Pension when a Pensioner dies/goes missing or a Family Pensioner dies/ceases to be eligible/goes missing

No.................
Government of India
Ministry of............... Department/Office..............

Dated the .................

To,
The Pay and Accounts Officer,
Sir/Madam,

I am directed to say that Shri/Smt./Km. .................................................. (designation) in this Ministry/Department/Office was authorised the payment of pension of ₹. ......... with effect from ...................... on his/her retirement from service. Intimation has been received in this Ministry / Department/Office that Shri/Smt./Km. .................................................. has died/gone missing on ......................

A report in this respect was lodged with the Police on ...................... . A report dated ...................... has also been received from the Police that whereabouts of Shri/Smt./Km. .............................. could not be located despite all efforts made in this regard. (To be filled in case of missing pensioner only)

OR

I am directed to say that Shri/Smt./Km .............................. (Name of the previous family pensioner) .............................. (relationship) of late Shri/Smt./Km. .............................. formerly .............................. (designation) in this Ministry / Department /Office was authorized the payment of Family Pension of ₹. ......... with effect from. ...................... vide PPO No ..............................

Intimation has been received in this Ministry / Department / Office that Shri/Smt./Km. .............................. has died/ceased to be eligible for family pension/gone missing on ........... ..............

A report in this respect was lodged with the Police on ...................... . A report dated ...................... has also been received from the Police that whereabouts of Shri/Smt./Km. could not be located despite all efforts made in this regard. (To be filled in case of missing family pensioner only)

2. There are the following surviving members of family of the deceased Government servant/pensioner or missing pensioner:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name</th>
<th>Date of birth</th>
<th>Aadhaar No.* (If available)</th>
<th>Relationship with deceased Government servant or deceased/missing pensioner</th>
<th>Whether suffering from any disability</th>
<th>Marital Status</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<td>3.</td>
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</tr>
</tbody>
</table>

3. In terms of Rule 50 / 51 of the Central Civil Services (Pension) Rules, 2021, the amount of family pension has become payable to Shri/Smt./Km ..............................

The Family Pension will be payable, on behalf of the minor/mentally disabled child, to Shri/Smt./Km. ........................... who is the nominee/guardian.

4. Sanction for the grant of Family Pension of ₹. ......... per month at enhanced rate from ............. to Shri/Smt./Km. ..............................

and ₹. ............. at ordinary rate from to Shri/Smt./Km. .............................. is hereby accorded. The family pension will be tenable as per the provisions of Rule 50 and Rule 51 of the Central Civil Services (Pension) Rules, 2021.
5. Whether Fixed Medical Allowance is Admissible

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Amount (₹)</th>
</tr>
</thead>
</table>

6. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of family pension have been issued to the disbursing authority concerned, under intimation to the family pensioner.

Yours faithfully,

(Head of Office)

Enclosure:

1. Death certificate (in case of death of pensioner/family pensioner)
2. Form 10 (with enclosures)
3. Undertaking to the Bank in Format 9
4. Report lodged by the family with the police (In case of missing Government servant)
5. Report received by the family from the police

# Strike out which is not applicable.

Note: The Form may be suitably modified if there are more than one member of family to whom family pension is payable as per Rule 50. The names of all such members and the amount of family pension payable to each may be indicated accordingly.
ESTABLISHMENT MANUAL

CHAPTER - X

Leave Travel Concession Rules, 1975.
1 Short title, commencement and application. –

(1) These rules may be called the Central Civil Services (Leave Travel Concession) Rules, 1988.

(2) They shall come into force on the date of their publication in the Official Gazette.

(3) Subject to the provisions of sub-rule (4), these rules shall apply to all persons –

(i) who are appointed to civil services and posts including civilian Government servants in the Defence Services in connection with the affairs of the Union;

(ii) who are employed under a State Government and who are on deputation with the Central Government;

(iii) who are appointed on contract basis; and

(iv) who are re-employed after their retirement.

(4) These rules shall not apply to –

(a) Government servants not in whole-time employment;

(b) persons in casual and daily rated employment;

(c) persons paid from contingencies;

(d) Railway servants;

(e) members of the Armed Forces;

(f) local recruits in Indian Missions abroad; and
(g) persons eligible to any other form of travel concession available during leave or otherwise.

2. Special provisions regarding certain categories of employees –

(1) In the case of persons belonging to categories mentioned in clauses (ii), (iii) and (iv) of sub-rule (3) of Rule 1, the leave travel concessions shall be admissible on completion of one year’s continuous service under the Central Government and provided that it is certified by the appropriate administrative authority that the employee concerned is likely to continue to serve under the Central Government for a period of at least two years in the case of Leave Travel Concession to hometown and at least four years in the case of leave travel concession to any place in India to be reckoned from the date of his joining the post under the Central Government.

(2) In the case of officers appointed on contract basis, where the initial contract is for one year but is later extended, the total duration of the contract will be taken into account for the purpose of leave travel concession.

(3) In the case of persons re-employed, immediately after retirement without any break, the period of re-employed service will be treated as continuous with the previous service for the purpose of leave travel concession and the concession allowed for the re-employed period, provided that the leave travel concession would have been admissible to the re-employed officer had he not retired but had continued as serving officer.

Illustration: - If an officer has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break, he cannot avail this concession till the expiry of the particular block of four years.

3. Scope – The leave travel concession will cover the Government servant himself and his family.

4. Definitions. - In these Rules, unless the context otherwise requires, -

(a) "a place in India" will cover any place within the territory of India, whether it is on the mainland India or overseas;

(b) "controlling officer" means an officer declared as such under Supplementary Rule 191;

(c) "Disciplinary Authority" shall have the same meaning as assigned in clause (g) of Rule 2 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965;

(d) "Family" means:-

(i) the Government servant’s wife or husband, as the case may be, and two surviving unmarried children or step children wholly dependent on the Government servant, irrespective of whether they are residing with the Government servant or not;

(ii) married daughters who have been divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and are wholly dependent on the
(iii) parents and/or step mother residing with and wholly dependent on the Government servant;

(iv) unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

EXPLANATIONS:

1. The restriction of the concession to only two surviving children or step children shall not be applicable in respect of (i) those employees who already have more than two children prior to the coming into force of this restriction i.e. 20.10.1997; (ii) children born within one year of the coming into force of this restriction; (iii) where the number of children exceeds two as a result of second child birth resulting in multiple births.

2. Not more than one wife is included in the term "Family" for the purpose of these Rules. However, if a Government servant has two legally wedded wives and the second marriage is with the specific permission of the Government, the second wife shall also be included in the definition of "Family".

3. Though it is not necessary for the spouse and children to reside with the Government servant so as to be eligible for the Leave Travel Concession, the concession in their cases shall, however, be restricted to the actual distance traveled or the distance between the headquarters/place of posting of the Government servant and the hometown/place of visit, whichever is less.

4. Children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the term "Family".

5. A member of the family whose income from all sources, including pension, temporary increase in pension but excluding dearness relief on pension or stipend etc. does not exceed Rs.1500 p.m. is deemed to be wholly dependent on the Government servant.

(e) "hometown" means the town, village or any other place declared as such by the Government servant and accepted by the controlling officer;

(f) "shortest direct route" shall have the same meaning as given in Supplementary Rule 30 and orders issued thereunder from time to time.

Govt. of India’s Decision

(1) LTC to a newly married husband of a female Government servant.

When a female Govt. servant proceeds to her hometown, availing of the Leave Travel Concession and gets married in the hometown, LTC may be allowed also to be husband of the female Govt. servant, for the journey performed by him from the hometown to the headquarters of the female Govt. servant.

[OM No. 48/2/65-Ests.(A), dated 2.4.1965]
(2) On the recommendations of Task Force, Govt. have decided that the existing LTC Scheme for Central Govt. servants as amended from time to time, shall be modified to the extent indicated below with immediate effect-

(i) Advance on account of LTC may be sanctioned by the Head of the Office instead of by the Controlling Officer.

(ii) Where the shortest route by which the journey is required to be performed is disrupted due to accidents or other causes, the power to grant reimbursement by the actual route traveled may be exercised by the Controlling Authority, instead of by the Department of Personnel and Administrative Reforms in consultation with the Ministry of Finance (Department of Expenditure) as at present.

(iv) ***

(v) ***

(vi) LTC to visit hometown in a block of two years and to any place in India once in four years will be allowed both ways during leave preparatory to retirement provided the return journey is completed before the expiry of the leave preparatory to retirement.

[ MHA OM No. 31011/1/77-Ests.(A) dated 1.10.1977]

(3) What is the scope of the expression "any place in India"?

The expression "any place in India" will cover any place within the territory of India whether it is on the mainland, or overseas. If there are any local restrictions on visits to places in border areas, it is the responsibility of the Govt. servant undertaking the visit to fulfil the conditions for visit to the places which are subject to local restrictions.

***

(4) Condition of "residing with" waived in respect of spouse and children.

It has been decided that in cases where the Government servant has left his/her spouse and the dependent children at place other than his/her Headquarters, he may be allowed LTC in respect of them from the place of their residence to hometown in a block of 2 years or any place in India in a block of 4 years, as the case may be, but the reimbursement should in no case exceed the actual distance traveled by the family or the distance between the headquarters/place of posting of Govt. servant and the place visited/hometown, whichever is less. In the case of other members falling within the definition of "family" the existing conditions and restrictions will continue to be in force.

[DOPT OM No. 31011/14/86-Est.(A), dated 8.5.1987]

5. Change of Hometown.- The hometown once declared and accepted by the controlling officer shall be treated as final. In exceptional circumstances, the Head of the Department or if the Government servant himself is the Head of the Department, the Administrative Ministry, may authorise a change in
such declaration provided that such a change shall not be made more than once during the service of a Government servant.

**Govt. of India Decisions**

(1) From time to time enquiries have been received as to how exactly the “home town” should be determined. The conditions of ownership of property and permanent residence of relatives laid down in para 1 (4) of this Ministry’s Office Memorandum of 11th October, 1956 are only illustrative and not exhaustive for determining one’s home town. The correct test to determine whether a place declared by a Government servant may be accepted as his hometown or not is to check whether it is the place where the Govt. servant would normally reside but for his absence from such a station for service under Government. The criteria mentioned below may, therefore, be applied to determine whether the Govt. servant’s declaration may be accepted-

(i) Whether the place declared by Government servant is the one which requires his physical presence at intervals for discharging various domestic and social obligations, and if so, whether after his entry into service, the Government servant had been visiting that place frequently.

(ii) Whether the Government servant owns residential property in that place or whether he is a member of a joint family having such property there.

(iii) Whether his near relations are resident in that place.

(iv) Whether, prior to his entry into Government service, the Government servant had been living there for some years.

**NOTE.** - The criteria, one after the other, need be applied only in cases where the immediately preceding criterion is not satisfied.

Where the Government servant or the family of which he is a member owns a residential or landed property in more than one place, it is left to the Government servant to make a choice giving reasons for the same, provided that the decision of the Controlling Officer whether or not to accept such place as the hometown of the Government servant shall be final.

Where the presence of near relations at a particular place is to be the determining criterion for the acceptance of declaration of ‘hometown’ the presence of near relations should be a more or less permanent nature.

2. It has been decided, in view of the comprehensive revised definition of “home town”, to give further opportunity to declare the home towns afresh within a time limit (i.e. by the 31st October, 1958) to all those who might be affected by the revised definition (e.g. whose earlier declarations were rejected but who would now become eligible to declare particular places as their hometowns, or who might like to have a change affected in the light of the revised criteria). Such fresh declaration after approval by the Controlling Officer will be treated as the “first declaration” and not as a change of declaration in terms of para 1 (4) of this Ministry’s Office Memorandum No.43/1/56-Estt. Part II, dated the 11th October, 1956.
3. Those Government servants who because of the revised definition now become eligible for the leave travel concession would, however, be eligible only for the concessions commencing from the one relating to the 1958-59 block.

(MHA OM No. 43/15/57-Ests. (A) dated 24.6.1958)

6. Declaration of place of visit under Leave Travel Concession to any place in India.-

When the concession to visit any place in India is proposed to be availed of by a Government servant or any member of the family of such Government servant, the intended place of visit shall be declared by the Government servant in advance to his controlling officer. The declared place of visit may be changed before the commencement of the journey with the approval of his controlling officer but it may not be changed after the commencement of the journey except in exceptional circumstances where it is established that the request for change could not be made before the commencement of the journey owing to circumstances beyond the control of the Govt. servant. This relaxation may be made by the Administrative Ministry/Department or by the Head of the Department, as the case may be.

7. Admissibility of Leave Travel Concession.-

(1) The leave travel concession shall be admissible to persons of the categories specified in clauses (i) and (iii) of sub-rule (3) of Rule 1 only, if they have completed one year’s continuous service under the Central Government on the date of journey performed by him or his family, as the case may be, to avail of the concession.

(2) The leave travel concession shall be admissible during any period of leave, including casual leave and special casual leave.

**Govt. of India Decision**

(1) *** In every case the journey should be to the home and back but it need not necessarily commence from or end at the headquarters of the Government servant either in his own case or in the case of the family. But the assistance admissible will be the amount admissible for the actual distance traveled, limited to the amount that would have been admissible had the journey been performed between the headquarters and the ‘home’ of the Government servant.

*** In the case of a Government servant serving in a vacation department, vacation will be treated as regular leave for the purpose of this concession.

***

The class of railway accommodation to which a Government servant and his family will be entitled is the class to which he is entitled under the normal rules at the time the journeys are undertaken.***

*** The Government servants should inform the Controlling Officer before journeys for which assistance under this scheme will be claimed are undertaken. They should also produce evidence of their having actually performed the journey, for example, serial numbers of railway tickets, etc.
A record of all assistance granted under these orders shall be suitably maintained. In the case of Gazetted Officers, the record shall be maintained by the Accounts Officer concerned. In the case of non-gazetted staff, the record should be in the form of entries in the service book or other appropriate service records and should indicate the date or dates on which the journey or journeys to the "home" commenced. The authority responsible for the maintenance of the service record shall ensure that on every occasion a Government servant proceeds on leave which is entered in that record, the fact whether or not he availed of the travel assistance under these orders is indicated.

[MHA OM No. 43/1/55-Estt.(A) –Part-II dated 11.10.56]

(2.) LTC not admissible on resignation

The concession will not, however, be admissible to a Government servant who proceeds on regular leave and then resigns his post without returning to duty.

(3.) LTC to hometown outside India

A Government servant who declares, subject to the satisfaction of the Controlling Officer, that his hometown is outside India, will also be entitled to the leave travel concession for visiting his hometown. Government’s assistance in such a case will be limited to the share of the fares for journey (i ) up to and from the railway station (by the shortest route) nearest to the hometown or (ii) the railway station for the nearest port of embarkation/disembarkation in India. The term "nearest port" for this purpose means the port in India nearest to the hometown of the Government servant.

*** Family can perform journey separately

Where a Government servant and his family perform journeys separately, there is no objection to his presenting separate claims. In each case, however, the claim should be for both outward and inward journeys.***

[MHA O.M. No. 43/5/57-Estts.(A) dated 4.9.1957]

(4.) An officer who is his own Controlling Officer for purposes of travelling allowance should make the initial or any subsequent declaration of his hometown to his next superior administrative authority for acceptance. This procedure should also be followed in cases where declarations have already been sent direct to the Accounts Officers concerned by officers who are their own Controlling Officers. The Comptroller and Auditor General and Secretaries to Government will, however, communicate the initial declaration of hometowns as well as any subsequent declaration for change therein direct to the Accounts Officers concerned.

[MHA OM No. 43/5/57-Ests.(A) dated 11.2.1958]

(5.) Entitlement of LTC in special cases
Leave travel concession will be admissible to the members of Government servant’s family with reference to the facts existing at the time of forward and return journeys independently. The following types of cases are given by way of illustrations:-

I. Entitled to reimbursement in respect of outward journey only:

(i) A dependent son/daughter getting employment or getting married after going to hometown or remaining there for prosecution of studies.

(ii) The family having performed the journey to hometown have no intention of completing the return journey from hometown, provided the Government servant foregoes in writing the concession in respect of the return journey if performed by the family members at a subsequent date.

II. Entitled to reimbursement in respect of the return journey only:

(i) A newly married wife coming from hometown to headquarters station or a wife who has been living long at hometown and did not avail herself of the leave travel concession in respect of the outward journey.

(ii) A dependent son/daughter returning with parents or coming along from hometown where he/she has been prosecuting studies or living with grandparents, etc.

(iii) A child who was previously below five/twelve years of age but has completed five/twelve years of age only at the time of the return journey.

(iv) A child legally adopted by a Govt. servant while staying in the hometown.

[MHA OM No. 43/10/58-Ests.(A), dated 11.12.1958]

(6.) LTC to industrial & work-charged staff-

Industrial and work-charged staff who are entitled to regular leave will also be eligible to avail of the Leave Travel Concession in the same manner as other Central Govt. employees. The first block in their case would be 1960-61.

*** *** *** ***

[MHA OM No. 6/7/59-Ests.(A), dated 15.6.1960]

(7) LTC in combination with transfer/tour TA-Mode of Regularisation.

Normally, the following types of cases are likely to arise when a Govt. servant combines a journey on LTC with one on transfer or tour:-

(i) Leave Travel Concession in combination with transfer journey-. An officer going to hometown on regular leave proceeds therefrom on transfer to the new headquarters.
(ii) Leave Travel Concession in combination with tour journey.

(a) An officer proceeding with proper prior permission to hometown on regular leave from a tour station and returns to headquarters direct from hometown; and

(b) an officer proceeding to a tour station from hometown with proper prior permission and returns to headquarters therefrom.

It has been decided that the combined claims in such cases should be regulated as indicated below-

(a) In the cases of the category of para (i) above, the officer may be allowed as his minimum entitlement transfer travelling allowance under SR 124 or SR 126, as the case may be. He may be allowed in addition, Leave Travel Concession under the rules to the extent the distance from old headquarters to hometown and from hometown to the new headquarters exceeds the distance for which transfer-travelling allowance is admissible.

In cases where the distance for which Leave Travel Concession, however, be open to the Govt. servant not to avail of the Leave Travel Concession at all, being permitted to avail of it on some other occasion within the block period, subject to other conditions being fulfilled.

The option has to be exercised in respect of self and the members of the family at the time of preferring claim for transfer travelling allowance.

When Leave Travel Concession is not availed of, the Leave Travel Concession advance, if any, taken by the Govt. servant should be adjusted against his travelling allowance entitlement.

(b) In the case of the category of para (ii) (a) above, travelling allowance as on tour may be allowed for the journey from the headquarters to the tour station from which the Government servant proceeds to hometown and Leave Travel Concession for the journey from tour station to hometown and back to headquarters deeming the tour station as the starting point for the onward journey.

The limitation contained in para 1 (3) of Ministry of Home Affairs, Office Memorandum No. 43/1/55-Ests.(A)-Part II, dated the 11th October, 1956, will be applicable in computing the amount of Leave Travel Concession admissible.

(c) In the case of the category of para (ii) (b) above, Leave Travel Concession as admissible under the rules may be allowed from headquarters to hometown and travelling allowance as on tour for the journey from hometown to tour station and back to headquarters.

In cases falling under para (ii) the provisions of Ministry of Finance, Office Memorandum No. F. 5 (44)-E.IV/48, dated the 23rd April, 1948 (given below), will have to be complied with.

Extract of OM dated 23.4.1948, referred to above.

It has come to notice that cases of transfer of charge of an office elsewhere than at headquarters are becoming somewhat more frequent than normally. In the circumstances, it has been decided that to
ensure prevention of any possible abuse of the spirit of the rules it will meet the object in view if orders in all such cases are issued by an officer not below the rank of Joint Secretary of a Ministry of the Government of India or embody the fact of his approval having been given.

(MHA OM No. F.43/15/59-Estts.(A), dated 19.7.1960)

(8) LTC to India based officers serving in India Missions/Posts abroad

The cases of India based officers and members of staff serving in India Missions/Posts abroad when they come to India on home leave or home leave-cum-transfer will be divided into the following three types for the purpose of LTC:-

(i) Officers coming on home leave and going back to their old posts on the expiry of leave.

(ii) (a) Officers coming on home leave-cum-transfer to a post in India.

(b) Officers going on home leave-cum-transfer to a post outside India.

(iii) Officers coming on leave-cum-transfer to a post in another foreign country.

For the first category, the port of disembarkation in India on the approved route will be reckoned as the starting point for the commencement of the leave travel concession to the hometown and the reimbursement allowed at par with that admissible to employees in India.

(a) In regard to the category of officers at (ii) (a) above, the journey will be performed from the port of disembarkation in India to the new Headquarters via the hometown. The officer may be allowed as his minimum entitlement transfer travelling allowance under IFS Rules, 1954, as modified from time to time. He may be allowed, in addition, leave travel concession under the rules to the extent the distance from the port of disembarkation to hometown and from hometown to the new headquarters exceeds the distance from which transfer travelling allowance is admissible ***. (For officers whose hometowns are en route on the journey from the port of disembarkation to the new headquarters, or in case where the distance for which leave travel concession would be admissible as above is negligible it will be preferable to claim transfer travelling allowance only.)

(b) In regard to category of officers at (ii) (b) above, the journey will be performed from the headquarters in India to the port of embarkation in India via the hometown. The officer may be allowed as his minimum entitlement transfer Travelling Allowance under IFS Rules, 1954, as modified from time to time. He may be allowed, in addition, leave travel concession under the rules to the extent the distance from headquarters in India to hometown and from hometown to the port of embarkation in India exceeds the distance for which transfer travelling allowance is admissible . (For officers whose hometowns are en- route to the journey from headquarters in India to the port of embarkation, or in cases where the distance for which Leave Travel Concessions would be admissible as above is negligible, it will be preferable to claim transfer travelling allowance only.)

The third category of officials may be allowed as his minimum entitlement transfer TA under IFS Rules, 1954, as modified from time to time. He may be allowed, in addition, Leave Travel Concession under
the rules to the extent the distance from the port of disembarkation to hometown and from hometown to the port of embarkation exceeds the distance for which transfer traveling allowance is admissible.***
(For officers whose hometowns are en route of port of disembarkation to the port of embarkation, or in case where the distance, for which Leave Travel Concession would be admissible as above, is negligible, it would be advantageous to claim transfer traveling allowance throughout and no Leave Travel Concession will hence be admissible.)

(MHA Letter No. 43/7/59-Ests.(A), dated 6.7.1959)

(9) LTC to officers of autonomous bodies deputed to Central Government.

The officers of autonomous bodies deputed to Central Govt. will be treated as temporary Government servants during the period of their deputation with the Central Government and allowed Leave Travel Concession accordingly.

(MHA Letter No. 43/6/59-Ests.(A), dated 24.7.1959)

(10) LTC within India to the staff of the Indian Aid Mission in Nepal and other personnel sent to Nepal under India’s Aid Programme.

The point of commencement/end of the forward/return journey in India for the purpose of Leave Travel Concession in respect of the staff will be the nearest Railway Station in India to the place of posting of the staff in Nepal from which they actually commence their onward journeys/complete their return journeys. When the officer is coming to India on home leave-cum-transfer, the journey will be performed from the place of entry in India to the new headquarters via the home town. For the journey from the place of entry to the home town, Leave Travel Concession would be admissible and for the journey from home town to headquarters, transfer TA restricted to what would be admissible had the journey been performed directly from the place of entry in India to the headquarters, will be permitted. (For officers whose home towns are en route on the journey from the place of entry in India to the new headquarters, it would be preferable to claim only transfer TA throughout and no leave travel concession will hence be admissible.)

(MHA Letter No. 43/7/59-Ests.(A), dated 10.9.1959 and

31011/8/78-Ests.(A), dated 14.3.1980)

(11) LTC to officers of All India Services.

They or the members of their families will not be entitled to avail of the concessions for a particular block, if they or the members of their family, had availed of the concessions from the State Govt. for that block before being deputed to service in connection with the affairs of the Union. Similarly, on reversion to the State Govt., they will not be entitled to the concession for a particular block period, if concessions for that block had been availed of, while the officer was serving in connection with the affairs of the Union.
The expenditure incurred on account of Leave Travel Concessions availed of by such officers and/or their families during the period of their deputation with the Centre, shall be borne by the Central Govt. and the expenditure on concessions earned by these officers during the period of their deputation with the Centre but not availed of during that period, will be borne by the State Govt. concerned.

(MHA OM No. 16/1/69-AIS(II), dated 15.7.1969)

(12) Admissibility of LTC to Central Govt. servants deputed to other than top posts in the Public Sector Undertakings, etc.

The deputationists may be given an option either to choose the Leave Travel Concession admissible to the corresponding employees of the Public Sector Undertakings or under the Central Govt. Rules, whichever is more favourable to them. However, a Central Govt. servant deputed to a Public Sector Undertaking would not be entitled to avail of the LTC from the Public Sector Undertaking concerned for self and/or his family for the duration of the block of two years, if he and/or his family, as the case may be, had already availed of the concession under the Central Govt. during the block; and on reversion if the Central Govt. employee and/or his family has availed of LTC under the rules of the Public Sector Undertaking concerned, he would not be entitled to LTC under the Central Govt. for the duration of the block in which he had already availed of this concession. There may also be cases where a Govt. servant exercises an option to avail the LTC under the rules of the Public Sector Undertakings but could not actually avail the concession during the term of service in the Undertakings. In such a case, on reversion to Govt. service, the Govt. servant and his family should be entitled to avail the concession for a particular block only under the Central Govt. Rules.

(DPAR OM No. 43/2/60-Ests.(A), dated 7.7.1971)

(13) Reimbursement of Special Supplementary Charges for travel by Super Fast Express trains.

Doubts have been expressed as to whether the Special Supplementary Charges levied by the Railways for travel by Super Fast Express trains in reserved accommodation could be reimbursed in respect of journeys on Leave Travel Concession. In view of the provisions of Ministry of Finance (Department of Expenditure), OM No. 19023/2/73-E.IV(B), dated the 6th August, 1973 (not reproduced), under which the said special supplementary charges could be reimbursed for journeys on transfer, it is hereby clarified that those charges may also be reimbursed in respect of journeys on Leave Travel Concession.

In cases where the journey for which Leave Travel Concession claim is preferred is performed otherwise than by rail between places connected by rail and the claim is restricted to the amount which would have been admissible had the journey been performed by rail, the amount to be reimbursed shall not include the Special Supplementary Charges.

(DPAR OM No. 43/4/73-Ests.(A), dated 7.6.1974)

(14) LTC to Central Government servants deputed to other than top posts in the Public Sector Undertakings.
Deputationists to posts, other than the top posts, in Public Undertakings may be given an option either to choose the Leave Travel Concessions as admissible to the corresponding employees of the Public Sector Undertakings or as admissible under the Central Government Rules, whichever is more favourable to them. A question has been raised whether fresh option can be allowed in a case where the rules relating to Leave Travel Concession are revised by the Undertaking concerned after the Govt. servant had joined it on deputation and had exercised his option in terms of the aforesaid Office Memorandum of 7.7.1971. It is clarified that a fresh option may be allowed in such cases also.

(DPAR OM No. 43/5/74-Ests.(A), dated 16.1.1976)

(15) LTC to officials under suspension.

A question has been raised whether LTC is admissible during the period of suspension. It is clarified that a Govt. servant under suspension cannot avail of LTC as he cannot get any leave including casual leave during the period of suspension. As he continues to be in service during the period of suspension, members of his family are entitled to LTC.


(16) LTC to Central Govt. employees deputed to top level posts in Public Sector Undertakings.

The undersigned is directed to refer to paragraph 3 (v) of this Department’s OM No. F. 1 (3)-Est.(P-II)/80, dated 27.7.1981 (not reproduced), which inter alia provides that while on deputation to a Public Sector Undertaking a Central Govt. employee will be allowed concessions as admissible to corresponding employees of the Undertaking.

It has now been represented that while under the Central Govt., LTC is available to Govt. employees, in some of the Public Sector Undertakings similar concessions are not available.

When a Central Govt. employee is deputed to a top level post in a Public Sector Undertaking, where LTC is not available, then he will be eligible for the LTC as in the case of other Central Govt. employees provided that provision for its admissibility has been incorporated in the orders placing the employee on foreign service with the Undertaking concerned. In those Public Sector Undertakings where the concession is available the deputationist Govt. employees will be entitled only to those concessions. As regards the Central Govt. employees already on foreign service with Undertakings, where the concession is not available, action may be taken in consultation with the Undertakings concerned to modify suitably the terms and conditions of their deputation so as to make them eligible for the concession. The cost of the concession in all such cases will, however, be met by the Undertaking concerned.

(DOPT OM No. 2 (16)-Est. (P-II)/82, dated 6.3.1984)

(17) LTC to the Central Govt. employees while on ‘Study Leave’.

The leave travel concession is admissible to the Central Govt. employees while on study leave. In such cases the claim are to be regulated as under-
(a) For Self:

Government servant can avail LTC from the place of study leave to any place in India/hometown, subject to the condition that the reimbursement of fare should be restricted to the fare admissible for travel between his headquarters station to any place in India/hometown or actual expenditure, whichever is less;

(b) For the Family Members:

(i) When the family members are staying with the Govt. servant at the place of his study leave:

The reimbursement will be as indicated at (a) above;

(ii) When not staying at the place of study leave:

The reimbursement will be as under the normal terms and conditions of the LTC Scheme.

(DOPT OM No. 31011/1/88-Ests.(A), dated 30.3.1988)

(18) LTC when both husband and wife are Government servants and are residing together.

According to the definition of family as given under rule 4, which is applicable, in travel inter alia, for the purpose of admissibility of LTC, the family of a Government servant includes wife or husband, as the case may be, residing with the Government servant and children residing with and wholly dependent upon the Govt. servant. In addition, it includes the parents, sisters and minor brothers, if residing with and wholly dependent upon the Government servant.

According to the existing position where both husband and wife are Govt. servants and are residing together, they constitute one family unit for the purpose of LTC and only one of them can claim this concession and the other spouse travels as a member of his/her family. In such a case, the Govt. servants are required to make a joint declaration of a common hometown, which can be the hometown of either of the spouses or a third place. Therefore, the spouse who avails the LTC as member of family of the other could not claim the benefit separately for his/her own parents or dependent minor brothers and sisters even if they were residing with him/her. On the other hand, where a couple, both being Govt. servants, are residing separately can claim the benefit of LTC individually for their dependent parents, minor brothers and sisters and also declare two separate places as their respective hometowns. Therefore, the husband and wife when both are Govt. employees and are staying together suffer from certain disadvantages inasmuch as they have to declare common hometown and only one of them can claim the benefit of LTC. The matter has been considered in consultation with Ministry of Finance (Department of Expenditure) and it has been decided that where husband and wife both are Govt. servants, they could, at their option, choose to declare separate hometown and both of them may claim the concession separately under the normal provisions of CCS (LTC) Rules in respect of the members of their respective families subject to the condition that if husband or wife avails the facility as a member of the family of the other, he or she will not be entitled for claiming the concession for self independently. Similarly, the children shall be eligible for the benefit in one particular block as members
of the family of one of the parents only. All other conditions for admissibility of the LTC shall continue to be applicable as per normal provisions of the scheme.

The above decision will be applicable to the journeys performed for availing the LTC against the block years 1990-91 onwards.

(DOPT OM No. 31011/8/89-Est.(A), dated 8.5.1990)

(19) LTC facility for an escort accompanying single handicapped Government servant.

It has been decided that LTC facility could be allowed for an escort who accompanies a handicapped Govt. servant on the journey subject to the following conditions:-

(i) Prior approval of the Head of the Department concerned is obtained on each occasion.

(ii) The nature of physical disability of the Govt. servant is such as to necessitate an escort for the journey. In case of doubt, the decision of the Head of the Department will be final.

(3) The physically handicapped Govt. servant does not have an adult family member.

(4) The Govt. servant and the escort avail of the concession, if any, in the rail/bus fare as might be extended by Railways/State Roadways authorities in such cases.

(5) Any other person who is entitled to LTC does not accompany the handicapped Govt. servant on the journey.

(DOPT OM No. 31011/4/91-Estt. (A) dated 9.7.91)

(20) LTC when an officer is deputed for training in India or abroad.

(i) In case the officer is deputed for training, the place of training automatically becomes the headquarters of the Govt. servant and such cases present no difficulty in deciding the admissibility of the LTC to the Govt. servant himself and the members of the family.

(ii) Normally, the headquarters of a Govt. servant deputed for training either in India or abroad continue to be at the place from where he proceeds for training unless under the provisions of SR 59, the competent authority changes his headquarters during the training period for the purpose of traveling allowances on tour. Where the competent authority changes his headquarters under SR 59 the new headquarters will have to be reckoned for the purpose of LTC also. If no change of headquarters is effected in respect of those who are deputed for training in India, the trainees are treated as on tour from their original headquarters and are sanctioned traveling allowance as on tour by the competent authority under SR 164. In such cases, if the Govt. servant proceeds on regular leave from the training station and wants to avail of the LTC, the concession should be allowed in respect of the Govt. servant himself for the journeys from the place of training to the hometown and back to the place of training or the headquarters on the expiry of the regular leave, as the case may be. So far as the members of his
family are concerned, the starting point for the onward journey in such case will continue to be the headquarters of the Govt. servant concerned.

(iii) In respect of officers who are deputed abroad for training, the Government’s liability in respect of the Leave Travel Concession in respect of the Govt. servant himself will be limited to the liability the Govt. would have borne, if he had undertaken the journeys from the headquarters (from which he proceeded for training abroad) or the headquarters declared under SR 59 to the hometown and back. So far as members of his family are concerned, headquarters from which he proceeded on training will be treated as the starting point for the onward journey for the purpose of LTC.

(MHA OM No. 43/10/65-Estt. (A) dated 7.8.65)

8. Types of leave travel concession.

(a) The leave travel concession to hometown shall be admissible irrespective of the distance between the headquarters of the Government servant and his hometown, once in a block of two calendar years, such as 1986-87, 1988-89 and so on.

(b) the leave travel concession to any place in India shall be admissible irrespective of the distance of the place of visit from the headquarters of the Government servant, once in a block of four calendar years, such as 1986-89, 1990-93 and so on:

Provided that in the case of a Government servant to whom leave travel concession to hometown is admissible, the leave travel concession to any place in India availed of by him shall be in lieu of, and adjusted against, the leave travel concession to hometown available to him at the time of commencement of the journey;

(c) A Government servant whose family lives away from him at his hometown may, in lieu of all concessions under this scheme, including the leave travel concession to visit any place in India once in a block of four years which would otherwise be admissible to him and members of his family, choose to avail of leave travel concession for self only to visit the hometown every year.

9. Counting of leave travel concession against particular blocks.

A Government servant and members of his family availing of leave travel concession may travel in different groups at different times during a block of two or four years, as the case may be. The concession so availed of will be counted against the block of two years or four years within which the outward journey commenced, even if the return journey was performed after the expiry of the block of two years or four years. This will apply to availing of leave travel concession carried forward in terms of Rule 10.

10. Carry over of leave travel concession.

A Government servant who is unable to avail of the leave travel concession within a particular block of two years or four years may avail of the same within the first year of the next block of two years or four years. If a Government servant is entitled to leave travel concession to home town, he can carry
forward the leave travel concession to any place in India for a block of four years only if he has carried forward the leave travel concession to home town in respect of the second block of two years within the block of four years.

**Government of India’s Decision**


*It has been decided that the Government servants who were eligible for the home town leave travel concession for the block years 2002-2003 or leave travel concession to visit to any place in India for the block years 2002-2005 in lieu of home town block years 2002-2003 and who could not avail it within the grace period up to 31.12.2004, may be allowed to avail this facility up to 30th June, 2005, in relaxation of the CCS (LTC) Rules, 1988.*

**11. Place to be visited by Government servant and members of his family under leave travel concession to any place in India.**

A Government servant and each member of his family may visit different places of their choice during a block of four years. It shall not be necessary for members of family of a Government servant to visit the same place as that visited by the Government servant himself at any time earlier during the same block.

**12. Entitlement.** (1) For travel under the Scheme of Leave Travel Concession the entitlement shall be as under –

**(A) Journey by Air/Rail:**

<table>
<thead>
<tr>
<th>Pay Range</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs.18,400 and above.</td>
<td>Air Economy (Y) Class by National Carriers or AC First Class by train, at their option.</td>
</tr>
<tr>
<td>Rs.16,400 and above, but less than Rs.18,400</td>
<td>AC First Class.</td>
</tr>
<tr>
<td>Rs.Rs.8,000 and above, but less than Rs.16,400</td>
<td>Second AC-2 tier Sleeper.</td>
</tr>
<tr>
<td>Rs.4,100 and above, but less than Rs.8,000.</td>
<td>First Class/AC 3-tier Sleeper/AC Chair Car.*</td>
</tr>
<tr>
<td>Below Rs.4,100.</td>
<td>Second Sleeper.</td>
</tr>
</tbody>
</table>
*All Govt. servants who are entitled to travel on LTC by First Class/AC 3-tier Sleeper/AC Chair Car may, at their discretion, travel by AC 2-tier Sleeper in cases where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

Travel by Rajdhani Express Trains:

<table>
<thead>
<tr>
<th>Pay Range</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 16,400 and above.</td>
<td>AC First Class.</td>
</tr>
<tr>
<td>Rs.8,000 and above, but less than Rs.16,400.</td>
<td>Second AC 2-tier Sleeper.</td>
</tr>
<tr>
<td>Rs.4,100 and above, but less than Rs.8,000.</td>
<td>Chair Car/AC 3-tier Sleeper.</td>
</tr>
</tbody>
</table>

Travel by Shatabdi Express Trains:

<table>
<thead>
<tr>
<th>Pay Range</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 16,400 and above.</td>
<td>Executive Class.</td>
</tr>
<tr>
<td>Rs.4,100 and above, but less than Rs.16,400.</td>
<td>AC Chair Car.</td>
</tr>
</tbody>
</table>

Note.- Entitlement by Rajdhani/Shatabdi Trains would be applicable in cases where journey is actually undertaken by these trains and not for determining entitlement on notional basis. Both ends of the journey, i.e., place of start of the journey and the destination should be directly connected by Rajdhani/Shatabdi Express.

(B) Journey by Sea or by River Steamer:

<table>
<thead>
<tr>
<th>Pay Range</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs.8,000 and above.</td>
<td>Highest Class.</td>
</tr>
<tr>
<td>Rs.6,500 and above, but less than Rs.8,000.</td>
<td>If there are two classes only on the steamer, the lower class.</td>
</tr>
<tr>
<td>Rs.4,100 and above, but less than Rs.6,500.</td>
<td>If there are three classes, the middle or the second class. If there are four classes, the third class</td>
</tr>
</tbody>
</table>
Below Rs.4,100. The lowest class.

Accommodation entitlements for travel between the mainland and the Andaman & Nicobar Group of Islands and the Lakshadweep Group of Islands by ships operated by the Shipping Corporation of India Limited will be as follows:-

<table>
<thead>
<tr>
<th>Pay Range</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs.8,000 and above.</td>
<td>Deluxe Class.</td>
</tr>
<tr>
<td>Rs.6,500 and above, but less than Rs.8,000</td>
<td>First/’A’ Cabin Class.</td>
</tr>
<tr>
<td>Rs.4,100 and above, but less than Rs.6,500.</td>
<td>Second/’B’ Cabin Class.</td>
</tr>
<tr>
<td>Below Rs.4,100.</td>
<td>Bunk class.</td>
</tr>
</tbody>
</table>

(C) Journey by Road:

<table>
<thead>
<tr>
<th>Pay Range</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Rs. 18,400 and above.</td>
<td>Actual fare by any type of public bus, including air-conditioned bus: OR At prescribed rates for AC Taxi/Taxi (AC Taxi when the journey is actually performed by AC Taxi) for journey to the places not connected by rail, subject to condition that the claim shall be restricted to the bus fare by entitled class or the fare actually paid, whichever is less. Same as at (i) above with the exception that journeys by AC Taxi will not be permissible.</td>
</tr>
<tr>
<td>(ii) Rs.8,000 and above but less than Rs.18,400.</td>
<td>(iii) Rs.6,500 and above, but less than Rs.8,000. Same as at (ii) above with the exception that journeys by AC Bus will not be permissible.</td>
</tr>
<tr>
<td>(iv) Rs.4,100 and above, but less than Rs.6,500.</td>
<td>Actual fare by any type of public bus other than air-conditioned Bus: OR</td>
</tr>
</tbody>
</table>
At prescribed rates for Auto rickshaw for journey to places not connected by rail, subject to condition that the claim shall be restricted to the bus fare by entitled class or the fare actually paid, whichever is less.

As at (iv) above with the condition that the claim shall be restricted to the bus fare by ordinary bus.

NOTE.- In all cases of travel by AC Taxi, Taxi or Autorickshaw production of fare receipt will be necessary.

(2) Journey by road.-

(i) Where a public transport system as aforesaid does not exist, the assistance will be regulated as in case of journeys undertaken on transfer.

(ii) Notwithstanding anything contained in sub-rule (1) or Clauses (i) and (ii) of sub-rule (2), where a Govt. servant travelling by road takes a seat or seats in a bus, van or other vehicle operated by Tourism Development Corporations in the Public Sector, State Transport Corporations and Transport services run by other Government or local bodies to visit any place in India, the reimbursement shall be either the actual hire charges or the amount reimbursable on the journey to the declared place of visit had the journey been undertaken by entitled class by rail by the shortest direct route, whichever is less. Reimbursement shall not be admissible for journey by a private car (owned, borrowed or hired), or a bus, van or other vehicle owned by private operators.

(3) By Air.- The Govt. servant may travel by air between places not connected by rail, where an alternative means of travel is either not available or is more expensive.

(4) In regard to places in territory of India connected by shipping services, the entitlement of a Govt. servant to travel by ship will be regulated as in the case of journeys by ship undertaken on transfer.

(5) Travel between places not connected by any other means of transport.- For travel between places not connected by any other means of transport, a Govt. servant can avail of animal transport like pony, elephant, camel, etc. In such cases mileage allowance will be admissible at the same rate as for journeys on transfer.

EXPLANATION.- For the purpose of this Rule, "Pay" shall mean pay as defined in FR 9 (21) (a) (I). [Now Basic pay + NPA+SI-vide GID (1) below SR 17 and OM, dated 7.6.1990.]

Govt. of India's Decision

(1) Facility of LTC by air during winter only to the Govt. servants posted in Ladakh Region.
It has been decided to grant LTC facility by air during winter season to all the Central Govt. employees serving in the Ladakh Region subject to the following conditions:-

(i) The facility of air travel will be admissible only for the period from 15th November to 15th March.

(ii) The facility of air travel will be limited to travel between Leh and Srinagar/Jammu/Chandigarh for the forward as well as the return journey. This facility would, however, be admissible between Leh and only one of these three places. The journeys between Srinagar/Jammu/Chandigarh and the hometown or any other place of visit, as the case may be, will be regulated by the normal entitlement of the Govt. servant concerned.

(iii) The air travel facility will be allowed to the Govt. servant, his/her spouse and only two dependent children (up to 18 years for boys and 24 years for girls).

(DOPT OM. No. 31011/15/87-Ests.(A), dated 22.4.1988 and 31011/18/90-Estt.(A), dated 19.3.1991)

(2) LTC travel by air between New Delhi and Srinagar

In relaxation of Rule 12 (1) of the CCS (LTC) Rules, 1988, the Government have now decided to permit all Group A and B Government servants to travel on LTC by Air Economy (Y) class in national carrier between New Delhi and Srinagar for a period of two years and allow air fare reimbursement accordingly. These orders shall apply to Government servants who intend to visit Srinagar, by availing All India LTC, provided New Delhi is the originating station or is en-route to Srinagar.

These orders shall take effect from the date of issue.


(3) LTC to Central Government Employees-Travel by State Tourism Development Corporation buses-Clarification-regarding.

The Staff Side has raised a demand in the National Council (JCM) that the tours conducted by the ITDC/State Tourism Development Corporations either in their own buses or buses hired or chartered by them may be made admissible for availing the facility of Leave Travel Concession. The matter has been reconsidered and it has been decided that tours conducted by ITDC/State Tourism Development Corporations either in their own buses or buses hired or chartered by them from outside will qualify for the purpose of availing LTC facilities provided the ITDC/State Tourism Development Corporations certify that the journey has actually been performed by the Government servant and his family members for which he is claiming the LTC.
(DOPT OM No. 31011/6/2002-Estt. (A) dated 30th July, 2002)

(4) Govt. servants entitled to travel by First Class by rail may Travel by AC-III Tier.

The Govt. servants, who are entitled to travel by First Class by rail, while on duty or on LTC, may, at their discretion, travel by AC-III Tier by trains including Rajdhani Express Trains.

[M.F. OM No. F.19023/1/94-E.IV, dated 10.5.1995]

(5) Certain clarifications have been sought by various Ministries/Departments from time to time. The doubts raised by various authorities are clarified as under:-

Points raised Clarifications

<table>
<thead>
<tr>
<th>Point</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Can an employee be entitled to travel by air travel via a station connected by air services even if the Home Town/declared place of visit is not directly connected by air services?</td>
<td>An employee can travel by entitled to travel by air the national carriers (and not by private airlines) to airport nearest to the Home Town or the declared place of visit in case where these are not directly connected by air services. The journey in such cases shall however, be performed by the shortest direct route.</td>
</tr>
<tr>
<td>2.</td>
<td>Entitlement for journey by train has been modified through the Notification dated 28.7.1998, which came into force w.e.f. 1.10.1998. How the entitlement will be determined for a journey performed prior to 1st October, 1998?</td>
<td>The entitlement of an officer is to be determined strictly in terms of the orders in force and applicable on the date of commencement of the outward journey.</td>
</tr>
<tr>
<td>3.</td>
<td>If an employee commenced his outward journey before 1.10.1998 but returned after 1.10.1998, how his claim shall be regulated?</td>
<td>The claim shall be regulated strictly in terms of the orders in force on the date of commencement of the outward journey.</td>
</tr>
<tr>
<td>4.</td>
<td>LTC orders provide for journey by AC chair car in Rajdhani Express Trains by employees in the pay range of Rs. 4,100 and above but less than Rs. 8,000. In cases where Chair Car is not provided, can an employee travel by AC 3-tier sleeper on Such trains and claim reimbursement accordingly?</td>
<td>Travels by Rajdhani Express is a special concession provided in the LTC Rules. In the circumstances, reimbursement of AC-3 Tier sleeper fare on trains in which chair car accommodation is not provided will not be permissible and the claim Shall be restricted only to the applicable Chair Car fare.</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>No. In order to be entitled to reimbursement of fares applicable</td>
</tr>
<tr>
<td><strong>LTC orders permit journeys by Rajdhani/Shatabdi Express Trains. Can the entitlement be determined on notional basis?</strong></td>
<td>ble on Rajdhani or Shatabdi Express, the journeys in question have to be actually performed by these trains. In cases where LTC journeys are undertaken in trains other than Rajdhani or Shatabdi Express by a class of accommodation higher than the one to which the employee is entitled to or by an alternative mode of travel (e.g. by air) to which he/she is not entitled, reimbursement of fares cannot be determined on a notional basis with reference to the fares applicable by the entitled class on the Rajdhani/Shatabdi Express.</td>
<td></td>
</tr>
<tr>
<td>---</td>
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<td></td>
</tr>
<tr>
<td><strong>6. LTC orders provide for journey by Rajdhani/Shatabdi Express trains where both the originating and destination stations are directly connected by these trains. Can an employee travel by these trains if the Home-Town/declared place of visit is not directly connected by rail but the nearest Railway Station is directly connected by Rajdhani/Shatabdi Trains?</strong></td>
<td>This will be permissible provided the employee concerned is entitled to travel by Rajdhani/Shatabdi Express on LTC.</td>
<td></td>
</tr>
<tr>
<td><strong>7. If the Home-town of an employee is connected by train but is not directly connected by Rajdhani/Shatabdi Express Trains. In such a case can the employee be entitled to travel partly by Rajdhani/Shatabdi Express Trains and partly by other trains(s).</strong></td>
<td>If the journey is actually performed by Rajdhani/Shatabdi Trains upto an enroute railway station by direct shortest route and thereafter the journey is completed in a train other than Rajdhani/Shatabdi trains, fare for both the types of trains by the entitled class would be admissible for the respective portion of journey.</td>
<td></td>
</tr>
<tr>
<td><strong>8. Whether reimbursement is permissible in cases where an employee travels by a longer route or breaks journey when he is travelling only by Rajdhani Express trains. Can the reimbursement in such cases be restricted to the fare applicable on Rajdhani Express trains by the shortest direct route or will only the ordinary train fare be admissible?</strong></td>
<td>Reimbursement of fares by the entitled class of accommodation applicable on Rajdhani/Shatabdi Express by the shortest direct route, shall be permissible provided all the legs of the journey are actually performed exclusively by these trains and both the originating and destination stations are directly connected by these trains.</td>
<td></td>
</tr>
<tr>
<td><strong>9. If an employee travels partly by Rajdhani/Shatabdi Express trains and partly by other train(s) or by any other mode of transport, such as ship,</strong></td>
<td>As already clarified at Sl. No. 7 above, in cases where travel on LTC is performed partly by Radjhani/Shatabdi Express and partly by other trains/modes of transport the claim shall b</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td>Certain places are not directly connected by trains and one has to change train at nearest rail head. In such cases can journey be undertaken up to nearest rail head which is connected by Rajdhani/Shatabadi Express?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clarification in respect of Sl. No. 9 may be seen in this connection.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>If the originating and terminating points fall on the routes of Rajdhani/Shatabadi Express Trains but these trains do not halt at these stations, can an employee travel by Rajdhani/Shatabadi Express and claim reimbursement?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The employee can travel by Rajdhani/Shatabadi Express up to the nearest enroute station which should not be beyond the destination i.e. Home Town or the declared place of visit.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>If two stations are connected by direct trains but the route transversed by such trains is not the shortest, can the fare applicable for travel by the direct longer route be reimbursed in full?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes. Provided travel by the longer route on LTC has been specifically recognized and approved by the Government in terms of the separate orders issued in this regard from time to time.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Revised LTC orders permit travel by private vehicles i.e. Taxi, Autorickshaw, etc. It may be clarified whether the orders prohibiting LTC journeys by road in a private, hired vehicle or by own vehicles have been withdrawn. If so, in such cases, can the claim be restricted to the bus fare or the fare actually paid?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Journeys on LTC by taxi, autorickshaw, etc. are permissible only between places which are not connected by rail. This is further subject to the condition that these modes of transports operate on a regular basis from point to point with the specific approval of the State Governments/Transport Authorities concerned and are authorized to ply as public carriers. The existing restrictions on travel by private chartered vehicles, own vehicles etc. shall, therefore, continue to be in force and applicable. No reimbursement shall be permissible in such cases.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>If journeys on LTC are performed by taxi or auto-rickshaw between stations connected by rail and/or bus, can the LTC claim be restricted to the bus fare? If not, what amount be admissible?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Journeys by taxi, autorickshaw etc. are permissible only between places not connected by rail and subject to the further condition that these operate on a regular basis from point to point with the specific approval of the State Governments/Transport Authorities concerned. Journeys by these modes on LTC are not permissible between places connected by rail.</td>
<td></td>
</tr>
</tbody>
</table>
Can claims in respect of local journeys performed by taxi, autorickshaw, etc. from the residence to the Railway Station, airport, etc. and vice-versa be restricted to the applicable bus fare?

Incidental expenditure incurred on local journeys between the residence/place of stay and the airport/railway station/bus terminal are not reimbursable.

LTC Rules provide that when a journey is performed by taxi, autorickshaw etc. the claim shall be restricted to the entitled bus fare. However, various State Roadways Corporations operate on the same route but have different fare structures. How will the claim be regulated in such a situation?

When journey on LTC is actually undertaken by buses operated by a State Roadways Corporation, the actual fare paid by the entitled type of bus shall be reimbursable. As clarified against Sl. No. 13, journeys on LTC by taxi, autorickshaw, etc. are permissible only between places not connected by rail and subject to the conditions specified. When journeys are performed by these modes and more than one State Roadways Corporation operate on the route, the lowest fare applicable on the route is reimbursable.

(DOPT OM No. 31011/8/98-Estt. (A) dated 31.3.99)

Related Circular:

OM F.No. 7(1)/E.Coord./2008 Dated - 10/11/2008
Subject: Expenditure Management - Economy Measures and Rationalization of Expenditure - Guidelines related to LTC

13. Reimbursement.-

Reimbursement under the leave travel concession scheme shall not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey shall be allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.

Govt. of India’s Decision

LTC when journey performed by longer route

(1) When a Government servant or any member of his family performs the journey by a longer route (which is not the cheapest) in two different classes of railway accommodation, the entitled class rate will be admissible for the corresponding proportion of the shortest or the cheapest route and the lower class rate for the remaining mileage by such route.

Example.- If the total distance by the longer route is 1,100 miles and that by the shortest route is 1,000 miles and if the Government servant concerned has travelled the initial 800 miles by II Class and the remaining 300 miles by I Class, Government’s share of reimbursement of the expenditure incurred in this case should be as follows:-
(i) Mileage for which II Class fare will be admissible-

Distance actually travelled by II Class X Total distance by the shortest route
Total distance by the longer route

= \frac{800 \times 1,000}{1,100} = 727 \text{ miles (roundly)}

(ii) Mileage for which II Class fare will be admissible-

Distance actually travelled by I Class X Total distance by the shortest route
Total distance by the longer route

= \frac{300 \times 1,000}{1,100} = 273 \text{ miles (roundly)}


(2) Regulation of claims on Circular Tour Ticket.

It has been decided that in a case where a Govt. servant and/or his family avail(s) of the concessional circular tour ticket offered by the Railways in conjunction with the LTC, the fare at the normal rate for the entitled/lower class actually used between headquarters and hometown by the shortest route*** of the to and fro journey should be reimbursed to the Govt. servant.


(3) Admissibility of reservation/sleeper charges

A Govt. servant and also members of his family are eligible for the reimbursement of sleeper/reservation charges while performing a journey by availing of the Leave Travel Concession, in Second Class and for reservation charges while performing the journey in First Class (Separate fare is not charged for sleeper accommodation where the journey is performed in First Class).

(DPAR OM No. 31011/6/78-Ests.(A), dated 9.10.1978)

(4) Admissibility of claims where the journey commences/terminates at the place of residence of the Govt. servant and not the place of duty.

Situations do arise when the Govt. servant is forced to reside with his family at a place away from his headquarters for his own reasons generally under the following circumstances:-
(i) The Govt. servant on his transfer from one station to another continues to reside with his family at the old station even after joining duty at the new station.

(ii) Due to non-availability of suitable accommodation at reasonable rent in a metropolitan city or a costly place, where he has to work, he prefers to live with his family away from his place of duty and commutes daily from his residence to perform his duties.

The question has arisen whether in cases referred to above, the LTC should be allowed only from the duty station or from the place of residence of the Govt. servant and his family. This has been considered in consultation with the Ministry of Finance and it has been decided that where the Govt. servant and family live away from the place of duty for any reason, LTC may be allowed from the place of residence to the place of visit/hometown and back to the place of residence, subject to the condition that the claim is restricted to the rail fare by the shortest direct route between the duty station and the hometown or declared place of visit, as the case may be. In such cases, the Govt. servant should furnish the reasons for residing at a place other than place of duty and the controlling authority should also satisfy itself regarding the genuineness of those reasons before admitting the claim with reference to the place of residence.

(DOPT OM No. 31011/16/84-Est.(A), dated 11.6.1985)

(5) Regulation of LTC claim when the journey is performed by Air.

The reimbursement of fare in cases where a Govt. servant performs journeys on LTC by air between places connected by rail, may be restricted to the fare of the entitled class by rail other than Rajdhani/Shatabdi Express.

These provisions are, however, not applicable in respect of journeys undertaken by private airlines.

(DOPT OM No.31011/1/95-Estt (A) dt. 28-4-1995)

14. Forfeiture of claim.-

A claim for reimbursement of expenditure incurred on journey under leave travel concession shall be submitted within three months after the completion of the return journey, if no advance had been drawn. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.

15. Grant of advance and adjustment thereof.-

(i) Advance may be granted to Government servants to enable them to avail themselves of the concession. The amount of such advance in each case shall be limited to four-fifths of the estimated amount, which Government would have to reimburse in respect of the cost of the journey both ways.
(ii) If the family travels separately from the Government servant, the advance may also be drawn separately to the extent admissible.

(iii) The advance may be drawn both for the forward and return journeys at the time of commencement of the forward journey, provided the period of leave taken by the Government servant or the period of anticipated absence of the members of the family does not exceed three months or ninety days. If this limit is exceeded, then the advance may be drawn for the outward journey only.

(iv) If the limit of 3 months or ninety days is exceeded after the advance had already been drawn for both the journeys, one half of the advance should be refunded to the Government forthwith.

(v) The advance should be refunded in full if the outward journey is not commenced within 30 days of the grant of advance. However, in cases where reservations can be made sixty days before the proposed date of the outward journey and advance is granted accordingly, the Government servant should produce the tickets within ten days of the drawal of advance, irrespective of the date of commencement of the journey.

(vi) Where an advance has been drawn by a Government servant, the claim for reimbursement of the expenditure incurred on the journey shall be submitted within one month of the completion of the return journey. On a Government servant's failure to do so, he shall be required to refund the entire amount of advance forthwith in one lump sum. No request for recovery of the advance in instalments shall be entertained.

**Govt. of India's Decision**

**1) Advance to an officer on deputation.**

The following procedure may be followed for grant of advance for Leave Travel Concession to an officer on deputation who, immediately on reversion to his parent office, wishes to proceed on leave and to join the parent office on the expiry of such leave:-

(a) In the leave application of the reverting officer, the fact that he would be availing of the Leave Travel Concession during the period of leave would have been mentioned by him. The borrowing department may, while forwarding the leave application to the lending department for sanction, inform the latter department that in the event of leave being sanctioned, they would sanction advance to the extent admissible under, and subject to the conditions laid down in, this Ministry's Office Memorandum No. 43/3/57-Ests.(A), dated the 1st April, 1958. On receipt of intimation regarding sanction to leave, the controlling officer for T.A. purposes in the borrowing department, in respect of the officer availing of the Leave Travel Concession may sanction the advance and endorse a copy of the lending department, which will keep a watch on the adjustment of Leave Travel Concession advance.

(b) The procedure in (a) above may be made applicable in the event of the reverting officer applying for leave and intending to avail of, during the leave, the Leave Travel Concession
himself or with any or all members of his family. If during the period of leave in question, any or all members of his family alone intend to avail of the concession and not the Government servant himself, even then the procedure at (a) above may also be made applicable.

(c) The Leave Travel Concession advance granted by the borrowing department will be adjusted against the account of the department/office which is ultimately liable to bear the expenditure on account of the LTC availed of by the Government servant concerned and/or his family.

(MHA OM No. 43/9/64-Ests.(A), dated 7.12.1965)

(2) Relaxation of normal time-limit of six months between commencement and completion of the journey by the family of a Govt. servant.

It has been recommended by the Department of Administrative Reforms that the powers for relaxation of time-limit fixed for the return journey under this Ministry’s Office Memorandum, dated the 11th April, 1958, may be delegated to Heads of Departments. The Ministry of Home Affairs have accepted this recommendation. It has accordingly been decided that the aforesaid power of relaxation of time-limit for the return journey of families of Govt. servants shall be exercised by Heads of Departments, subject to the conditions mentioned in the Office Memoranda under reference.

(MHA OM No. 43/3/68-Est.(A), dated 19.7.1968)

(3) Advance should be recovered in full and not in installments.

A Govt. servant who is granted advance to enable him/her and/or members of his/her family to avail himself/herself of the LTC should refund it, in full, immediately, if the outward journey is not commenced within thirty days of the drawl of advance. Subsequently, since the Railways had raised the time-limit for reservation of seats/berths by six months (now sixty days) before the date of the journey, it was decided vide Department of Personnel & Training OM No. 31011/4/78 Est.(A), dated 1st September, 1978, that a Govt. servant can draw advance in respect of the journey proposed to be performed under the LTC Scheme by himself/herself and/or by the members of his/her family, sixty days before the proposed date of the outward journey. In such cases, it was further decided that the Govt. servant should produce railway tickets within ten days of the drawl of advance to the competent authority to show that he/she has actually utilised the amount to purchase the tickets.

It has, however, been noticed that, due to administrative lapse in certain cases, the LTC advances which were not utilised to purchase the tickets in time remained unrecovered for many months. This Department takes a serious view of the matter. It is once again stressed that the above provision should be strictly observed. Ministry of Finance, etc., are requested to ensure that if the ticket is not purchased within the stipulated time, or the ticket having been purchased, the journey is not performed for one reason or the other, the full amount of
the advance is recovered immediately, and no request for deduction of advance in
convenient monthly instalments is entertained.


(4) Advance may be granted up to 90% of the estimated Fare.

The President has been pleased to decide that employees of the Lakshadweep and A&N
Administrations may be sanctioned an advance of 90% of the estimated ship fare from
Island to Mainland and back for availing Annual Free Sea Passage. It has also been decided
to increase the amount of advance for availing LTC from 80% to 90% of estimated fare in
respect of the Central Govt. employees.

(M.F. OM No. F. 17 (4)-E.II (A)/85, dated 8.9.1986)

Related Circular :

OM No. 14028/7/97-Estt(L) Dated - 07/10/1997
Subject : Recommendations of the Fifth Central Pay Commission - Decisions relating to
enhancement of the ceiling on accumulation and encashment of Earned Leave in respect of
Central Government Employees.

16. Fraudulent claim of leave travel concession.-

(1) If a decision is taken by the Disciplinary Authority to initiate disciplinary proceedings
against a Government servant on the charge of preferring a fraudulent claim of leave travel
concession, such Government servant shall not be allowed the leave travel concession till the
finalisation of such disciplinary proceedings.

(2) If the disciplinary proceedings result in imposition of any of the penalties specified in
Rule 11 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, the
Government servant shall not be allowed the next two sets of the leave travel concession in
addition to the sets already withheld during the pendency of the disciplinary proceedings.
For reasons to be recorded in writing, the controlling authority can also disallow more than
two sets of leave travel concession.

(3) If the Government servant is fully exonerated of the charge of fraudulent claim of leave
travel concession, he shall be allowed to avail of the concession withheld earlier as
additional set (s) in future block years but before the normal date of his superannuation.

EXPLANATION.- For the purpose of this rule, leave travel concession to hometown and leave
travel concession to any place in India as specified in clauses (a) and (b) of Rule 8 shall
constitute two sets of the leave travel concession.

17. Interpretation .-
If there is any doubt regarding any of the provisions in these rules, the matter shall be referred to the Government of India in the Department of Personnel and Training, who shall decide the same.

18. Power to relax.-

Save as otherwise provided in these rules, where any Ministry or Department of the Government is satisfied that the operation of any of these rules causes undue hardship in any particular case, that Ministry or Department, as the case may be, may, by order, for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exception and conditions as it may consider necessary for dealing with the case in a just and equitable manner:

Provided that no such order shall be made except with the concurrence of the Department of Personnel and Training.

19. Saving.-

All the existing instructions which are not contrary to any of the provisions of these rules and all instructions which cover matters not specifically covered by these rules, shall continue to be in force until they are amended, modified or cancelled.

FORMS

1

Application Form for grant of LTC advance

1. Name of the Government servant

2. Designation

3. Date of entering the Central Government Service

4. Present pay +NPA+SI\n
5. Whether permanent or temporary

6. Home town as recorded in the Service Book

7. Whether wife/husband is employed and if so whether entitled to LTC

8. Whether the concession is to be availed for visiting Home Town, and if so block for which LTC is to be availed

9. (a) If the concession is to visit "anywhere in India", the place to be visited.
(b) Block for which to be availed

10. Single rail fare/bus fare from the headquarters to home town/place of visit by shortest route

11. Persons in respect of whom LTC is proposed to be availed:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name and age</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. Amount of advance required .... ..... Rs.

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lumpsum.

Date Signature

CHECK LIST

(For use in Office)

1. Particulars in Cols. 1 to 6 verified

2. Amount entitled for reimbursement

3. Advance admissible (90% of amount in 2)

Advance of Rs...............may be sanctioned.

D.A. J.A.O./S.O.

2

Form T.R.25 CENTRAL

GAR-14-C

Sub-Bill Sub-Bill No.....................

LTC
LEAVE TRAVEL CONCESSION BILL

For the Block of years............to ..............

[ NOTE.- This bill should be prepared in duplicate-one for payment and the other as office copy.]

PART A

(To be filled in by the Government servant)

1. Name........................................... 2. Designation.........................

3. Pay........................................... 4. Headquarters.........................

5. Nature and period of leave sanctioned:

Nature of leave from ...............From ............To..............................

6. Particulars of members of family in respect of whom the Leave Travel Concession has been claimed:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name(s)</th>
<th>Age</th>
<th>Relationship with the Govt. servant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Details of journey (s) performed by Government servant and the members of his/her family.

<table>
<thead>
<tr>
<th>Departure</th>
<th>Arrival</th>
<th>Distance in km</th>
<th>Mode of travel</th>
<th>Class of Accommodation</th>
<th>No. of fares paid</th>
<th>Fares paid Rs. P.</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. Amount of advance, if any, drawn ... ... ... ... Rs...............  

9. Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled, was used (Sanction No. and date to be given):

<table>
<thead>
<tr>
<th>Place</th>
<th>Mode of conveyance</th>
<th>Class to which entitled</th>
<th>Class by which actually travelled</th>
<th>No. of fares</th>
<th>Fares paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
<td></td>
<td>Rs. P.</td>
</tr>
</tbody>
</table>

10. Particulars of journey(s) performed by road between places connected by rail:

<table>
<thead>
<tr>
<th>Name of places</th>
<th>Class to which entitled</th>
<th>Rail fare</th>
</tr>
</thead>
<tbody>
<tr>
<td>From To</td>
<td></td>
<td>Rs. P.</td>
</tr>
</tbody>
</table>
CERTIFIED THAT-

1. The information as given above is true to the best of my knowledge and belief;

2. That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years..............to..........................

3. That my husband/wife for whom LTC is claimed by me is employed in.........(name of the Public Sector Undertaking/Corporation/Autonomous Body. Etc.), which provides Leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer; and

4. That my husband/wife for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body. Financed wholly or partly by the Central Government or a Local Body, which provides Leave Travel Concession facilities to its employees and their families.

Date.......... Signature of Government servant

PART B

(To be filled in by the Bill Section)

1. The net entitlement on account of leave travel concession works out to Rs.................

(Rupees.............................................................................................................................................)

as detailed below-

(a) Railway/Air/Bus/Steamer fare .... .... .... Rs. P.

(b) Less amount of advance drawn vide Vr. No........, dated............

Net amount

2. The expenditure is debitoble to..........................................................

Bill Clerk Drawing and Disbursing Officer

(Initial) (Signature)

Countersigned
Certified that necessary entries have been made in the Service Book of

Shri/Smt./Kum.................................................................

(Signature of the Officer authorized
to attest entries in the Service Book)

3

REGISTER OF LTC CLAIMS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Bill No. &amp; Date of Advance / Final Bill</th>
<th>Name &amp; Designation of Govt. servant</th>
<th>Block Year</th>
<th>Place of Visit</th>
<th>For whom claimed</th>
<th>Amount Advance / Final claim</th>
<th>Bill No. &amp; Date of Adjustment</th>
<th>Date of Receipt of claim</th>
<th>Gross Amt. of the bill</th>
<th>Net Amt.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(7)</td>
<td>(8)</td>
<td>(9)</td>
<td>(10)</td>
<td>(11)</td>
<td>(12)</td>
</tr>
</tbody>
</table>

NOTES.-

1. Entries for advance bill should be made in red ink.

2. In case of final claim where no advance has been drawn, columns (1) to (7) only need to be filled up.

3. In case of adjustment bills, columns (9) to (12) against the S. No. of the advance bill should be filled up while passing the net claim.

4. If net amount of the adjustment bill is for a minus amount, particulars of recovery of the balance should be indicated in column (12).
(1) The two certificates one from the Controlling Officer and the other from the Govt. servant concerned should be submitted to the audit authorities along with the T.A. bills for travel concession.

CERTIFICATES TO BE GIVEN BY THE
CONTROLLING OFFICER

Certified –

(i) that Shri/Shrimati/Kumari (name of the Government servant) .................. has rendered continuous service for one year or more on the date of commencing the outward journey.

* (ii) that necessary entries as required under para 3 of the Ministry of Home Affairs, OM No. 43/1/55-Ests.(A)-Part II, dated the 11th October, 1956, have been made in the Service Book of Shri/Shrimati/Kumari......................

(Signature and designation of the Controlling Officer)

CERTIFICATES TO BE GIVEN BY THE
GOVERNMENT SERVANT

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of two years 19...... and 19.......... 

2. I have already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife with ................. children. This claim is in respect of the journey performed by my wife/myself with ................. children none of whom travelled with the party on the earlier occasion.

3. The journey has been performed by me/my wife with children to the declared `hometown’, viz...........................

4. That my husband/wife is not employed in Government service

That my husband/wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or any of the family members for the concerned block of two years.

Signature of the Government servant
CHAPTER XI

Resignation and Lien
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

OFFICE MEMORANDUM

Subject: Master Circular on Technical resignation and lien in Central Services-reg.

The undersigned is directed to refer to this Department’s OM No. 28020/1/2010 dated 17.08.16 on the above subject and to say that guidelines/instructions regarding lien/technical resignation have been issued from time to time. It is now proposed to further consolidate these instructions to provide clarity and ease of reference.

2. Before the Master Circular is finalized, it is requested to furnish comments/views in this regard, if any, by 10.9.2018 to the undersigned at the e-mail address: jha.sn@nic.in.

(Surya Narayan Jha)
Under secretary to the Government of India
Telefax: 23094248

To
All Secretaries of Ministries / Departments.

Copy to:
1. President’s Secretariat, New Delhi.
2. Vice-President’s Secretariat, New Delhi.
3. The Prime Minister’s Office, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Registrar General, the Supreme Court of India, New Delhi.
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
8. The Comptroller and Auditor General of India, New Delhi.
9. The Secretary, Union Public Service Commission, New Delhi.
11. Central Bureau of Investigation, New Delhi.
12. All Union Territory Administration
No. 28020/3/2018-Estt.(C)
Government of India
Ministry of Personnel, PG and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated: , 2018

OFFICE MEMORANDUM

Subject: Master Circular on Technical resignation and Lien in Central Services-reg.

The undersigned is directed to refer to this Department’s O.M No. 28020/1/2010-Estt(C) dated 17.08.16 wherein consolidated instructions on Lien/Technical resignation were issued.

2. It has been decided to consolidate the instructions/guidelines in relation to on Lien/ Technical resignation as a Master Circular to provide clarity and ease of reference. The consolidated guidelines issued vide O.M. dated 17.08.16 has been suitably updated as on date and the same is enclosed. The list of O.Ms issued till date is at Appendix.

(N. Sriraman)
Director (Establishment)
Telefax: 23094637

Copy to:

All Ministries/ Departments of Government of India.

Copy to:

[I] The President’s Secretariat, New Delhi
[II] The Vice-President’s Secretariat, New Delhi
[III] The Prime Minister’s Office, New Delhi
[IV] The Cabinet Secretariat, New Delhi
[V] The Rajya Sabha Secretariat, New Delhi
[VI] The Lok Sabha Secretariat, New Delhi
[VII] The Controller and Auditor General of India, New Delhi
[VIII] The Secretary, Union Public Service Commission
[IX] The Secretary, Staff Selection Commission
[X] All Attached offices under the Ministry of Personnel, Public Grievances and Pensions
[XI] All Officers and Section in the Department of Personnel & Training
Master Circular on Lien/ Technical resignation in Central Services

TECHNICAL RESIGNATION

1. As per the Ministry of Finance OM No. 3379-E.III (B)/65 dated the 17th June, 1965, the resignation is treated as a technical formality where a Government servant has applied through proper channel for a post in the same or some other Department, and is on selection, required to resign from the previous post for administrative reasons. The resignation will be treated as technical resignation if these conditions are met, even if the Government servant has not mentioned the word “Technical” while submitting his resignation. The benefit of past service, if otherwise admissible under rules, may be given in such cases. Resignation in other cases including where competent authority has not allowed the Government servant to forward the application through proper channel will not be treated as a technical resignation and benefit of past service will not be admissible. Also, no question of benefit of a resignation being treated as a technical resignation arises in case of it being from a post held on ad hoc basis.

2. This benefit is also admissible to Government servants who have applied before joining the Government service and on that account the application was not routed through proper channel. The benefit of past service is allowed in such cases subject to the fulfilment of the following conditions:

   a. the Government servant should intimate the details of such application immediately on her joining;

   b. the Government servant at the time of resignation should specifically make a request, indicating that she is resigning to take up another appointment under Government for which she had applied before joining the Government service;

   c. the authority accepting the resignation should satisfy itself that had the employee been in service on the date of application for the post mentioned by the employee, her application would have been forwarded through proper channel.

Carry forward of Leave benefits

3. In terms of Rule 9(2) of the CCS (Leave) Rules, 1972, technical resignation shall not result in the lapse of leave to the credit of the Government servant. The balance of unutilised CCL as well as all other leaves of the kind due & admissible will be carried forward.
4. As per rule 39-D of the CCS(Leave) Rules, 1972, in case of permanent absorption in PSUs/ Autonomous Bodies/ State Government etc., the Government servant shall be granted cash equivalent of leave salary in respect of EL & HPL at his credit subject to overall limit of 300 days.

**Carry forward of LTC**

5. Entitlement to LTC may be carried forward in case of a Central Government Servant who joins another post after having submitted Technical Resignation. In case of a Govt Servant who resigns within 8 years of his appointment and joins another post in the Government after Technical Resignation, Govt Servant will be treated as a fresh recruit for a period of 8 years from the date of his initial appointment under Government. Thus, if a Government servant joins another Department after serving in Government for 4 years, he will be treated as a fresh recruit for 4 years in the new Department.

**Pay Protection, eligibility of past service for reckoning of the minimum period for grant of Annual Increment**

6. In cases of appointment of a Government servant to another post in Government on acceptance of technical resignation, the protection of pay is given in terms of the Ministry of Finance OM No. 3379-E.III (B)/65 dated the 17th June, 1965 read with provisions of FR 22-B. Thus, if the pay fixed in the new post is less than his pay in the post he holds substantively, he will draw the presumptive pay of the post he holds substantively as defined in FR-9(24). Past service rendered by such a Government servant is taken into account for reckoning of the minimum period for grant of annual increment in the new post/service/ cadre in Government under the provisions of FR 26 read with Rule 10 of CCS(RP) Rules, 2016. In case the Government servant re-joins his earlier posts, he will be entitled to increments for the period of his absence from the post.

7. **GPF transfer**

   Transfer of GPF on technical resignation would be governed by Rule 35 of the General Provident Fund (Central Services) Rules, 1960.

8. **Seniority**

   On technical resignation seniority in the post held by the Government servant on substantive basis continues to be protected. However, in case of a Government servant deciding to rejoin his substantive post, the period spent in the another Department which he had joined after submitting his technical resignation will not count for minimum qualifying service for promotion in the higher post.
9. Applicability of Pension Scheme

In cases where Government servants, who had originally joined government service prior to 01.01.2004, apply for posts in the same or other Departments and on selection they are asked to tender technical resignation, the past services are counted towards pension if the new post is in a pensionable establishment in terms of Rule 26(2) of CCS(Pension) Rules 1972. They will thus continue to be covered under the CCS(Pension) Rules, 1972 even if they join the new post after 01.01.2004.

10. New Pension Scheme

In case of 'Technical Resignation' of Government servant covered under National Pension System (NPS), the balance standing to their Personal Retirement Account (PRA) along-with their PRAN, will be carried forward to the new office.

11. Transfer of Service Book from parent Department to present Department.

As per SR- 198, the Service Book is to be maintained for a Government servant from the date of his/her first appointment to Government service and it must be kept in the custody of the Head of Office in which he is serving and transferred with him from office to office.

12. Need for Medical examination.

In cases where a person has already been examined by a Medical Board in respect of his previous appointment and if standard of medical examination prescribed for the new post is the same, then he need not be required to undergo a fresh examination.

13. Verification of Character & Antecedents

In the case of a person who was originally employed in an office of the Central Government, if the period intervening between date of discharge from his previous office and the date of securing a new appointment, is less than a year, it would be sufficient if the appointing authority, before making the appointment, satisfies itself by a reference to the office in which the candidate was previously employed that (a) that office have verified his character and antecedents; and (b) his conduct while in the employ in that office did not render him unsuitable for employment under Government. If, however, more than a year has lapsed after the discharge of the person from his previous office, verification should be carried out in full/afresh.
LIEN

14. Lien is defined in FR-9(13). It represents the right of a Government employee to hold a regular post, whether permanent or temporary, either immediately or on the termination of the period of absence. The benefit of having a lien in a post/service/cadre is enjoyed by all employees who are confirmed in the post/service/cadre of entry or who have been promoted to a higher post, declared as having completed the probation where it is prescribed. It is also available to those who have been promoted on regular basis to a higher post where no probation is prescribed under the rules, as the case may be.

15. The above right will, however, be subject to the condition that the junior-most person in the cadre will be liable to be reverted to the lower post/service/cadre if at any time the number of persons so entitled is more than the posts available in that cadre/service.

16. Lien on a post

A Government servant who has acquired a lien on a post retains a lien on that post—

(a) while performing the duties of that post;
(b) while on foreign service, or holding a temporary post or officiating in another post;
(c) during joining time on transfer to another post; unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post;
(d) while on leave; and
(e) while under suspension.

A Government servant on acquiring a lien on a post will cease to hold any lien previously acquired on any other post.

17. Retention of lien for appointment in another central government office/state government

i. A permanent Government servant appointed in another Central Government Department/Office/ State Government, has to resign from his parent department unless he reverts to that department within a period of 2 years, or 3 years in exceptional cases. An undertaking to abide by this condition may be taken from him at the time of forwarding of his application to other departments/offices.
ii. The exceptional cases may be when the Government servant is not confirmed in the department/office where he has joined within a period of 2 years. In such cases he may be permitted to retain the lien in the parent department/office for one more year. While granting such permission, a fresh undertaking similar to the one indicated above may be taken from the employee.

iii. Timely action should be taken to ensure extension/ reversion/ resignation of the employees to their parent cadres on completion of the prescribed period of 2/3 years. In cases, where employees do not respond to instructions, suitable action should be initiated against them for violating the agreement/undertaking given by them as per (i) and (ii) above and for termination of their lien. Adequate opportunity may, however, be given to the officer prior to such consideration.

iv. Temporary Government servants will be required to sever connections with the Government in case of their selection for outside posts. No lien will be retained in such cases.

18. **Termination of Lien**

A Government servant's lien on a post may in no circumstances be terminated even with his consent if the result will be to leave him without a lien upon a permanent post. Unless his lien is transferred, a Government servant holding substantively a permanent post retains lien on that post. It will not be correct to deny a Government servant lien to a post he was holding substantively on the plea that he had not requested for retention of lien while submitting his Technical Resignation, or to relieve such a Government servant with a condition that no lien will be retained.

A Government employee's lien on a post shall stand terminated on his acquiring a lien on a permanent post (whether under the Central Government or a State Government) outside the cadre on which he is borne.

No lien shall be retained:

(a) where a Government servant has proceeded on immediate absorption basis to a post or service outside his service/ cadre/ post in the Government from the date of absorption; and

(b) on foreign service/ deputation beyond the maximum limit admissible under the orders of the Government issued from time to time.
19. **Transfer of Lien**

The lien of a Government servant, who is not performing the duties of the post to which the lien pertains, can be transferred to another post in the same cadre subject to the provisions of Fundamental Rule 15.

20. **Joining Time, Joining Time Pay & Travelling Allowance**

Provisions relating to joining time are as follows:

20.1 For appointment to posts under the Central Government on results of a competition and/or interview open to Government servants and others, Central Government employees and permanent/provisionally permanent State Government employees will be entitled to joining time under the CCS(Joining Time) Rules, 1979. Joining time will be included as qualifying service in the new job.

20.2 A Government servant on joining time shall be regarded as on duty during that period and shall be entitled to be paid joining time pay equal to the pay which was drawn before relinquishment of charge in the old post. He will also be entitled to Dearness Allowance, if any, appropriate to the joining time pay. In addition, he can also draw compensatory allowances like House Rent Allowance as applicable to the old station from which he was transferred. He shall not be allowed Conveyance Allowance or permanent Travelling Allowance.

20.3 For appointments to posts under the Central Government on the basis of results of a competition and/or interview open to Government servants and others, Central Government employees and permanent/provisionally permanent State Government employees shall be entitled to Transfer Travelling Allowance (TTA). However, temporary Central Government employees with less than 3 years of regular continuous service would not be entitled for TTA, as they are not entitled joining time pay under Joining Time Rules.

**APPOINTMENT OF CENTRAL GOVERNMENT SERVANTS IN CENTRAL PUBLIC ENTERPRISE ON IMMEDIATE ABSORPTION BASIS**

Regarding granting terminal benefits to the Government servants going over to the Public enterprises on immediate absorption basis, the following terms and conditions may be referred:

21. **Release of the Government servants for appointment in the enterprises**

A Government servant who has been selected for a post in a Central Public Enterprise may be released only after obtaining and accepting his resignation from the Government service.
22. Retention of lien/quasi-permanent status:

No lien/quasi-permanent status of the Government servant concerned will to retained in his parent cadre. All his connections with the Government will be severed on his release for appointment in an enterprise and he will not be allowed to revert to his parent cadre.

23. Pay fixation:

A Government servant selected for a post in a Central Public Enterprise will be free to negotiate his emoluments with the enterprise. On appointment to a post in a public sector enterprise on immediate absorption basis, a Government servant will be at par with other employees of the enterprise and will be governed by the rules of the enterprise in all respects.

24. Pension benefits:

i. Resignation from Government service with a view to secure employment in a Central public enterprise with proper permission will not entail forfeiture of the service for the purpose of retirement/terminal benefits. In such cases, the Government servant concerned shall be deemed to have retired from service from the date of such resignation and shall be eligible to receive all retirement/terminal benefits as admissible under the relevant rules applicable to him in his parent organization.

ii. The officer eligible for pension should exercise an option within 6 months of the date of his resignation for either of the following two alternatives:-

   a. Pro-rata monthly pension and death-cum-retirement gratuity admissible under the relevant rules.
   b. Pro-rata gratuity and a lump sum amount in lieu of pension worked out with reference to the commutation tables applicable on the date of resignation.

**NOTE:** Where no option is exercised within the prescribed time limit, the officer will be governed by alternative (a) above. Option once exercised shall be treated as final.

iii) Any further liberalization of pension rules decided upon by Government after the date of resignation of a Central Government servant to join the public enterprise will not be extended to him.

iv) A Government servant who opts for pro-rata monthly pension on his resignation from Government service will not be entitled to relief on pension during his service in the public enterprise.
25. Leave:

A Government servant taking up an appointment in a Central public enterprise will be entitled to encashment of earned leave to his credit at the time of acceptance of his resignation from Government service, subject to a limit of 180 days. Half pay leave will stand forfeited.

26. Family pension:

If there is no family pension scheme in a public enterprise, or if the officer does not become eligible to join family pension scheme in the enterprise, the family pension as admissible under the Central Government will be allowed to him.

26.2. For the purpose of these instructions immediate absorption means acceptance of resignation of an officer from Government service to enable him to take up an appointment in a Central public enterprise, for which he had applied with proper permission.

26.3. Since the terminal benefits mentioned above are admissible only to those officers who leave Government service to secure employment in the enterprise, with proper permission, a case of grant of these benefits may be processed only after ascertaining from the enterprise concerned that the officer has actually joined them.

26.4. The stipulation of 'immediate absorption' will apply to all appointments of Central Government servants in the Central public enterprises, irrespective of the level of appointment, the mode of recruitment, and whether an appointment is in public interest or otherwise, but subject to the exceptions made in the OM dated 6.3.1985 referred to above.

26.5. For the purpose of these orders, a Central public enterprise is an undertaking wholly or substantially owned by the Government of India, and which is accepted as such by the bureau of Public Enterprises.

26.6. The terminal benefits etc. enumerated in para 1 above will be admissible to all Central Government servants, who secure appointments in Central public enterprises with proper permission. A Government servant selected for appointment in an enterprise on the basis of an application submitted by him before joining the Government service will be deemed to have applied with proper permission for the purpose of these orders.
26.7. All existing instructions on the subject will stand amended/superseded to the extent indicated in the preceding paragraphs. Formal amendments in the statutory rules, where considered necessary, will be carried out in due course.

26.8. All cases of grant of pensionary benefits etc. to Government servants, who are appointed in the Central public sector enterprises on immediate absorption basis, shall be decided by the administrative Ministries/Cadre Controlling Authorities/Authorities competent to accept resignation of a Government servant in accordance with provisions of this OM. All other cases not covered under the provisions of this OM or which require relaxation of any provision should continue to be referred to the Bureau of Public Enterprises with necessary service particulars. Cases of doubtful nature also should continue to be referred to the Bureau of Public Enterprises.
<table>
<thead>
<tr>
<th>S.No</th>
<th>O.Ms and Date</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ministry of Finance, Department of Expenditure O.M. No F.4(3)-E-IV/63 dated 1.10.1963</td>
<td>Termination of lien of Permanent Government on foreign service in the event of permanent absorption under the foreign employer</td>
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<tr>
<td>2</td>
<td>Ministry of Finance O.M. No. 3379-E-III(B)/65 dated 17.6.65</td>
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<td>Ministry of Home Affairs O.M. No 60/37/63-Estt(A) dated 14.7.1967</td>
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<td>6</td>
<td>DOPT O.M. No. 18011/9(s)/78-Estt(B) dated 2.7.1982</td>
<td>Verification of character and antecedents of Central government servants securing new appointment.</td>
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<td>7</td>
<td>DOPT O.M. No. 28016/5/85-Estt(C) dated 31.1.1986</td>
<td>Appointment of Central government Employees in the Central Public Enterprises on immediate absorption basis - terms and conditions including retention of lien.</td>
</tr>
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<td>8</td>
<td>O.M. No. 13/24/92-Estt(Pay-I) dated 22.01.1993</td>
<td>Benefit of past services to Central Government servants who had applied before joining the Government service and on that account application was not routed through proper channel.</td>
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<td>11</td>
<td>Department of Pension and Pensioners welfare O.M. No. 28/30/2004-P&amp;PW(E) dated 26.7.2005</td>
<td>Counting of past services of Central government employees towards pension on joining a new post in pensionable establishment.</td>
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ESTABLISHMENT MANUAL

CHAPTER – XII

DEPUTATION/FOREIGN SERVICE
Government of India
Ministry of Personnel Public Grievances & Pensions
Department of Personnel & Training
Establishment(Pay-II) Section

REGULATION OF TERMS AND CONDITIONS
GOVERNING DEPUTATION/ FOREIGN SERVICE OF EMPLOYEES
TO/FROM CENTRAL GOVERNMENT.

D/o Personnel & Training (DoPT) has from time to time issued instructions / guidelines regulating pay, Deputation (Duty) Allowance, tenure of deputation/ foreign service and other terms and conditions of deputation/foreign service of the Central Government employees to ex-cadre posts under the Central/State Governments/ Union Territories (UTs) Administration/ Public Sector Undertakings (PSUs)/ Autonomous Bodies/ Statutory Bodies/ Universities/ Local Bodies etc. and vice-versa. These have been summarized in the following paras for better understanding of various provisions governing the subject.

APPLICATION

2. These provisions apply to all Central Government employees, who are regularly appointed on deputation/foreign service in accordance with the provisions of the Recruitment Rules (RRs) of the ex-cadre posts, under the same or some other Departments of Central Government or under the State Governments/ UTs Administration/Local Bodies or under Central or State PSUs/Autonomous Bodies/Statutory Bodies etc. set up or controlled by Central/State Governments provided the foreign service under such PSUs/Autonomous Bodies/Statutory Bodies has been permitted in relaxation of appointment on immediate absorption basis. They also cover the cases of regular appointment on deputation/foreign service of employees of State Government/Local Bodies etc. as well as PSUs/Autonomous Bodies/Statutory Bodies of Central/State Governments as per RRs in the Central Government.

In short, these instructions cover cases of deputation/foreign service where Central Government is either lending authority or borrowing authority or both.


2.1. However, the following cases are governed by separate set of instructions / guidelines, and they are not covered by these provisions:

(a) Members of the All India Services and those deputed to posts, whose terms are regulated under specific statutory rules or orders;

(b) Officers appointed on deputation to posts under the Central Staffing Scheme (CSS) for whom separate orders issued from time to time continue to apply;
(c) Deputation to posts operated outside India;

(d) Appointments of a specific category of employees to a specified class of posts, such as appointments made in the Personal Staff of Ministers etc., in respect of which special orders are already in existence. However, the terms and conditions contained herein will apply to those cases to the extent they are not specifically covered under such special orders.

(e) Appointments of the nature of deemed deputation or transfers to ex-cadre posts made in exigencies of service with the specific condition that no Deputation (Duty) Allowance will be admissible - e.g. (i) interim arrangements in the event of conversion of a Government office/organization or a portion thereof into a PSU/ Autonomous Body or vice-versa; and (ii) appointments to the same post in another cadre.

[Para 2.1 and 2.2 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

SCOPE OF THE TERM ‘DEPUTATION/FOREIGN SERVICE’ - RESTRICTIONS ON TREATING AN APPOINTMENT AS ON DEPUTATION/FOREIGN SERVICE.

3.1 The terms ‘Deputation’/ ‘Foreign Service’ will cover only those appointments that are made by transfer on a temporary basis provided the transfer is outside the normal field of deployment and is in public interest. The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the service or post from which the employee is transferred.

3.2 The following types of appointments will not be treated as deputation/foreign service for the purposes of these orders:

(a) Appointment of serving employees made either by promotion or by direct recruitment from amongst open market candidates whether on permanent or temporary basis.

(b) Permanent appointment made by transfer/absorption,

(c) Temporary appointment made based on personal requests of employees,

(d) Arrangements necessitated by staff imbalances arising on re-organization of offices on the same or different stations, subject to the specific condition that no Deputation (Duty) Allowance will be admissible in such cases.

3.3 A person in a higher Level (in Pay Matrix) shall not be appointed on deputation to a post in lower Level (in Pay Matrix) if the deputation is from Central Government to Central Government and also in cases where the scale of pay and Dearness Allowance (DA) in the parent cadre post and ex-cadre post are similar.
3.4 However, no appointment on deputation/foreign service shall be made from/to Central Government/an organization where the scale of pay and DA pattern in the parent cadre post and ex-cadre post are dissimilar, if the basic pay in the parent cadre increased by one increment plus Dearness Allowance (s) including interim relief if any, admissible to a person in the parent cadre post exceeds the basic pay plus Dearness Allowance(s) including interim relief, if any, at the maximum of the pay Level in the Pay Matrix/pay scale of the ex-cadre post.

Note: In the revised pay structure, the maximum of the scale would mean the last cell of any Level in the Pay Matrix.

Illustration:

In case of an appointment on deputation basis, from an organization to an ex-cadre post in the Central Government in Level 7 in the Pay Matrix, where the pay scale and DA pattern of the parent cadre post and ex-cadre post in Central Government are dissimilar, no appointment can be made to such post, if the basic pay in the parent cadre increased by one increment plus Dearness Allowance (s) including Interim Relief, if any, admissible in the parent cadre post exceeds the basic pay at the maximum of the Level 7 of the Pay Matrix i.e. Rs. 1,42,400/- plus Dearness Allowance (s), including Interim Relief, if any.


EXERCISE OF OPTION.

4.1 An employee appointed on deputation/foreign service, may elect to draw either the pay in the Level (in the Pay Matrix)/Scale of pay of deputation/foreign service post or his/her basic pay in the parent cadre plus Deputation (Duty) Allowance thereon plus Personal Pay, if any. However, in case of appointment of Government employees on deputation/ foreign service to CPSEs, this option will not be allowed, and in such cases their pay will be governed in terms of the orders issued by Department of Public Enterprises vide OM dated 26.11.2008 and clarifications issued thereafter.

4.2 The borrowing authority shall obtain the option of the employee within one month from the date of joining the ex-cadre post unless the employee has himself furnished the option.

4.3 The option once exercised shall be final.

4.4 However, the employee may revise the option under the following circumstances which will be effective from the date of occurrence of the same:
a. When he/she receives proforma promotion or is appointed to non-functional selection grade or up-gradation of scale in the parent cadre;

b. When he/she is reverted to a lower grade in the parent cadre;

c. When the scale of pay/level (in the Pay Matrix) of the parent cadre post based on which his emoluments are regulated during deputation/foreign service or of the ex-cadre post held by the employee on deputation/foreign service is revised either prospectively or from a retrospective date;

d. Based on the revised/same option of the employee, in the event of proforma promotion/appointment to non-functional selection grade/revision/upgradation of scales of pay/level (in the Pay Matrix) in the parent cadre, his/her pay will be re-fixed with reference to the revised entitlement of pay in the parent cadre. However, if the initial option was for the pay scale of the deputation post and no change in option already exercised is envisaged, the pay already drawn in deputation post will be protected if the pay re-fixed is less.

Note: Revision in the rates of DA, HRA or any other allowance either in the parent or borrowing organization shall not be an occasion for revision of the earlier option.

4.5. If the pay of an employee in his cadre post undergoes downward revision, the pay in the ex-cadre post is also liable to be re-fixed based on revised pay and in accordance with the revised option or existing option if the employee does not revise his option.

[Para 4 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

PAY FIXATION.

5.1 When an employee on deputation/foreign service elects to draw pay in the Level (in Pay Matrix) attached to the ex-cadre post, his/her pay may be fixed as under:

( i ) Deputation from Central Government to Central Government:

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

(ii) **In case of Foreign Service/Reverse Foreign Service:**

(a) When the Level (in Pay Matrix)/Pay Scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as under (i) above.

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

**Illustration:**

A person drawing emoluments as Basic Pay - Rs. 34,000/- and Dearness Allowance - Rs.44,200/- (DA @ 130%) with increment @ 3% per annum on the basic pay, is appointed in Central Govt. in the Level 11 of Pay Matrix (in 7th CPC) with DA @ 10% on deputation basis, his pay will be fixed as under:-

a. Adding one increment to the basic pay in the substantive post in parent cadre:

\[
\text{Pay in parent cadre post} = \text{Rs. 34,000/-}.
\]
\[
\text{Increment} = 3\% \text{ of Rs. 34,000/-} = \text{Rs. 1,020/-}
\]
\[
\text{Adding one increment} = \text{Rs. 35,020/- [i.e. Rs. 34,000/- + Rs. 1,020/-]}
\]

b. Pay and DA admissible in parent cadre:

\[
\text{DA @ 130% on basic pay} = \text{Rs. 45,526/- (130% of Rs. 35,020/-)}
\]
\[
\text{Total emoluments in the parent cadre} = \text{Rs. 80,546/- (Rs. 35,020/- + Rs. 45,526/-)}
\]

c. Now, fixing pay in ex-cadre post in Level 11 of Pay Matrix (with DA @10%) on the basis of emoluments drawn in parent cadre:

\[
\text{Pay in ex-cadre i.e. Rs. 80,546/- shall comprise of Rs. 73,224/- (Basic Pay) + Rs. 7,322/- (DA @ 10%)}
\]
Pay Matrix

<table>
<thead>
<tr>
<th>Band Pay</th>
<th>15600-39100</th>
</tr>
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<tbody>
<tr>
<td>Grade Pay</td>
<td>6600</td>
</tr>
<tr>
<td>Level</td>
<td>11</td>
</tr>
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<td></td>
<td>3</td>
</tr>
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<td>4</td>
</tr>
</tbody>
</table>

Since there is no cell in Level 11 of Pay Matrix matching Rs. 73,224/-pay will be fixed at Rs. 74,000/- i.e. next cell in higher stage. So, the pay in ex-cadre post will be fixed at Rs. 74,000/-. 

In case of reverse foreign service if the appointment is made to post whose pay structure and/or DA pattern is dissimilar to that in the parent organization, the option for electing to draw the basic pay in the parent cadre [along with the Deputation (Duty) Allowance thereon and the personal pay, if any] will not be available to such employee.

(iii) **Deputation from State Government/UTs Administration to Central Government:**

(a) When the Level (in Pay Matrix)/Pay Scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as provided under 5.1(i) above.

(b) If the appointment is made to a post whose pay structure and/or Dearness Allowance (DA) pattern is dissimilar to that in the parent organization, the pay may be fixed as provided under 5.1(ii) (b) above.

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

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

5.3 In cases of appointments to a second or subsequent ex-cadre post(s) in a higher Level (in Pay Matrix)/Pay Scale than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as Personal Pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions, the employee should have opted to draw pay in the Level (in Pay Matrix)/Pay Scale attached to the ex-cadre posts.
**Note-1:** The term parent post and basic pay means the post held on regular basis in the parent organisation and pay drawn/ admissible in such a post respectively.

**Note-2:** An officer who may be holding a higher post on ad-hoc basis in the cadre at the time of proceeding on deputation/foreign service would be considered to have vacated the post held on ad-hoc basis and proceeded on deputation/foreign service from his/her regular post. During the period of deputation/foreign service, he/she shall earn notional increments in the parent cadre post. On reversion, if he/she is re-appointed to the higher post on regular or ad-hoc basis his pay will get fixed with reference to the pay admissible in the lower post on the date of such re-appointment. In such cases, if his/her pay gets fixed at a stage lower than that of his junior(s) who continued to serve in the cadre, no stepping up will be admissible as per extant rules in so far as Central Government employees are concerned. However, if the pay so fixed is less than the pay drawn earlier while holding the post on ad-hoc basis the pay earlier drawn will be protected. Therefore, those Central Government employees who are already holding a higher post on ad-hoc basis or expecting it shortly in the parent cadre may weigh all relevant considerations before opting for deputation/foreign service. This note of caution will be applicable to employees of other organizations wishing to apply for posts on deputation in Central Government, if governed by similar rules in parent organization.

**Note-3:** Pay of an officer appointed on deputation/foreign service on ad-hoc basis pending selection of a regular incumbent may also be regulated in accordance with provisions of Paras 5.1 & 6.1 of this O.M.

**Note-4:** The provisions of this Para as well as Para 6 will not apply to appointments on Personal Staff of Ministers. Such appointments will be regulated by separate specific orders issued by the Government in that behalf.

Para 5 of DoPT’s OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 read with OM No. 2/10/2018-Estt.(Pay-II) dated 2.3.2021

**DEPUTATION (DUTY) ALLOWANCE**

6.1 The Deputation (Duty) Allowance admissible shall be at the following rates:

a. Within the same station, the allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs. 4500/- p.m.;

b. In case of change of station, the allowance will be payable at the rate of 10% of basic pay subject to a maximum of Rs. 9000/- p.m.;

c. The ceilings will further rise by 25 percent each time Dearness Allowance increases by 50 percent; and
d. Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the basic pay in the Apex level i.e. Rs. 2,25,000/-. In the case of Government servants receiving Non-Practicing Allowance, their basic pay plus Non-Practicing Allowance plus Deputation (Duty) Allowance shall not exceed the average of basic pay of the revised scale applicable to the Apex Level and the Level of the Cabinet Secretary i.e. Rs. 2,37,500/-.

6.1.2 In cases where the basic pay in parent cadre has been upgraded (upto Level 13 A) on account of Non-Functional Upgradation (NFU), Modified Assured Career Progression Scheme (MACP), Non-Functional Selection Grade (NFSG) etc., and the officer has opted for such upgraded pay of the parent cadre, in that event, the upgraded basic pay under such upgradations shall not be taken into account for the purpose of Deputation (Duty) Allowance. In such cases, the Deputation (Duty) Allowance will be calculated taking the basic pay of the parent cadre which the officer was getting before such upgradation and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.

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

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

6.1.5 However, if such a Proforma Promotion under NBR is in a Level of the pay matrix which is equal to or below that of the ex-cadre post, Deputation (Duty) Allowance shall be admissible on the basic pay of the parent cadre post allowed under the Proforma Promotion, if opted by the deputationist.

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


Note: Basic Pay in the revised pay structure (the pay structure based on 7th CPC recommendations) means the pay drawn by the deputationist, from time to time, in the prescribed Level (in Pay Matrix) of the post held by him substantively in the parent cadre, but does not include any other type of pay like personal pay, etc.

Note: 1 The term 'same station' for the purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

Note: 2 Where there is no change in the headquarters with reference to the last post held, the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

6.2 Special rates of Deputation (Duty) Allowance may be admissible under separate orders in any particular area on account of the condition of living there being particularly arduous or unattractive. Where special rate is more favorable than that given in Para 6.1 above, employees deputed to the area will be given the benefit of the special rate.

6.3.1 If an employee with the permission of the competent authority, proceeds on deputation/foreign service from one ex-cadre post to another ex-cadre post in the same or another organization without reverting to his parent cadre, and if the second ex-cadre post is at the same station as the first one, the rate of Deputation (Duty) Allowance would remain unchanged.

6.3.2 In cases where a person on deputation/foreign service is transferred by the borrowing authority from one station to another without any change in the post held by him. The rate of Deputation (Duty) Allowance will be refixed as per 6.1 (b).

[Para 6.2 and 6.3 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]
ADMISSIBILITY OF PAY, ALLOWANCES AND BENEFITS WHILE ON DEPUTATION/FOREIGN SERVICE

7.1 Any project allowance admissible in a project area in the borrowing organization may be drawn in addition to Deputation (Duty) Allowance.

7.2 Any special allowance granted to an employee in the parent Department under FR 9(25) or a corresponding rule of parent organization should not be allowed in addition to Deputation (Duty) Allowance. However, the borrowing department may allow in addition to Deputation (Duty) Allowance, under special circumstances, any special allowance attached to the post held by the employee in his/her parent Department, by suitably restricting the Deputation (Duty) Allowance. This will require the specific and prior approval of Department of Personnel & Training.

7.3 In case special allowance is attached to the scale of pay of the ex-cadre post and the employee has opted to draw pay in that scale, then, in addition to the pay in that scale, he will also be entitled to draw such special allowance. However, such special allowance will not be admissible if he has opted to draw pay in the parent cadre scale/grade pay plus Deputation (Duty) Allowance.

7.4 Personal pay, if any, drawn by an employee in his parent department will continue to be admissible on deputation/foreign service if he/she opts to draw pay in the parent cadre plus Deputation (Duty) Allowance. No Deputation (Duty) Allowance on this personal pay will, however, be admissible.

7.5 **Increments** - The employee will draw increment in the parent cadre or in the Level (in the Pay Matrix) attached to the deputation post as the case may be, depending on whether he has opted for the parent cadre pay plus Deputation (Duty) Allowance or the pay of the deputation post. If he has opted for pay of the deputation post, notional increments shall also continue to accrue to him in the post held on regular basis in the parent cadre/organization for the purpose of regulation of pay on repatriation to the parent cadre/post at the end of the tenure.

7.6(a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organisation shall not be admissible to the officer on deputation/foreign service, even if they were admissible in the parent organisation.

(b) Following allowances will be regulated with mutual consent of the lending and borrowing organization:

a. HRA/Transport Allowance.
b. Joining time and Joining Time Pay.
c. Travelling Allowances and Transfer T.A.
d. Children Education Allowance.
e. LTC.

(c) Following allowances/facilities will be regulated in accordance with the rules as explained against each:

i. **Dearness Allowance** - The employee shall be entitled to dearness allowance at the rates prevailing in the borrowing organization or in the lending organization depending on whether he has opted to draw pay of the ex-cadre post or the parent cadre post.

ii. **Medical Facilities** - This will be regulated in accordance with the rules of the borrowing organization.

iii. **Leave** - An officer on deputation/foreign service shall be regulated by the Leave Rules of the parent organization. If, however, an employee proceeds from vacation department to non-vacation department, or vice-versa, he shall be governed by Leave Rules of the borrowing organization. At the time of reversion from the deputation post to the parent cadre, the borrowing organization may allow him/her leave not exceeding two months. The employee should apply for further leave to his Cadre Controlling Authority.

[Para 7.1-7.6 of DoPT’s OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010]

(d) **Military Service Pay (MSP):** In case an army officer entitled to Military Service Pay in parent cadre opts for parent cadre pay on deputation to a civil post, MSP will be admissible as a separate element, provided Deputation (Duty) Allowance will not be reckoned on MSP but only on Basic Pay.

[On the basis of clarification dated 16.2.2017 issued by DoE]

7.7 **Leave Salary/Pension/NPS Contribution**

i. As at present, allocation of leave salary and pension contribution between different Ministries/Departments of Central Government and between Central and State Government has been dispensed with. In such cases of deputation from Central Government to State Government and vice-versa, liability for bearing leave salary vests with the Department from which the officer proceeds on leave or which sanctioned leave and no contributions are payable to the lending organization. Liability for pension/employee’s contribution to CPF will be borne by the parent department, to which the officer permanently belongs at the time of retirement and no proportionate contribution will be recovered.

ii. In case of deputation of Central Government employees on foreign service terms to Central Public Sector Undertakings/ State Public Sector Undertakings and Autonomous Bodies etc., leave salary
contribution (except for the period of leave availed of on foreign service) and pension contribution/ Contributory Provident Fund (CPF) (Employer's share) contribution are required to be paid either by the employee himself or by the borrowing organization to the Central Government. In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the employer’s share of CPF for the period of deputation to the Central Government will be borne either by the employee himself or borrowing organisation i.e. Central Government depending on the terms of deputation. A clear mention of the stipulation on whether the Central Government or the employee would bear the liability may be made in the terms of deputation.


iii. In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the question regarding leave salary and pension contribution will be decided by mutual consent.

iv. In case of employees covered under New Pension Scheme (NPS), the borrowing department shall make requisite contribution to the NPS account of the employee.

TENURE OF DEPUTATION/FOREIGN SERVICE

8.1 The period of deputation/ foreign service shall be as per the provisions of the RRs of the ex-cadre post or 5 years in case no tenure regulations exist for the ex-cadre post.

8.2 In case where the period of deputation/foreign service prescribed in the RRs of the ex-cadre post is 5 years or less than 5 years, the borrowing Ministry/Department/ Organization may grant extension upto the 6th year after obtaining orders of their Secretary (in the Central Government)/ Chief Secretary (in the State Government)/ equivalent officer (in respect of other cases) and for the 7th year with the approval of the Minister of the borrowing Ministry /Department and in respect of other organizations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned.

[DoPT’s OM No. 2/6/2018-Estt.(Pay-II) dated 18.5.2018]

8.3.1 The borrowing Ministries/Departments/Organizations may extend the period of deputation up to the seventh year where necessary in public interest, subject to the following conditions:
i. The extension would be subject to the prior approval of the lending organization, the consent of the official concerned and wherever necessary, the approval of the UPSC/ State Public Service Commission and Appointment Committee of Cabinet (ACC).

ii. If the borrowing Ministry/Department/Organization wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organization, individual concerned etc. six months before the date of expiry of tenure. In no case it should retain an official beyond the sanctioned term unless prior approval of the competent authority to grant further extension has been obtained.

iii. No further extension beyond 7th year shall be granted.

8.3.2 Admissibility of Deputation (Duty) Allowance would be only upto fifth year.

[DoPT's OM No. 2/6/2016-Estt. (Pay-II) dated 23.02.2017]

COOLING OFF

9.1 There shall be a mandatory 'cooling off' period of three years after every period of deputation/foreign service up to Joint Secretary level posts (i.e. deputation post carrying pay in Level-14 of the Pay Matrix) and one year for Additional Secretary level posts (i.e. deputation post carrying pay in Level-15 of the Pay Matrix).

The Ministries/Departments may not sponsor name of any such officer who is not likely to complete the mandatory 'cooling off' period by the time the officer is likely to be selected. Further, while sponsoring the name of any such officer who has not completed the mandatory cooling off period, the parent cadre authority may inform the borrowing department that the officer will be relieved only after he/she completes the mandatory cooling off period.

[DoPT's OM No. 2/1/2012-Estt. (Pay-II) dated 4.1.2013]

9.2 A Central Government employee shall be eligible for deputation/foreign service to posts in State Government/State Government Organization/ UT Administration / Government of UT's Organization/Autonomous Bodies. Trusts, Societies, PSUs etc. not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle.

9.2.1 However, with the approval of the Minister-in-charge of the Ministry/Department/ Organization:

i. Central Government employee after completion of 7 years of service in his/her cadre, may be allowed to go on deputation to any State of North-Eastern Region and Union Territories of Jammu &
Kashmir, Ladakh, Andaman & Nicobar and Lakshadweep or on foreign service to any entity controlled by and located in the aforesaid States/Union Territories;

ii. Central Government employees may be allowed to go on deputation to State Governments /Union Territories or on foreign service to any entity controlled by and located in the States/Union Territories on spouse ground after completion of 6 years of service in the cadre.

[DoPT's OM No. 2/15/2017-Estt.(Pay-II) dated 18.10.2018]

10. If during the period of deputation/foreign service, on account of Proforma Promotion in the parent cadre the official concerned becomes entitled to a higher pay in the Level (in the Pay Matrix) in the parent cadre vis-a-vis that of the ex-cadre post, the official shall complete his/her normal /extended tenure of deputation already sanctioned with the approval of the competent authority. The pay shall be regulated as under:

a. If the Level (in the Pay Matrix) of the officer in the parent cadre becomes higher than that of the deputation post after getting Proforma Promotion, he may be allowed the pay in the Level (in the Pay Matrix) of the post to which he is promoted, if he so opts. In such cases, extensions in deputation after employee has received the Proforma Promotion may be considered as per the instruction in paras 8.1 to 8.3.2.

b. As per the relevant provisions of this OM.

c. If he draws the pay in the Level (in the Pay Matrix) attached to the deputation post, on reversion to his parent cadre, his pay may be fixed by allowing him notional increments in his regular post in the parent department.

d. If the Level (in the Pay Matrix) of the officer in the parent cadre becomes higher than that of the deputation post on getting financial upgradation under the ACP/MACP scheme, the officer may be allowed to draw the pay in Level (in the Pay Matrix) to which he becomes entitled to under the ACP/MACPS, if opted for by him, as laid down in Para 27 of Annexure I to the DoPT OM No. 35034/3/2008 -Estt.(D) dated 19th May, 2009.

PREMATURE REVERSION OF DEPUTATIONIST TO PARENT CADRE.

11. Normally, when an employee is appointed on deputation/foreign service, his services are placed at the disposal of the parent Ministry/Department/Organization at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist, his services could be so returned after giving a notice of at least three months to the lending
Ministry/Department/Organization and the employee concerned.

OVERSTAY ON DEPUTATION

12. The deputationist officer is deemed to have been relieved on the date of expiry of the deputation period unless the competent authority has with requisite approvals, extended the period of deputation, in writing, prior to the date of its expiry. It will be the responsibility of the immediate superior officer to ensure that the deputationist does not overstay. In the event of the officer overstaying for any reason whatsoever, he/she is liable to disciplinary action and other adverse Civil/Service consequences which would include the period of unauthorized overstay not being counted for service for the purpose of pension and that any increment due during the period of unauthorized overstay being deferred with cumulative effect, till the date on which the officer rejoins his parent cadre.

[DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 1.3.2011]

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

[DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 16.5.2013]

RELAXATION OF CONDITIONS

13. Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel & training.

DATE OF EFFECT

14. These orders will take effect from 1.1.2016 and shall be applicable to all officers who were on deputation on 1.1.2016 or appointed thereafter except for the following:

i. Revised rates of Deputation (Duty) Allowance shall be applicable from 1.7.2017.

ii. Provisions of Para 8.1 and 8.2 shall be applicable from 18.05.2018.

iii. Provisions of Para 8.3.1(iii) shall be applicable from 17.02.2016.


15. List of the OMs mentioned in this document is annexed. In case, any reference to the relevant OM is required, the same may be accessed from DoPT’s website.
## ANNEXURE

### List of OM's mentioned in this Document

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ESTABLISHMENT MANUAL

CHAPTER – XIII

SABBATICAL LEAVE
Circular:

BOG in its 81\textsuperscript{st} meeting held on 06-12-2021, Item No. 81.12 approved the Sabbatical Leave for faculty of VNIT, Nagpur as per scheme of Sabbatical Leave, its objective, eligibility, procedure for applying and other terms and conditions (copy enclosed).

Copy to:

1. All Hod's/Sectional Heads/ Faculty.
2. All Deans/Associate Deans
3. Director, for information please.
SABBATICAL LEAVE

Objective:

Sabbatical Leave is a special kind of leave applicable only to the academic staff of the Institute. Sabbatical Leave is granted to academic staff to enable them to update their knowledge and experience, so that they will be of greater use to the Institute on their rejoining.

a) Sabbatical Leave may be granted by the Director for one or more of the following objectives.

 i) To conduct research or advanced studies in India or abroad.
 ii) To write text books, standard works and other literature.
 iii) To visit or work in industry / corporate firms and technical departments of government to gain practical experience in their respective field.
 iv) To visit or work in an Institute / University, research laboratory in India and abroad.
 v) Any other purpose for the academic development as approved by the Board.

Procedure and other terms and conditions:

b) For grant of sabbatical leave for the first time since joining; at least 6 years should have been spent at this Institute including leave as due availed but restricted to earned Leave and Commuted Leave.

c) For any subsequent sabbatical leave, at least 6 years should have been spent in this Institute since return from the last Sabbatical Leave.

d) For availing sabbatical leave, the academic staff must apply to the Director, through Dean (Faculty Welfare) forwarded by the Head of the Department / School at least 3 months in advance from the date the leave is to be sanctioned.

e) The period of sabbatical leave shall not exceed one year at a time including vacations, if any.

f) An academic staff can take maximum 3 sabbatical leave, each for a maximum of one year, during the entire service in the Institute.

g) Academic staff shall, during sabbatical leave, be paid full salary and allowance as admissible under the rules but shall not be entitled to any traveling allowance or any extra allowance in India or abroad.

h) No substitute shall be appointed against sabbatical leave, and the work load is to be shared by other staff members of the Department / School.

i) During the period of sabbatical leave, the academic staff shall not undertake any regular appointment and receive any salary from organization in India or abroad. They shall, however,
be free to receive any scholarship or fellowship or bursary or any other ad-hoc honorarium other than the salary from the Institute / organization.

j) The members of the staff availing sabbatical leave shall furnish a bond to service the Institute for a minimum period of 3 years on return to duty.

k) If the staff availing sabbatical leave resigns / takes voluntary retirement before the expiry of the 3 years bond period, the salary received during sabbatical leave will have to be refunded. Terminal benefits may be granted after adjusting the bond period salary.

l) Sabbatical leave shall not be granted for less than 6 months at a time and splitting of sabbatical leave is not permissible and can not be utilized in parts.

m) If the leave availed is less than the maximum permissible period, it would still be presumed that the opportunity has been fully utilized and the eligibility criteria would apply afresh from the date of reporting back from such leave.

n) Faculty holding any administrative responsibility must themselves get relieved before availing sabbatical leave.

o) Faculty holding funded projects or principal investigators of projects must transfer these responsibilities to a co-investigator and the same must be approved by the funding agency to avail the sabbatical leave.

p) Those availing sabbatical leave shall specify the places proposed to visit, the nature of work proposed to do and how they would contribute to the academic development. No change in place or nature of work is permitted once the leave is availed.

q) At any point of time, in Department / School a maximum of 15% of the sanctioned strength of the faculty of the Department / School, may be permitted to avail any of the leave such as Sabbatical Leave, Study Leave or leave under QIP and Extra Ordinary Leave for study purpose (etc put together).

r) No other leave can be clubbed with Sabbatical Leave. However, if any extension of duration is required to complete the work undertaken on sabbatical, staff may apply for Earned Leave / Half Pay Leave at credit. Depending on the merit of the case, the Board may approve Earned Leave / Half Pay Leave up to a period 90 days as an extension of sabbatical leave. For this, the faculty must apply before 3 months of the expiry of the sabbatical leave availed.

s) Director is authorized to sanction sabbatical leave up to 6 months for all the objectives specified in this document point (c). If the duration of leave is more than 6 months and for any other objective, approval of the Board of Governors is required.

t) The employee shall not take part in elections for holding any public positions viz. Councilor, MLA, MP etc. during the period of Sabbatical Leave even the Organization where he/she is
working permits to do so. In case he/she opts to do so, he/she has to take prior permission of Competent Authority.

u) For the purpose of calculating the terminal benefits in the event of his/her resignation from the services of VNIT, the Sabbatical period shall not be considered as break in service and it will be treated as continuous service for the purpose of calculation of Gratuity.

v) On termination / completion of Sabbatical and reverting back to the services of VNIT, pay and allowances of the employee shall be in the same grade/category. After rejoining, the basic pay of the employee shall be fixed at the same basic pay which he/she was drawing prior to his/her proceeding on Sabbatical Leave. The Sabbatical period will not count for annual increments.

w) In the event of death of an employee during the period of Sabbatical leave, the same will be considered as death while in service and his terminal benefits will be settled back on the status on the date of proceeding on Sabbatical Leave.

x) The Director, VNIT Nagpur reserves it right for accepting / rejecting applications under the policy, which will be subject to the needs / requirement of VNIT, Nagpur.

[Signature]

Dean(Faculty Welfare)
ESTABLISHMENT MANUAL

CHAPTER – XIV

PREVENTION OF SEXUAL HARASSMENT (POSH) AT WORKPLACE POLICY
(vi) शैक्षिक पत्रादेश के विरुद्ध दंगणपरिणत कर्मदाताओं या जागरूकता कार्यकर्ता की संख्या।
(vii) नियोजक या भित्ता अधिकारी द्वारा की मई कार्यक्रम का लेखन।

[का. सं. 19-5/2013-रचन्युक्ति]
राज. शीर्षोत्त, संयुक्त सचिव

MINISTRY OF WOMEN AND CHILD DEVELOPMENT
NOTIFICATION
New Delhi, the 9th December, 2013

G.S.R. 3769(E).—In exercise of the powers conferred by section 29 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013), the Central Government hereby makes the following rules, namely:—

1. Short title and commencement. — (1) These rules may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.
   (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions. — In these rules, unless the context otherwise requires,-
   (a) “Act” means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
   (b) “complaint” means the complaint made under section 9;
   (c) “Complaints Committee” means the Internal Committee or the Local Committee, as the case may be;
   (d) “incident” means an incident of sexual harassment as defined in clause (a) of section 2;
   (e) “section” means a section of the Act;
   (f) “special educator” means a person trained in communication with people with special needs in a way that addresses their individual differences and needs;
   (g) words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. Fees or allowances for Member of Internal Committee.— (1) The Member appointed from amongst non-government organisations shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the Internal Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air condition or air conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less.

   The employer shall be responsible for the payment of allowances referred to in sub-rule (1).

4. Person familiar with issues relating to sexual harassment.— Person familiar with the issues relating to sexual harassment for the purpose of clause (c) of sub-section (1) of section 7 shall be a person who has expertise on issues relating to sexual harassment and may include any of the following:
   (a) a social worker with at least five years’ experience in the field of social work which leads to creation of societal conditions favourable towards empowerment of women and in particular in addressing workplace sexual harassment;
   (b) a person who is familiar with labour, service, civil or criminal law.

5. Fees or allowances for Chairperson and Members of Local Committee.— (1) The Chairperson of the Local Committee shall be entitled to an allowance of two hundred and fifty rupees per day for holding the proceedings of the said Committee.
   (2) The Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) of section 7 shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the said Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air condition or air conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less.

   The District Officer shall be responsible for the payment of allowances referred to in sub-rules (1) and (2).

6. Complaint of sexual harassment. — For the purpose of sub-section (2) of Section 9,—
   (i) where the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed by —
(a) her relative or friend; or  
(b) her co-worker; or  
(c) an officer of the National Commission for Women or State Women's Commission; or  
(d) any person who has knowledge of the incident, with the written consent of the aggrieved woman;

(ii) where the aggrieved woman is unable to make a complaint on account of her mental incapacity, a complaint may be filed by:  
(a) her relative or friend; or  
(b) a special educator; or  
(c) a qualified psychiatrist or psychologist; or  
(d) the guardian or authority under whose care she is receiving treatment or care; or  
(e) any person who has knowledge of the incident jointly with her relative or friend or a special educator or qualified psychiatrist or psychologist, or guardian or authority under whose care she is receiving treatment or care;

(iii) where the aggrieved woman for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with her written consent;

(iv) where the aggrieved woman is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir.

7. Manner of inquiry into complaint.-(1) Subject to the provisions of section 11, at the time of filing the complaint, the complainant shall submit to the Complaints Committee, six copies of the complaint along with supporting documents and the names and addresses of the witnesses.

(2) On receipt of the complaint, the Complaints Committee shall send one of the copies received from the aggrieved woman under sub-rule (1) to the respondent within a period of seven working days.

(3) The respondent shall file his reply to the complaint along with his list of documents, and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the documents specified under sub-rule (1).

(4) The Complaints Committee shall make inquiry into the complaint in accordance with the principles of natural justice.

(5) The Complaints Committee shall have the right to terminate the inquiry proceedings or to give an ex parte decision on the complaint, if the complainant or respondent fails, without sufficient cause, to present herself or himself for three consecutive hearings convened by the Chairperson or Presiding Officer, as the case may be:

Provided that such termination or ex parte order may not be passed without giving a notice in writing, fifteen days in advance, to the party concerned.

(6) The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the Complaints Committee.

(7) In conducting the inquiry, a minimum of three Members of the Complaints Committee including the Presiding Officer or the Chairperson, as the case may be, shall be present.

8. Other relief to complainant during pendency of inquiry.-The Complaints Committee at the written request of the aggrieved woman may recommend to the employer to:

(a) restrain the respondent from reporting on the work performance of the aggrieved woman or writing her confidential report, and assign the same to another officer;  
(b) restrain the respondent in case of an educational institution from supervising any academic activity of the aggrieved woman.

9. Manner of taking action for sexual harassment.- Except in cases where service rules exist, where the Complaints Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be, to take any action including a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service or undergoing a counselling session or carrying out community service.
10. **Action for false or malicious complaint or false evidence.** Except in cases where service rules exist, where the Complaints Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or District Officer, as the case may be, to take action in accordance with the provisions of rule 9.

11. **Appeal.** Subject to the provisions of section 18, any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clauses (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the appellate authority notified under clause (a) of section 2 of the Industrial Employment (Standing Orders) Act, 1946 (20 of 1946).

12. **Penalty for contravention of provisions of section 16.** Subject to the provisions of section 17, if any person contravenes the provisions of section 16, the employer shall recover a sum of five thousand rupees as penalty from such person.

13. **Manner to organise workshops, etc.** Subject to the provisions of section 19, every employer shall:
   (a) formulate and widely disseminate an internal policy or charter or resolution or declaration for prohibition, prevention and redressal of sexual harassment at the workplace intended to promote gender sensitive safe spaces and remove underlying factors that contribute towards a hostile work environment against women;
   (b) carry out orientation programmes and seminars for the Members of the Internal Committee;
   (c) carry out employees awareness programmes and create forum for dialogues which may involve Panchayati Raj Institutions, Gram Sabha, women’s groups, mothers’ committee, adolescent groups, urban local bodies and any other body as may be considered necessary;
   (d) conduct capacity building and skill building programmes for the Members of the Internal Committee;
   (e) declare the names and contact details of all the Members of the Internal Committee;
   (f) use modules developed by the State Governments to conduct workshops and awareness programmes for sensitising the employees with the provisions of the Act.

14. **Preparation of annual report.** The annual report which the Complaints Committee shall prepare under Section 21, shall have the following details:
   (a) number of complaints of sexual harassment received in the year;
   (b) number of complaints disposed off during the year;
   (c) number of cases pending for more than ninety days;
   (d) number of workshops or awareness programme against sexual harassment carried out;
   (e) nature of action taken by the employer or District Officer.

[F. No. 19-5/2013-WW]
Dr. SHREERANJAN, Jr. Secy.