

Compendium of Instructions For Staff and Ph. D Scholars



National Institute of Immunology
राष्ट्रीय प्रतिरक्षाविज्ञान संस्थान



राष्ट्रीय प्रतिरक्षाविज्ञान संस्थान

जैव प्रौद्योगिकी विभाग, विज्ञान और प्रौद्योगिकी मंत्रालय, भारत सरकार का स्वायत्त अनुसंधान संस्थान

NATIONAL INSTITUTE OF IMMUNOLOGY

An Autonomous Research Institute of the Department of Biotechnology, Ministry of Science and Technology
Government of India

PREFACE

There are numerous issues that arise while dispensing our duties on daily basis and need to be resolved as per rules and regulations defined by Government of India. Hence availability of important guidelines and instructions pertaining to all the Divisions in the department namely Administration, Vigilance, Stores, IWS, Engineering Finance, etc. in a consolidated form is ensuring effective and transparent governance.

The compendium attempts to bring collection of important Guidelines/Instructions and Office Memorandums related to Appointments and Deputations, Pay and Allowances, Travel, Medical Reimbursement, Vigilance, Financial matters, e-Governance and references for various other issues that are more relevant to this department.

All the scientific, staff member/ students should go through this compendium and they can refer to this as per their requirement. This compendium is also available on the NII website as an eBook.

Dr. D.K. Vashist
Senior Manager (Head of Administration)

ले कर्नल (डॉ) डी के वाशिस्ट
वरिष्ठ प्रबंधक (प्रशासन प्रभु)
Lt. Col. (Dr.) D K Vashist
Senior Manager (Head of Administration)
राष्ट्रीय प्रतिरक्षाविज्ञान संस्थान
National Institute of Immunology
अरुणा आसफ अली मार्ग / Aruna A
नई दिल्ली - 110 067 / New Delhi - 110 067

अरुणा आसफ अली मार्ग, नई दिल्ली-110067, दूरभाष (ईपीएबीएक्स): 011-26162121-45 और 26717010-19
फैक्स : 091-11-26742125, 26742626; तार : IMMUNOLOGY; वेबसाइट: www.nii.res.in
Aruna Asaf Ali Marg, New Delhi - 110067; Telephones(EPABX):011-26717121-45 & 26717010-19
Fax: 091-11-26742125, 26742626; Grams : IMMUNOLOGY; Website : www.nii.res.in

No.T-28/27/2025-iGOT
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Wing

Block-IV, Old JNU Campus,
New Delhi -110067
Dated: 29 August, 2025

Office Memorandum

Subject: Guidelines for implementation of DoPT's O.M. dated 04.07.2025 regarding Mandatory Course Completion and Comprehensive Assessment on iGOT Karmayogi – reg.

The undersigned is directed to refer to this Department's O.M. of even number dated 04.07.2025 mandating all Central Government employees and officers of the All India Services to complete prescribed courses and undergo comprehensive assessments on the iGOT Karmayogi platform, with the outcomes to be duly reflected in the Annual Performance Appraisal Report (APAR).

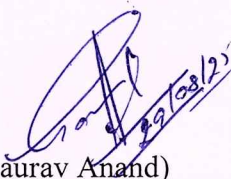
2. In pursuance of the above, Ministries/Departments/Organizations (MDOs) were advised to identify suitable iGOT Karmayogi courses, set annual training targets, prepare Question Banks for assessments, and ensure integration of SPARROW with iGOT, among other measures.

3. Subsequently, a number of references are being received from MDOs seeking clarifications on various aspects of the implementation of the said O.M. Accordingly, comprehensive Guidelines for Implementation of O.M. dated 04.07.2025 have been prepared to provide clarity and facilitate uniform adoption across all MDOs.

4. A copy of the said Guidelines is enclosed herewith for information and necessary action. All MDOs are requested to ensure adherence to these Guidelines while implementing the provisions of this Department's O.M. dated 04.07.2025.

5. This issues with the approval of competent authority.

Encl: As stated



(Gaurav Anand)

Under Secretary to the Government of India
Tele: 26706300

To

- (i) Secretaries to all the Ministries/Departments of the Government of India**
- (ii) All Cadre Controlling Authorities**

Copy to:

- (i) Chief Secretaries of all State Governments /UT Administrations
- (ii) PSO to Secretary (P), DoPT
- (iii) Secretary, Capacity Building Commission
- (iv) CEO, Karmayogi Bharat
- (v) Director (IT), NIC
- (vi) Deputy Secretary /Director AIS Division, DoPT
- (vii) Deputy Secretary /Director, PP Division, DoPT
- (viii) NIC (Trg), DoPT with request to upload the circular on website



कार्मिक एवं प्रशिक्षण विभाग
DEPARTMENT OF
PERSONNEL & TRAINING

सत्यमेव जयते

2025

Guidelines for Mandatory Course Selection and Comprehensive Assessment Upload on iGOT Karmayogi Platform for APAR Cycle 2026–27



सत्यमेव जयते



Guidelines for
Mandatory Course Selection
and
Comprehensive Assessment Upload
on
iGOT Karmayogi Platform
for
APAR Cycle 2026–27



Acronyms

AIS:	All India Services
APAR:	Annual Performance Appraisal Report
ASO:	Assistant Section Officer
CBP:	Content Building Products
CCA:	Central Civil Services
CCS:	Cadre Controlling Authority
CSCU:	Cabinet Secretariat Coordination Unit
DoPT:	Department of Personnel and Training
DS:	Deputy Secretary
FAQ:	Frequently Asked Questions
HOTS:	Higher Order Thinking Skills
iGOT:	Integrated Government Online Training
ISTM:	Institute of Secretariat Training and Management
JS:	Joint Secretary
MDO:	Ministries/ Departments/ Organisations
MTS:	Multi-Tasking Staff
SO:	Section Officer
US:	Under Secretary



Contents

A. Background	1
B. Guidelines for Selection and Completion of Mandatory Courses for APAR Cycle 2026–27	1
1. How to select your Mandatory Courses	1
2. How to access the Mandatory Courses on iGOT	4
C. Guidelines for preparation and upload of Comprehensive Assessment	5
1. Rollout of Comprehensive Assessment Framework for APAR Cycle 2026–27	5
2. How to create the Question Bank for the comprehensive assessment	6
D. Pre-Upload Guidelines and Standard Specifications for Comprehensive Assessment	7
1. How to Proceed	7
2. Content Creator and Content Reviewer Rights	7
3. Setting the parameters for the comprehensive assessment	7
Summary of Specifications	8
E. Steps for Uploading Comprehensive Assessment	9
1. Sign-in on the CBP portal and reach ‘Basic Information’	9
2. ‘Content Builder’ page opens	9
3. In ‘Assessment Settings’	10
4. Total number of questions	10
5. Sections	11
6. Marks and Time	11
7. Passing percentage	12
8. Re-attempts and duration	12
9. Instructions	13
F. Implementation Roadmap	13
G. Frequently Asked Questions	14
1. FAQs by Ministries/Departments/Organisations/CCAs	14
2. FAQs by Users (Employees)	17

A. Background

The **Mandatory Course Completion** and **Comprehensive Assessment** on the iGOT Karmayogi platform is designed to evaluate a deeper understanding and application of the knowledge gained by the civil servants (Office Memorandum <https://acrobat.adobe.com/id/urn:aaid:sc:AP:639ae038-f4ba-4a63-9941-d89554660e6c>). The key reasons for implementing this level of assessment are:

1. **Advanced Competency Evaluation:** Comprehensive assessments go beyond basic knowledge checks to assess the application, analysis, and synthesis of information, ensuring that officials can effectively use what they have learned in real-world scenarios.
2. **Skill Enhancement:** By challenging learners with more complex questions and scenarios, comprehensive assessments help in honing advanced skills and competencies that are crucial for effective performance in their roles.

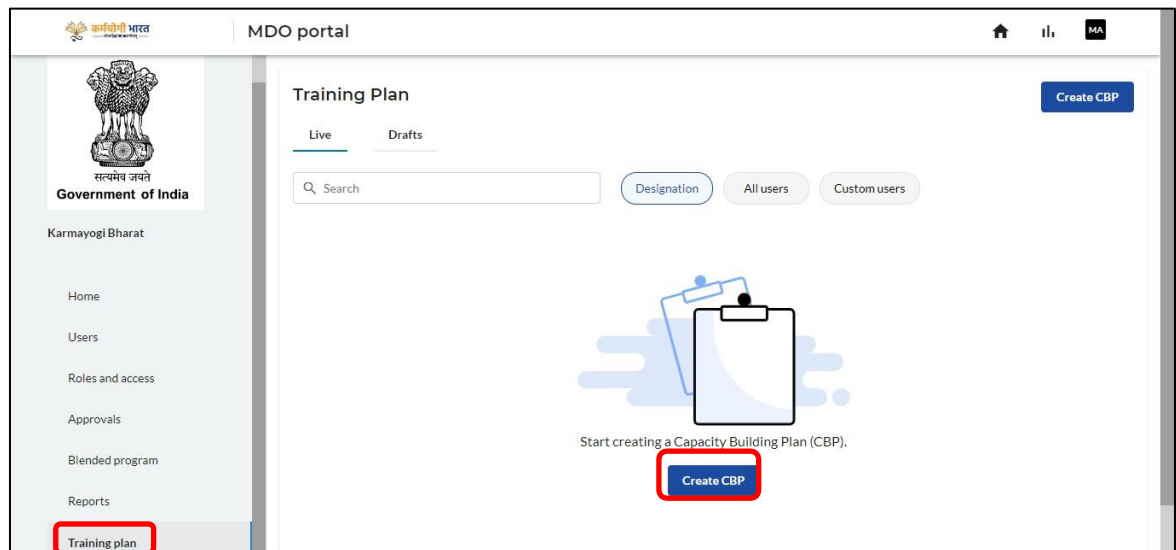
These assessments provide valuable feedback to learners, highlighting areas where they excel and where they need further improvement, thus promoting continuous learning and development.

B. Guidelines for Selection and Completion of Mandatory Courses for APAR Cycle 2026–27

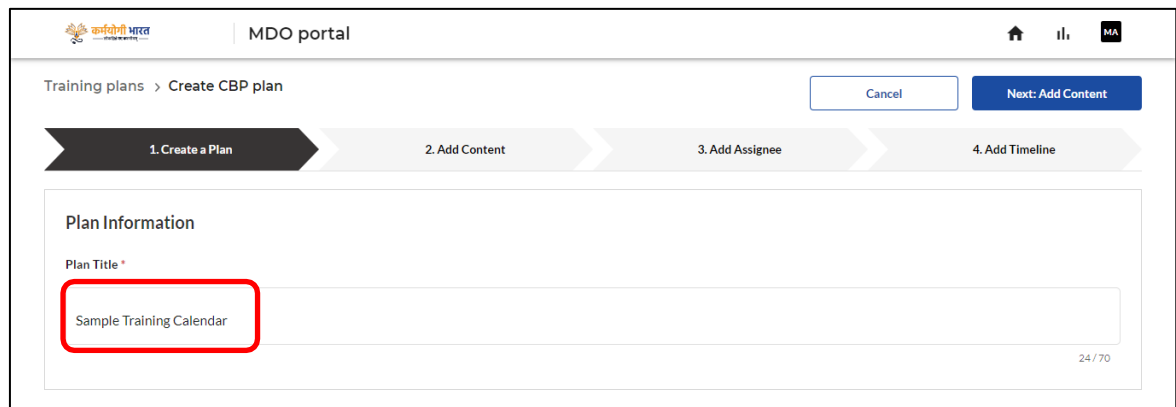
1. How to select your Mandatory Courses

- a. MDOs or the CCAs, as the case may be, has to select a **minimum of six (6) courses** for employees at each level. The prescribed courses must be of **duration 30 minutes or more** and must be assessed courses (i.e. courses followed by an end-of-the-course assessment).
- b. In the case of Central Government employees and the AIS officers under Central Deputation, all **MDOs** of Government of India shall identify relevant courses on the iGOT Karmayogi Platform for employees at each level as the annual target. As an illustration, a minimum of 6 courses could be selected for each of the following levels:
 - i. Multi-Tasking Staff (MTS)
 - ii. Section Officer/Assistant Section Officer and equivalent
 - iii. Under Secretary and equivalent
 - iv. Deputy Secretary/Director and equivalent
 - v. Joint Secretary equivalent and above.
- c. In the case of AIS officers not on Central Deputation and the CCS officers not working with any MDO of the Govt of India, the **CCAs** shall identify relevant courses on the iGOT Karmayogi Platform for employees at each level as the annual target. This category would include officers of the AIS and CCS working with the state governments, officers of the AIS on non-central deputation, officers of the CCS As an illustration, the respective CCAs could select a minimum of 6 courses for each of the following levels:
 - i. up to 9 years of service,
 - ii. above 9 and up to 16 years of service,
 - iii. above 16 and up to 25 years of service,
 - iv. 25 years and above of service.
- d. These courses shall be added by the **MDO Admin/CCA** as 'Training Plan' for each of the positions/designations/levels on the iGOT portal.

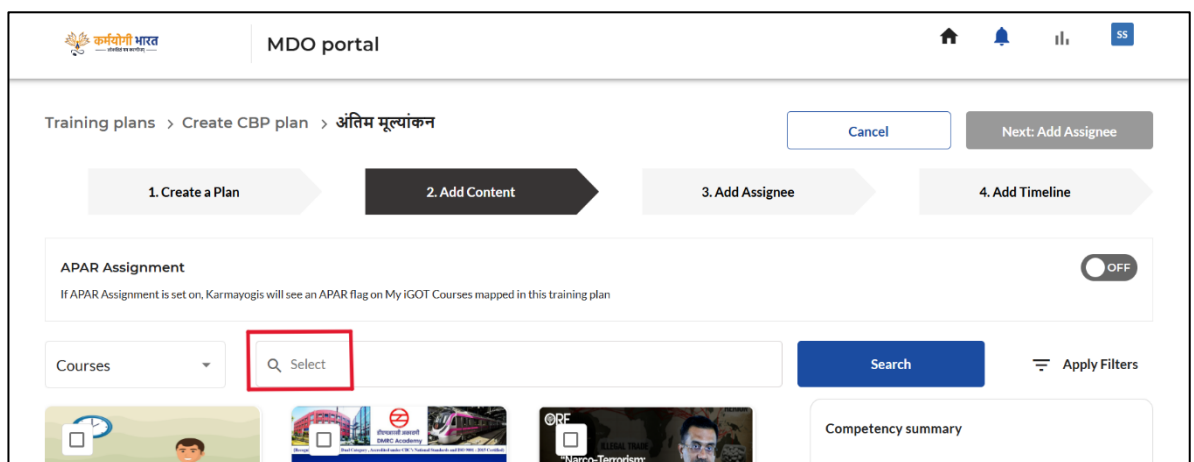
Step 1: Access the **MDO Portal**, click on **Training plan** and then on **Create CBP**



Step 2: Click on **Plan Title** and enter a Title.



Step 3: Go to **Add Content** tab and select courses



Step 4: Switch on the **TOGGLE** to set on the APAR assignment.

Training plans > Create CBP plan > Assessment for Deputy Secr...

Cancel Next: Add Assignee

1. Create a Plan 2. Add Content 3. Add Assignee 4. Add Timeline

APAR Assignment

If APAR Assignment is set on, Karmayogis will see an APAR flag on My iGOT Courses mapped in this training plan

☒ ON

Courses Search Apply Filters

Step 5: Go to **Add Assignee** Tab. Add Assignee based on the level/position/designation for which the courses have been chosen

MDO portal

Training plans > Create CBP plan > Sample Training Calendar

Cancel Next: Add Timeline

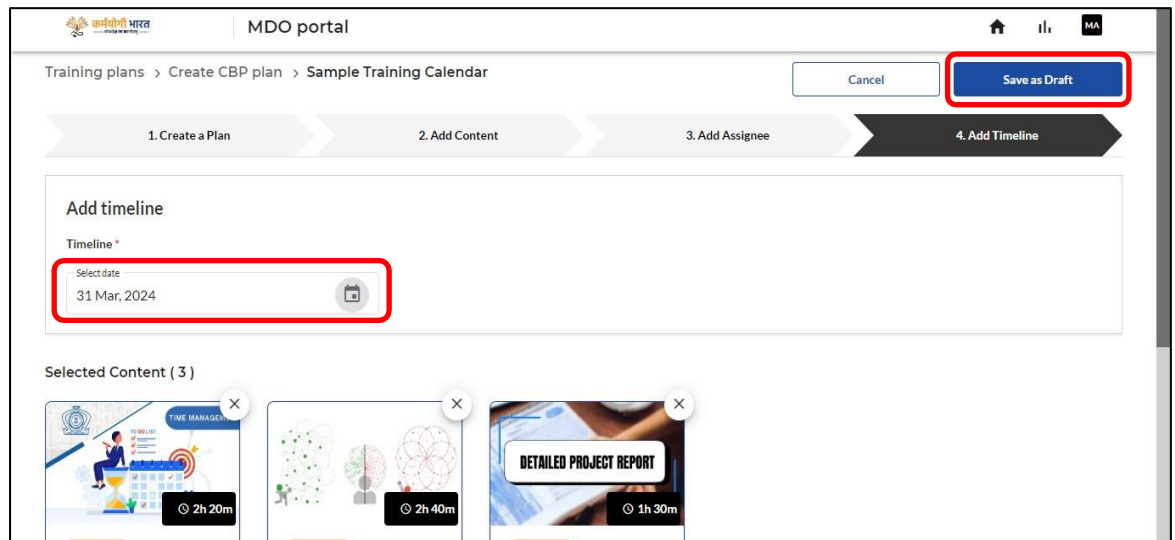
1. Create a Plan 2. Add Content 3. Add Assignee 4. Add Timeline

Designation Search

All User	☐	Other	☐	Chief Technical Officer	☐
Custom User	☐				
Project Manager	☐	Executive Assistant	☐	Mason	☐
Senior Consultant	☐	Canteen Attendant	☐	Junior Consultant	☐

Select date
31 Mar, 2026

Step 6: Go to **Add Timeline** tab. Choose course and assign a deadline of **31st March, 2026**. Click on 'Save as Draft'



Training plans > Create CBP plan > Sample Training Calendar

Cancel Save as Draft

1. Create a Plan 2. Add Content 3. Add Assignee 4. Add Timeline

Add timeline

Timeline*

Select date

31 Mar, 2024

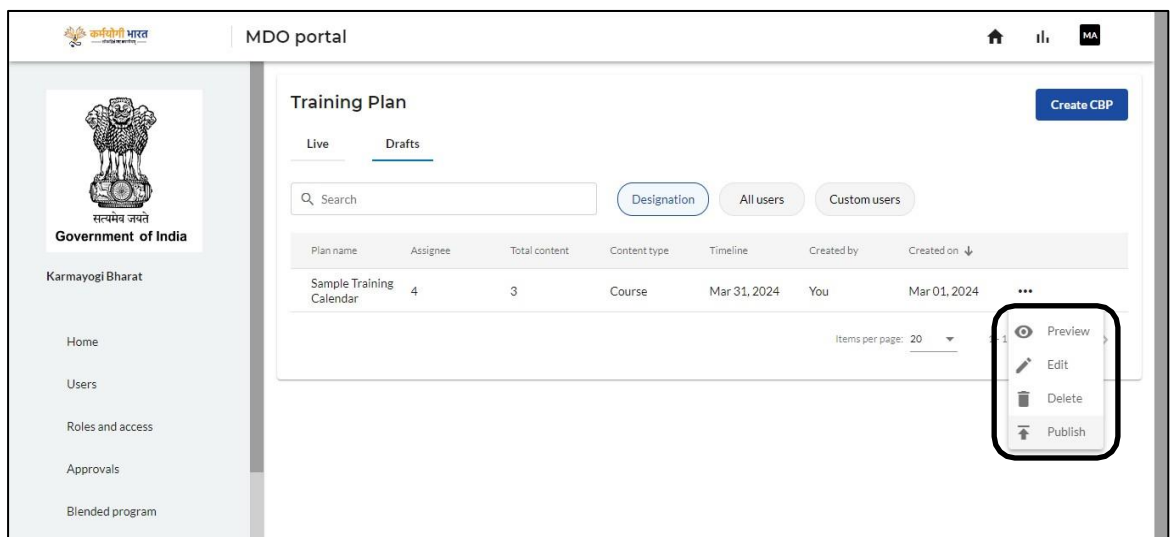
Selected Content (3)

TIME MANAGER 2h 20m

DETAILED PROJECT REPORT 2h 40m

DETAILED PROJECT REPORT 1h 30m

Step 7: Click on **Publish**



MDO portal

Training Plan

Create CBP

Live Drafts

Search

Designation All users Custom users

Plan name	Assignee	Total content	Content type	Timeline	Created by	Created on
Sample Training Calendar	4	3	Course	Mar 31, 2024	You	Mar 01, 2024

Items per page: 20

Preview Edit Delete Publish

2. How to access the Mandatory Courses on iGOT

- a. Once the Training Plans get added, these courses will get reflected as targets in the 'My iGOT' section of the iGOT profile of the respective users. This, however, will be possible only once the employee has updated and verified profile on iGOT to correctly reflect her/his current role/position/designation in the Ministry/Department/Organization the employee is serving in.



How To Update Your Profile

To assist you in updating your profile on the iGOT Karmayogi platform, please refer to the instructional video available at the following link. The video provides a step-by-step guide on how to update your profile effectively.

<https://www.youtube.com/watch?v=rhEIXdD9vD4>

- b. AIS officers serving in the states/UTs must update their iGOT profiles to correctly reflect their service and batch such that they are mapped to the correct CCA and level (based on years of service).
- c. Once logged in, users can navigate to the 'My iGOT' section and conveniently locate courses under this section on the logged in page.

To assist you in locating your mandatory courses on the iGOT Karmayogi platform, please click on the video provided
<https://www.youtube.com/watch?v=vOoReFryeDo>



- d. This section contains all the essential courses that must be completed before attempting the comprehensive assessment
- e. To ensure readiness and compliance, users are required to complete these mandatory courses in full. Only after successful completion will they be eligible to proceed with the comprehensive assessment.
- f. All employees shall complete at least **50%** of the courses prescribed by the MDO/CCA for the year.

Section I – Basic Information
(To be filled in by the Administration Division/Personnel Department)

1. Name of the officer reported upon:

2. Service: 3. Cadre: 4. Year of allotment:

5. Date of Birth:

6. Present Grade:

7. Present post:

8. Date of appointment to present post:

9. Reporting, Reviewing and Accepting Authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

10. Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

11. Training Programs attended

Date from	Date to	Institute	Subject

g. The status of course completion for mandated courses will be directly fetched from iGOT and reflected in the **Annual Performance Appraisal Reports (APARs)** from the reporting period 2025-26 (corresponding to the APAR cycle of 2026-27).

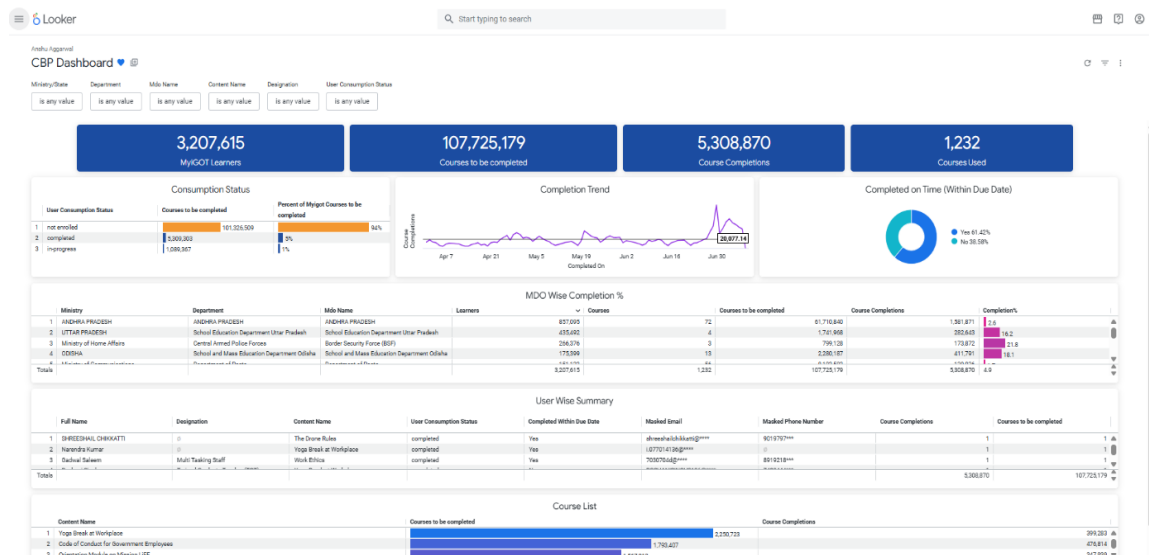
h. The information will be captured in a new table/sub-table in Part-II of the APAR

*Competencies gained will be added in **competency passbook** on iGOT upon achieving Pass grade. This will be integrated into SPARROW for the performance appraisal process (APAR)*

C. Guidelines for preparation and upload of Comprehensive Assessment

1. Rollout of Comprehensive Assessment Framework for APAR Cycle 2026–27

- a. A Comprehensive Assessment Framework will be rolled out from the reporting period 2025-26 (corresponding to the APAR cycle of 2026-27).
- b. As per the framework, competency attainment will be evaluated through comprehensive assessments based on courses identified by the MDOs (or the CCAs as the case may be) for employees at each level.
- c. All central government employees and all officers of the AIS will have to pass the assessment mandated for them during the reporting year.
- d. The MDO leader or admin can monitor each employee's progress - such as enrolment, course completion, and assessment status - through the CBP dashboard on iGOT. A sample view of the dashboard is shown in the screenshot below for illustration.



- e. The successful completion of the assessment will also be reported in the APAR by fetching relevant data from iGOT.

2. How to create the Question Bank for the comprehensive assessment

- The MDOs or CCAs, as the case may be, has to select a **minimum of three courses** for the standalone, comprehensive level-2 assessment. The courses for the Comprehensive Assessment are to be selected from the list of courses prescribed for mandatory completion.
- Once the courses have been identified, a Question Bank has to be prepared comprising of 200 to 300 courses from the selected courses. These questions would be application oriented and must be different from the end-of-the-course assessments already there in the courses.
- It is recommended that the MDOs or CCAs, as the case may be, request the Training Institute under their administrative control to create the question bank. Services of the agency that has created the course may also be used for creating the question bank. Additionally, SPV - Karmayogi Bharat (KB) may also be reached out to provide support for creating AI generated questions. KB has an Assistant Manager assigned to each MDO/CCA and can be reached through them.
- As an illustration, questions are developed by Institute of Secretariat Training and Management (ISTM) Department of Personnel and Training (DoPT) and questions for one of the courses can be accessed at the following link:

https://docs.google.com/spreadsheets/d/1dzDp3bWpyaU9_IgxnHW0AwepnhmNvmJjv9SbN2hCsrQ/edit?gid=0#gid=0



Sl No	Question	Option 1	Option 2	Option 3	Option 4	Answer	Level
1	Question	Act of a Parliament only	Proviso to Article 309 only	Either (a) or (b)	Neither (a) nor (b)	3	Level-2
2	Recruitment Rules are not to be framed in which of the following case	For any post created for a Commission or Committee	For any post created for two years only in the	For posts created to be filled 100 % by deputation	All of the above	1	Level-1
3	Which of the following is not a recognized method of recruitment	Deputation	Contract	Promotion	Composite method	2	Level-1
4	There are 5 posts in promotional level and 10 posts in the feeder grade. Which is the most appropriate method of recruitment if you want to provide 'promotion' as one of the method in column-10	100% by promotion	100% by promotion failing which by deputation	100% by promotion failing which by Director Recruitment		2	Level-2
5	Column 11 is about the eligibility conditions for deputation/absorption. w	Officers of the State Govern recruitment under Col. No.7(i)	Officers of the Central Gover recruitment under Col. No.7(i)	Officers of the Central Gover	Officers of the Central Gover recruitment under Col. No.7(i)	4	Level-4
6	A single post of Assistant Library and Information Assistant (ALIA) has been created in Level-2 in the Department of ABC which is a Central Government department. There is neither a promotional post nor a feeder post to ALIA. Which method of recruitment would you prescribe in the column-10.	100% by Deputation (including short-term contract)	50% direct recruitment and 50% by promotion	100% by deputation	100% by promotion	1	Level-4
7	A single post Assistant Library and Information Officer (ALIO) Level-6 has been created in the Department of ABC. The feeder grade comprise of 2 posts of Assistant Library and Information Assistant. Which of the following method of recruitment would you prefer in column-10 for the post of Assistant Library and Information Officer.	100% by Promotion	100% promotion failing which by deputation	Composite method	100% by direct recruitment	3	Level-4
8	Method of filling of a post is 100% Direct Recruitment. The column no.5 which is about whether the post is 'Selection' or 'Non-selection' should prescribe	selection	non-selection	not applicable	None of the above	3	Level-3
9	Where recruitment is made by other than UPSC/SSC, the crucial date for de	the date of the advertisement	closing date of the applicatio	date when the vacancy arose	30 days after the closing date	2	Level-2
10	In which of the following cases the period of probation is 'NIL'	Promotion from Level-2 to Level-4 both in Group C	Promotion from Level-3 to Level-4 both in Group C	Direct recruitment to Level-8	Direct recruitment to level-13 with mandatory training prescribed for a period of three weeks	1	Level-2
11	In which of the following cases the period of probation is 'NIL'	Direct recruitment to a post in Level-1	Direct recruitment to a post in Level-12	Direct recruitment to Level-13	None of the above	4	Level-2

D.Pre-Upload Guidelines and Standard Specifications for Comprehensive Assessment

1. How to Proceed

A video on 'How to upload Comprehensive Assessment' will be made available on the iGOT Karmayogi Content Creator portal. Providing the video tutorial will ensure that content creators have a clear, step-by-step guide to follow. This visual aid can make the process easier to understand and execute, reducing the likelihood of errors and enhancing the overall user experience.

2. Content Creator and Content Reviewer Rights

To assign the role of Content Creator or Reviewer in the MDO portal, start by logging in and navigating to the **Onboarding** tab. Click on the relevant user's details to open their profile. Scroll down to the section where roles can be assigned, select either **Content Creator** or **Reviewer** as needed, and then click **Update** to save the changes. This process ensures the user is granted the appropriate permissions for content management within the portal.

<https://mdo.igotkarmayogi.gov.in>

Log in

Users

All Users

Role

Update Role

Your Guide To The
MDO Portal

To assist you in understanding and accessing the MDO Portal on the iGOT Karmayogi platform, please refer to the instructional video available at the following link.

<https://www.bing.com/videos/riverview/relatedvideo?q=how+to+access+mdo+portal+on+igot&mid=15EDF61B02858EAB109B15EDF61B02858EAB109B&FORM=VRDGR>

3. Setting the parameters for the comprehensive assessment

Before uploading the comprehensive assessment, there are a set of parameters that need to be standard across all Ministries/ Departments. Standardizing parameters will confirm consistency and fairness in assessments. This uniformity helps maintain the integrity of the evaluation



process, affirming that all participants are assessed under the same criteria and conditions, which promotes equity and comparability of results.

This document serves as a guideline to standardize the parameters. The included screenshots will assist you in navigating the uploading process. This will help maintain consistency and accuracy across all submissions.

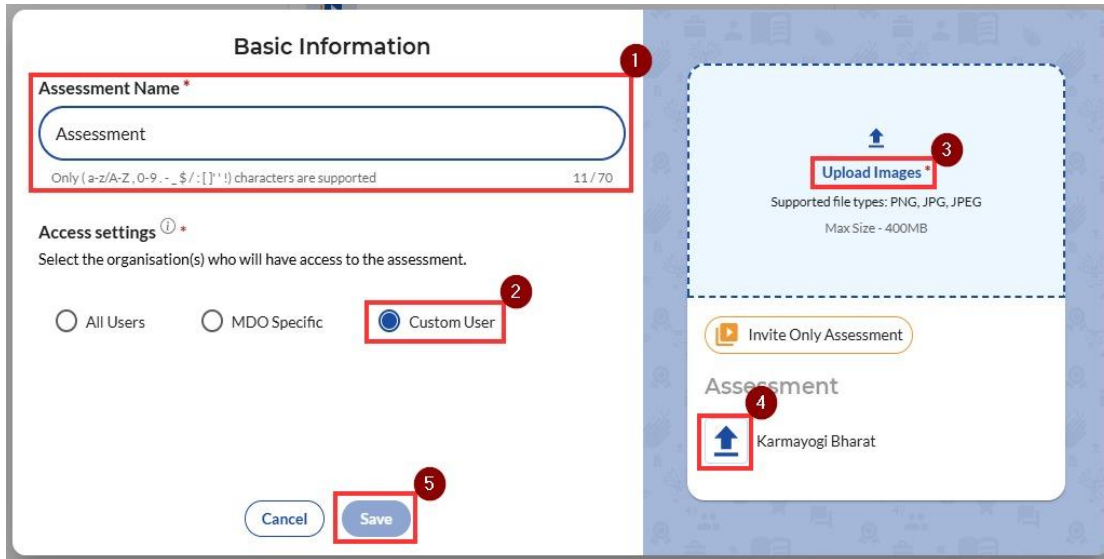
Summary of Specifications

1. Give a proper Title in the 'Assessment Name'
2. Click on 'Custom User'
3. Click on 'Upload Images' and upload the logo of the Ministry/ Department
4. Click on 'Advance Assessment'
5. Give a title of the Assessment (same as in point 1)
6. Click on 'Question Weightage' in the 'Assessment Type'
7. Type '4' in the 'Total number of Sections' These 4 options will be: Easy, Medium, Difficult and HOTS ¹
8. No. of Questions (total 48-50)
9. Marks/Question (1 for Easy, 2 for Medium, 3 for Difficult, 4 for HOTS)
10. Click 'Yes' in 'Show marks/Question'
11. Click 'Yes' on Sectional 'Passing Percentage'
12. Click 'No' on 'Sectional Time Bound'
13. Type '50' in 'Minimum Passing Percentage'
14. Click on 0% in 'Negative Percentage% Question'
15. Click on '9' from dropdown in 'Number of Re-attempts'
16. Type '1' in the hh section of 'Duration (hh/mm/ss)', i.e., the assessment will be of one hour
17. Following instructions can be given: a. All questions are compulsory b. Pass marks = 50% c. There is no negative marking d. Duration of assessment is one hour e. Skipped questions can be attempted again before submitting f. If the given time runs out, the answer will be auto submitted

¹ Higher Order Thinking Skills

E. Steps for Uploading Comprehensive Assessment

1. Sign-in on the CBP portal and reach 'Basic Information'



Basic Information

Assessment Name *

Assessment

Only { a-z/A-Z, 0-9, -, _ , \$, / , : , * , ! } characters are supported 11 / 70

Access settings ⓘ *

Select the organisation(s) who will have access to the assessment.

☐ All Users ☐ MDO Specific ☒ Custom User

Upload Images *

Supported file types: PNG, JPG, JPEG
Max Size - 400MB

Invite Only Assessment

Assessment

Karmayogi Bharat

Save

cbp.igotkarma
yogi.gov.in

**Build Your
Content**

**Comprehensive
Assessment**

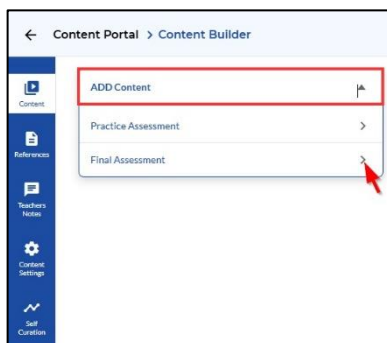
**Select Content
Language**

**Basic
information**

Specification	Rationale
Give a proper Title in the 'Assessment Name'	It clearly communicates the purpose and scope of the assessment to the participants
Click on 'Custom User'	To be assigned to specific users/ groups, ensuring that only the intended participants can access it
Click on 'Upload Images' and upload the logo of the Ministry/ Department	Instantly identifies the source of the assessment, reinforcing the brand of ministry/Department

'Save' button will be activated. Click on 'Save'. The message shows 'Content Created Successfully'.

2. 'Content Builder' page opens



Content Portal > Content Builder

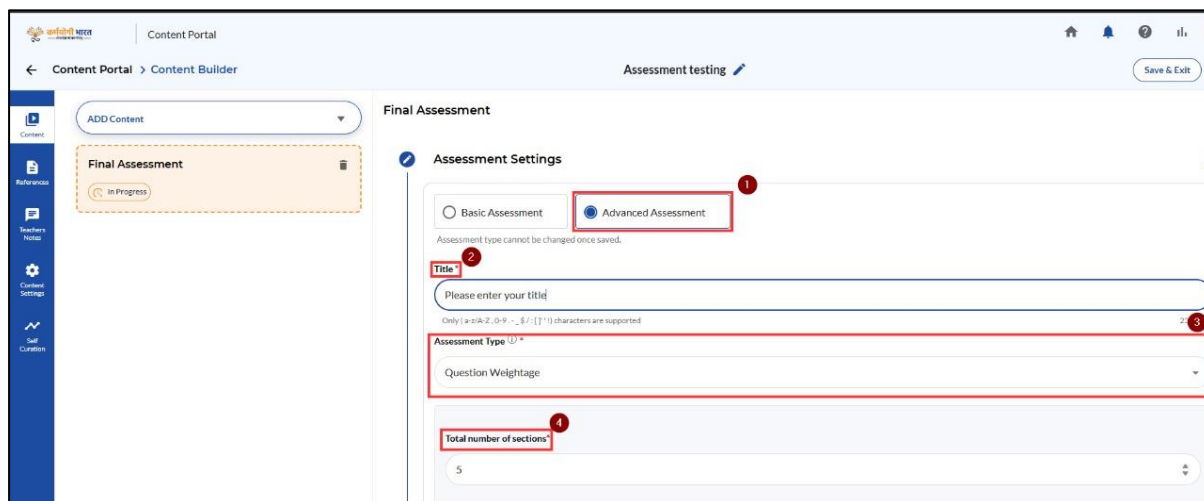
ADD Content

Practice Assessment >

Final Assessment >

Specification	Rationale
Click on 'Add content' and then click on 'Final Assessment'	Results from the 'Final Assessment' are recorded and used for official purposes, such as performance appraisals and competency tracking, ensuring that your achievements are accurately documented.

3. In 'Assessment Settings'



Specification	Rationale
Click on 'Advance Assessment'	Covers complex and higher-order thinking questions that are essential for advanced competency levels
Give a title of the Assessment	Should be the same title as entered in screen 1
Click on 'Question Weightage' in the 'Assessment Type'	Simplifies the scoring process, reduces the complexity of assigning and calculating weights for each possible answer
Type '4' in the 'Total number of Sections' These 4 options will be: Easy, Medium, Difficult and HOTS ²	Helps in assessing a wide range of competencies, from basic understanding (Easy) to advanced analytical and problem-solving skills (HOTS)

4. Total number of questions

This can be 48-50. Full marks will be 100. An example of total questions in each section and marking for the questions is displayed below:

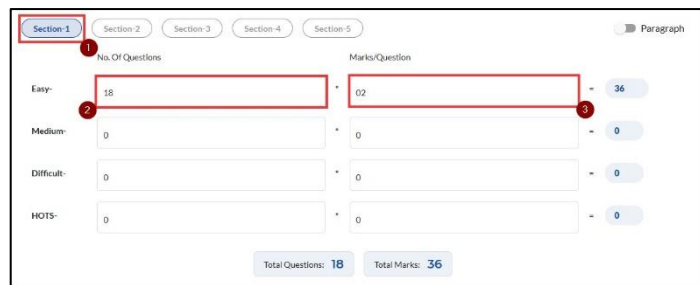
Level	No. of Questions	Marks per Question	Total	Pass Marks
Easy	18	1	18	9
Medium	14	2	28	14
Difficult	10	3	30	15
HOTS	6	4	24	12
TOTAL	48		100	50

² Higher Order Thinking Skills

5. Sections

Number of questions and marks for each question should be specified as follows:

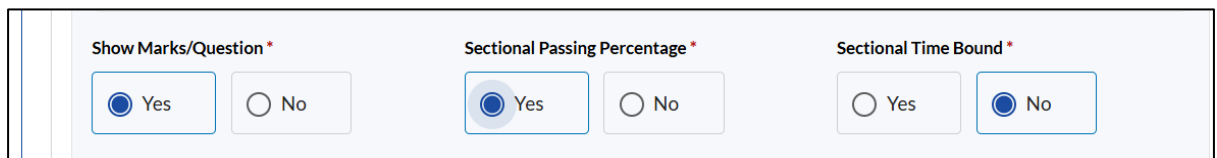
- Section-1 for Easy
- Section-2 for Medium
- Section-3 for Difficult
- Section-4 for HOTS



Specification	Rationale
No. of Questions (total 48-50)	As the difficulty increases, fewer questions are needed because these are typically more complex and time-consuming, so fewer of them can still provide a robust assessment of advanced competencies.
Marks/Question (1 for Easy, 2 for Medium, 3 for Difficult, 4 for HOTS)	By assigning more marks to more difficult questions (Medium, Difficult, HOTS), the system rewards higher-order thinking and problem-solving abilities, encouraging learners to develop and demonstrate advanced competencies.

Once you enter the number of questions and allocate marks for each question, the total marks for that section will be auto generated

6. Marks and Time



Specification	Rationale
Click 'Yes' in 'Show marks/Question'	Helps the learners to understand the weightage and prioritize their efforts to focus on higher-value questions
Click 'Yes' on Sectional 'Passing percentage'	Ensures that learners achieve a minimum level of proficiency in all areas of the assessment promoting a more balanced and comprehensive understanding of the subject matter.
Click 'No' on 'Sectional Time Bound'	Removing time constraints for each section allows learners to manage their time more effectively and allocate more time to challenging sections

7. Passing percentage

Minimum Passing Percentage *

50

Negative Percentage% Question *

0%

Specification	Rationale
Type '50' in 'Minimum Passing Percentage'	As per decisions in Cabinet Secretariat Coordination Unit (CSCU) meeting. Ensures that learners have achieved at least half of the required knowledge and skills, indicating a basic level of competency in the subject matter
Click on 0% in 'Negative Percentage% Question'	Enables the focus to shift from penalizing mistakes to encouraging learning and improvement.

8. Re-attempts and duration

Number of Re-attempts ⓘ *

9

Duration (hh:mm:ss) *

1 : 0 : 0

Specification	Rationale
Click on '9' from dropdown in 'Number of Re-attempts'	Allows learners to review their mistakes, understand the correct answers, and try again, which reinforces their knowledge and skills over time.
Type '1' in the hh section of 'Duration (hh/mm/ss)', i.e., the assessment will be of one hour	Balances the need to thoroughly evaluate the learner's knowledge while considering their attention span and reducing fatigue.

9. Instructions

Instructions *

a. All questions are compulsory

b. Pass marks is 50%

c. There is no negative marking

d. Duration of assessment is one hour

e. Skipped questions can be attempted again before submitting

f. If the given time runs out, the answer will be auto submitted

250/500

Save

Add Questions

Following instructions can be given:

- All questions are compulsory
- Pass marks = 50%
- There is no negative marking
- Duration of assessment is one hour
- Skipped questions can be attempted again before submitting
- If the given time runs out, the answer will be auto submitted

Now click on 'Save' and proceed to 'Add questions' and follow the instructions in the video

F. Implementation Roadmap

Activity	Timeline					
	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25- Mar 26
Course identification and training plan upload						
SPARROW-iGOT integration						
Question bank creation						
Assessments live on iGOT						
Course and assessment completion by employees						



G. Frequently Asked Questions

1. FAQs by Ministries/Departments/Organisations/CCAs

A. General Understanding

1. What is the purpose of this Office Memorandum?
A. It mandates annual completion of prescribed courses on the iGOT Karmayogi portal for all Central Government employees and AIS officers, linking it to their APARs.
2. Who is covered under this mandate?
A. All Central Government employees and officers of the All India Services (AIS), including those on Central Deputation and those serving in states/UTs.

B. Course Identification and Assignment

3. Who decides which courses employees must complete?
A. For Central Government employees and AIS officers on Central Deputation: their respective MDOs. For AIS officers not on Central Deputation and CCS officers not working with any MDO of Govt of India: their respective Cadre Controlling Authorities (CCAs).
4. How many courses should be prescribed annually?
A. A minimum of 6 courses for each level may be prescribed for course consumption and a minimum of 3 courses out of that for the Comprehensive Assessment.
5. What levels are defined for course selection?
A. A. MDOs/CCAs may decide the different levels to prescribe courses for. Indicative sets of levels can be the following:
 - For MDOs: as an illustration - MTS; SO/ASO and equivalent; US and equivalent; DS/Director and equivalent; JS and above.
 - For CCAs: Based on years of service (e.g., up to 9 years; above 9 and up to 16 years; above 16 and up to 25 years; above 25 years).
6. Can different number of courses be assigned for different levels?
A. Yes, the number of mandatory courses can vary across different levels of officials within the MDO/CCA. For example, you may assign 6 courses for JS and above and 7 courses for Director/DS and 8 courses for US and equivalent depending on the specific role requirements. The number of courses prescribed for every level must be 6 or more.
7. Do the assigned courses have to be from all three competency categories? If yes, what should be division?
A. The selection of courses should be balanced across these three competencies. The exact mix can be determined by the MDO or CCA based on the role and level of the official, and the learning priorities of the department. Ideally, there should be at least one course from domain competencies. However, domain courses are still not available for all the MDOs. So, for the current year, if an MDO/CCA doesn't find relevant domain courses on iGOT, the selection may be from the functional and behavioural courses only.
8. Is there a restriction on the type and duration of the courses to be selected?
A. The MDOs/CCAs may select any course based on relevance to their employees. The only restriction is that only assessed courses (i.e. those followed by an in-course assessment) may be selected and each course selected may be of duration 30 mins or more.





9. Can the earlier DoPT prescribed courses (6 courses) be considered for assigning courses under this OM?
- A. These courses were recommended two years back as “quick win” courses to initiate employees into the culture of online learning and it is expected that these courses must already have been completed by employees. So, it is expected that different courses may be prescribed by the MDOs/CCAs. However, if these courses have not already been consumed, the MDOs at their discretion may include these courses in their training plans.
10. How can we access courses for various competencies on iGOT?
- A. An indicative list of courses can be accessed through the platform. Click on the ‘Learn’ tab of user dashboard. This will take you to access the courses, ‘Explore by competency’ and ‘Explore by provider’. MDOs can view recommended courses aligned with various competencies and providers.
11. If an MDO has already recommended courses under its training plan, is it required to revise the list or can the same courses be mandated?
- A. If the recommended courses are relevant and aligned with the competencies, the MDO can choose to retain and mandate the same courses. However, “Training Plan” needs to be created on iGOT with the “APAR Assignment” toggle turned on. This will ensure that these courses are flagged as “APAR” courses on the users’ iGOT profiles.
12. There are officers belonging to various CCS and/or AIS working in my Organisation. Am I responsible for selecting the mandatory courses and assessment for them also?
- A. An MDO of the Govt of India is responsible for identifying courses and creating comprehensive assessment for all employees working in that MDO regardless of which service or cadre they are from. If an MDO is a CCA for an AIS or any central government service, they have to identify courses and create comprehensive assessment for:
- the employees working in that MDO, regardless of the service and cadre
 - as the CCA for those employees of the service/cadre that are not working with the central government (i.e. PSUs, State Govt, etc)

C. Implementation and Compliance

13. How should MDOs/CCAs assign courses?
- A. By creating a “Training Plan” on MDO page of the iGOT portal for each role/position/designation/ level.
14. What must employees do to see their assigned courses?
- A. They must update their iGOT profiles to reflect their current role/designation accurately. Thereafter, the assigned courses will be visible under ‘My iGOT’ section.
15. What is the minimum completion requirement?
- A. Employees must complete at least 50% of the prescribed courses annually.
16. What is the expectation for the Cadre Controlling Authorities for the AIS officers working in State governments?
- A. The CCAs may identify courses for AIS officers based on the years of service as mentioned in Question 5 above. The information may be circulated to the AIS officers posted in state governments through their respective Chief Secretaries/GAD. Moreover, once the training plan is uploaded by the concerned CCA, on iGOT, they will automatically be reflected in the officers’ profile, and they will be expected to complete them as per the mandate of the OM dated 04.07.2025.





17. Is the course/assessment completion mandatory only for regular (permanent) employees, or contractual employees also need to be included?

A. The OM is applicable to all central government employees and AIS officers. As contractual employees usually aren't covered under the APAR framework, it is not mandatory for them. However, if the MDOs deem it fit, they can include this as a criterion for the performance Appraisal of their contractual employees.

18. What is the expectation from the Ministries/Departments for the implementation of this policy?

A. All the Ministries/Departments of government of India have to ensure the implementation of this policy:

- i. for the employees working in the Ministry/Department HQ
- ii. for all the Organisations within the administrative control of the Ministry/Department (i.e. attached offices, subordinate offices)

Organisations may replicate the "Training Plan" of their parent Ministry/Department with or without any modification.

D. APAR Integration

19. How will course completion be reflected in APARs?

A. Status of course completion would be directly fetched through integration between iGOT and SPARROW. It will be reflected in Part-II (Self-Reporting) of the APAR.

20. From which APAR cycle will this be applicable?

A. Starting with the 2026-27 APAR cycle, based on the 2025-26 reporting period.

E. Comprehensive Assessment

21. What is the Comprehensive Assessment Framework?

A. A standalone assessment of competency attainment based on the prescribed courses. It has been created to test the understanding of the employees. Out of the courses selected for mandatory consumption at each level, the MDOs or the CCAs, as the case be, has to select **minimum 3 courses** for the Comprehensive Assessment. A standalone assessment would be created using questions from these specific courses and all employees have to pass the standalone comprehensive assessment mandated for their respective role/level. The questions would be more application oriented compared to the end of the course assessments.

22. Who will be responsible for creating questions for the comprehensive assessment?

A. The MDOs/CCAs are responsible for creating the question bank for the comprehensive assessment. It is recommended that the MDOs or CCAs, as the case may be, request the Training Institute under their administrative control to create the question bank. Services of the agency that has created the course may also be used for creating the question bank. Additionally, SPV - Karmayogi Bharat (KB) may also be reached out to provide support for creating AI generated questions.

23. Can I use the question bank already created by any other MDO?

A. The questions for the comprehensive assessment are expected to be application oriented and contextual to the respective MDOs. However, if you find the courses and for which questions bank has already been created by DoPT or any other MDO relevant for your MDO, you may use those questions for creating the Comprehensive Assessments.





F. Timelines and Deadlines

24. What are the key deadlines for implementation?

A. Following timelines need to be adhered to:

- Course identification and training plan upload: by 31.08.2025
- Question bank creation: by 15.10.2025
- Assessments live on iGOT: by 15.11.2025
- Course and assessment completion by employees: by 31.03.2026

G. Technical and Operational Queries

25. What if an employee's role is not correctly reflected on iGOT?

A. They must update their profile on iGOT portal to ensure correct mapping to their MDO/CCA and designation/level.

26. Can MDOs track completion status?

A. Yes, they can track it using the CBP dashboard in iGOT Karmayogi MDO portal.

27. I am unable to find some designations for my MDO in the 'Designation Master' on the MDO Portal of the iGOT Karmayogi platform. What should I do?

A. If your designation is not listed, please send an email to mission.karmayogi@gov.in with the relevant details for assistance.

2. FAQs by Users (Employees)

A. General Understanding

1. What is Mission Karmayogi?

A. It's a national program for civil services capacity building aimed at creating a citizen-centric and future-ready civil service.

2. What is the iGOT Karmayogi platform?

A. A digital learning platform offering courses on domain, behavioral, and functional competencies for government employees.

3. What is the purpose of this Office Memorandum?

A. It mandates annual completion of prescribed courses on the iGOT Karmayogi portal for all Central Government employees and AIS officers, linking it to their APARs

4. Who is covered under this mandate?

A. All Central Government employees and officers of the All India Services (AIS), including those on Central Deputation and those serving in states/UTs

B. Course Requirements

5. How many courses do I need to complete annually?

A. You have to complete at least 50% of the courses prescribed for you by your MDO/CCA. A minimum of 6 courses is suggested per level, but actual numbers may vary as prescribed by your MDO or CCA. e.g. if your MDO/CCA prescribes 10 courses, you will have to complete at least 5.

6. Is it mandatory to complete all prescribed courses?

A. No, but you must complete at least 50% of the courses prescribed for your level.

7. Who decides which courses I need to take?





- A. For Central Government employees and AIS officers on Central Deputation: their respective MDOs. For AIS officers not on Central Deputation and CCS officers not working with any MDO of Govt of India: their respective Cadre Controlling Authorities (CCAs).
8. Where will I find my prescribed courses?
- A. After logging into your account on the iGOT Karmayogi platform, navigate to the 'My iGOT' tab on your dashboard. The prescribed courses will be flagged as "APAR" courses.
9. When I login on iGOT Karmayogi Platform, I cannot find any mandatory course.
- A. Check if you have updated your profile on iGOT so as to correctly reflect the current Ministry/department/organization you are serving in and your current role/position/designation. AIS officers serving in the states/UTs must update their iGOT profiles to correctly reflect their service and batch such that they are mapped to the correct CCA and level (based on years of service). Wait for 24 hours after updating your profile for the courses to be visible in your iGOT profile. If you are still not able to see mandatory courses, you may check with your MDO/CCA admin.
10. I can see that there are 7 courses visible as targets under the "My iGOT" section of my iGOT profile. As per the memorandum, "All employees shall complete at least 50% of the courses prescribed by the MDO/CCA for the year." How many courses am I supposed to complete? 3 or 4?
- A. Credits for partially completed courses are not given. So, in case the number of courses prescribed by your MDO or CCA is an odd number, you have to complete at least $\frac{(n+1)}{2}$ courses where n is the prescribed number of courses.
11. Do I need to retake mandatory courses if I have already completed some or all of them and received certificates?
- A. No, if you have previously completed the mandatory courses and received certificates, you are not required to retake them. However, you do have to pass the Comprehensive Assessment for the courses that you may have done earlier. So, if you wish to refresh your understanding before attempting the comprehensive assessment, you may revisit the courses at your discretion. Please note that **duplicate certificates will not be issued** for courses already completed.
12. Can I attempt the comprehensive assessment for the prescribed courses at my level without completing the courses themselves?
- A. No, completion of the prescribed courses is a pre-requisite for attempting the comprehensive assessment. You need to complete the courses before taking the assessment.
13. I have been assigned 6 courses (A, B, C, D, E, F) as my annual target. To meet the 50% completion requirement, I've completed courses A, B, and C. Now, I want to attempt the comprehensive assessment, which my department has prescribed for courses D, E, and F at my level. Do I need to complete courses D, E, and F before attempting the comprehensive assessment?
- A. Yes, to be eligible for the comprehensive assessment, you need to complete the courses specified for that assessment (D, E, and F in your case). Completing 50% of the overall assigned courses (A, B, and C) does not exempt you from completing the specific courses required for the comprehensive assessment.





14. I have been assigned 6 courses (A, B, C, D, E, F) as my annual target, with courses D, E, and F selected for comprehensive assessment at my level. I plan to attempt the comprehensive assessment first, for which I have completed the courses D, E, and F already. This means I have met the 50% requirement of the 6 mandated courses (A, B, C, D, E, F) at my level. After completing the comprehensive assessment, will I still need to complete the remaining courses (A, B and C)?
- A. Having met the 50% course completion requirement, the remaining courses (A, B, and C) are not mandatory. However, we encourage you to leverage these courses, tailored to your role requirements, to further enhance your skills.
15. I have been transferred to a new department. In my previous department, I had completed 2 out of 6 mandatory courses prescribed at my level. Now, my new department has prescribed 6 courses at my level which are different from the 2 course I had done. Does that mean I have to do 50% of the courses prescribed by my present department?
- A. For officials serving in multiple departments due to transfer, completing 50% of the mandatory courses prescribed by any one department is considered sufficient. However, since you completed only 2 out of 6 courses before transfer from your previous department, which is less than 50%, in this case you are required to complete at least one more course prescribed by either your present or previous organisation to attain 50% completion.
16. I have been transferred to a new department. In my previous department, I had completed the 50% of the prescribed courses but before I could attempt the comprehensive assessment, I got transferred. Does that mean I have to do the mandatory courses as well as the comprehensive assessment prescribed by my present department?
- A. For officials serving in multiple departments due to transfer, completing 50% of the mandatory courses and passing the comprehensive assessment in any one department is sufficient. If the courses that you have completed are also the courses for Comprehensive Assessment for your previous department, you can take the comprehensive assessment based on them. However, if the courses completed by you are not the ones identified for the comprehensive assessment, you will have to complete those courses either from your previous department or from your current department before taking the comprehensive assessment.
17. Is passing the comprehensive assessment mandatory?
- A. Yes. Successful completion of the assessment is required and will be reported in your APAR. A minimum of 50% marks is required to pass the comprehensive assessment.
18. I have taken multiple attempts at the comprehensive assessment, but I couldn't clear the assessment. What can be the reason?
- A. It is mandatory to achieve a minimum of 50% marks to pass the assessment. Since you haven't cleared it, it's likely because you scored less than 50%. You can attempt the test again to improve your score. It may also be helpful to revise the courses again.

C. APAR Integration

19. Will my course and comprehensive assessment completion affect my APAR grading?
- A. No. The course completion and assessment doesn't have a direct bearing on your APAR score. However, starting from the 2025–26 reporting period, course completion as well as comprehensive assessment passing status will be reflected in Part-II of your APAR which will be visible to your Reporting, Reviewing, and Accepting Authorities.





20. Where in the APAR will this information be shown?

A. In a new table/sub-table in Part-II of the APAR.

21. How will my course consumption and comprehensive assessment completion detail get reflected in my APAR?

A. The details will be automatically fetched from iGOT to be reflected at the appropriate place in the APAR through iGOT- SPARROW integration.

22. If I fail to pass the assessment on my first attempt, what are the implications? Will it be recorded in my APAR?

A. The APAR will only record whether you've cleared the comprehensive assessment or not. You can take multiple attempts to pass, and it won't have any implications.

D. Technical and Operational Queries

23. I am unable to update my profile. What shall I do?

A. If you are unable to update your profile, please send an email to mission.karmayogi@gov.in with relevant details for assistance. Alternately, you may reach out to the Assistant Manager of KB assigned to your MDO through your admin.

E. Timelines

24. What are the key deadlines I should be aware of?

A. Following timelines are relevant for you:

- Course identification and training plan upload: by 31 August 2025
- Assessment rollout: by 15 November 2025
- Course and assessment completion: by 31 March 2026



No. 21/1/2018-E.II(B)
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi,
dated the 29th July, 2025

OFFICE MEMORANDUM

Subject:- Compendium of Instructions regarding grant of Transport Allowance at double the normal rates to persons with Disabilities employed in Central Government - reg.

The undersigned is directed to refer to this Department's OM of even number dated 15.09.2022 on the subject mentioned above and to say that para 1 of S.No. B (categories of disabilities for the purpose of grant of Transport Allowance at the double the normal rate) of the Compendium is substituted as under:

1. Categories of disabilities for the purpose of grant of Transport Allowance at double the normal rates:

1.1 The Central Government employees with following categories of disabilities as mentioned in Rights of Persons with Disabilities (RPwD) Act, 2016 administered by Department of Empowerment of Persons with Disabilities (DEPwD), shall be paid Transport Allowance at double the normal rates subject to fulfilment of the stipulated conditions:

Sl. No.	Name of Disability
i.	Locomotor Disability including Leprosy cure, Cerebral Palsy, Dwarfism, Muscular Dystrophy and Acid Attack victims.
ii.	Blindness and Low Vision
iii.	Deaf and Hard of Hearing
iv.	Speech and Language Disability
v.	Intellectual disability including Specific Learning Disabilities and Autism Spectrum Disorder
vi.	Mental Illness
vii.	Chronic Neurological conditions, such as Multiple Sclerosis, Parkinson's disease etc.
viii.	Disability caused due to blood disorder i.e (a) haemophilia, (b) thalassemia and (c) sickle cell disease.
ix.	Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental and educational problems.

Note: Spinal Deformity and Spinal Injury are considered as sub-categories of "Locomotor Disability".



1/10

: 2 :

2. All other conditions stipulated in the ibid OM dated 15.09.2022 shall remain unchanged.
3. This issues with the approval of Finance Minster.



(Samir Kumar Das)

Deputy Secretary to the Government of India

To,

All Ministries and Departments of the Govt. of India as per standard distribution list.

Copy to: C&AG and U.P.S.C. etc. as per standard endorsement list.

2/10

**No.21/1/2018-E.IIB
Government of India
Ministry of Finance
Department of Expenditure**

North Block, New Delhi.
Dated the 15th September, 2022.

OFFICE MEMORANDUM

Subject: Compendium of Instructions regarding grant of Transport Allowance at double the normal rates to persons with disabilities employed in Central Government-regarding

The Department of Expenditure, Ministry of Finance has issued various instructions from time to time regarding grant of Transport Allowance at double the normal rates to persons with disabilities employed in Central Government. Such instructions were issued a long back. Therefore, the existing instructions have been reviewed and in supersession of all earlier instructions issued on the subject, a consolidated Master O.M. is hereby circulated for compliance by all Ministries/ Departments.

2. This is issued with the approval of Finance Minister.


(Nirmala Dev)
Director

To,

All Ministries and Departments of the Govt. of India as per standard distribution list.

Copy to: C&AG and U.P.S.C. etc. as per standard endorsement list.

**MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE**

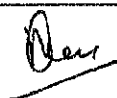
COMPENDIUM

ON

**Instructions regarding Grant of Transport
Allowance at double the normal rates to
persons with disabilities employed in
Central Government.**

CONTENTS

S.No.	Particulars
A.	Scope of application
B.	Revised and Updated Provisions
1.	Categories of disabilities for the purpose of grant of Transport Allowance at double the normal rates
2.	Criteria for percentage of disability
3.	Procedure to be followed for grant of Transport Allowance at double the normal rates.
4.	Rates of Transport Allowance.
5.	Conditions for grant of Transport Allowance at double the normal rates.
6.	Admissibility of Transport Allowance at double the normal rate during different circumstances.
C.	7. Appendix - Earlier orders on Transport Allowance at double the normal rates to persons with disabilities



A. Scope of Application:

These instructions will apply to Central Government civilian employees with Benchmark Disabilities mentioned in Para (B) (1). The instructions will also apply to the civilian employees with Benchmark Disabilities paid from the Defence Service Estimates. In respect of the Railway employees, separate orders will be issued by the Ministry of Railways.

B. Revised and updated provisions

The consolidated and updated provisions on various aspects on grant of Transport Allowance at double the normal rates to persons with Benchmark disabilities employed in Central Government, are as under:-

1. Categories of disabilities for the purpose of grant of Transport Allowance at double the normal rates:

1.1. The Central Government employees with following categories of disabilities as mentioned in Rights of Persons with Disabilities (RPwD) Act 2016 of D/o Empowerment of Persons with Disabilities (EPwD), shall be paid Transport Allowance at double the normal rates subject to fulfilment of the stipulated conditions:

Sl. No.	Name of Disability
i.	Blindness
ii.	Locomotor disability including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack victims, Muscular Dystrophy and Spinal Deformity etc.
iii.	Deaf & Dumb and hearing impairment
iv.	Autism Spectrum disorder, Intellectual disability
v.	Chronic Neurological conditions (a) Multiple Sclerosis (b) Parkinson's disease
vi.	Blood Disorder: (a) Haemophilia (b) Thalassemia (c) Sickle Cell disease
vii.	Multiple disabilities from amongst persons under clauses (i) to (vi)

2.. Eligibility Criteria:

2.1. Employees with Benchmark disability having valid certificate of disability shall be eligible to draw Transport Allowance at double the normal rates.

2.2. Persons with Benchmark disability has been defined under Section 2 (r) of the RPwD Act, 2016.



3. Procedure to be followed for grant of Transport Allowance at double the normal rates:

3.1 The condition of recommendation of the concerned Head of Department of the Government Hospital, is **done away with** in terms of guidelines notified by D/o EPwD vide Notification dated 04.01.2018, as modified from time to time. The Certificate of Disability issued by the Certified Medical Authority may suffice. Employees covered under the preceding Para B (1) (i) to (vii) above shall apply for grant of Transport Allowance at double the normal rates to the Administrative authority of their Departments on the basis of Certificate of Disability issued by the Certified Medical Authority in terms of guidelines for the purpose of assessing the extent of specified disability notified on 04.01.2018 by D/o EPwD. In case of any doubt, the case may be referred to the concerned Head of Department of Government Hospital. The allowance may be granted with effect from the date, the Certificate of disability is received by the Administrative authority in the concerned Ministry/Department.

3.2. In case of doubt over Certificate of disability, the Head of the Department may refer the employee to the Government Civil Hospitals/Medical Authority for getting confirmation regarding disability. The employee may be reimbursed the actual travelling expenses subject to a maximum Travelling Allowance admissible for a journey on tour without any Daily Allowance for the period of journey and for halts. The period spent on journeys and also at the hospitals shall, however, be treated as duty. If any fee is charged by the Central Govt. Hospital/Union Territory Hospital/ State Government Hospitals, it shall be reimbursed to the employees concerned.

3.3. Government employee who at the time of appointment submit valid Disability Certificate issued by Certified Medical Authority in terms of Notification issued by D/o EPwD dated 04.01.2018 as amended from time to time, would be granted Transport Allowance at double the normal rates from the date of appointment itself. In all other cases, the Transport Allowance at double the rates would be admissible from the date, the requisite certificate is received by the Administrative authority concerned.

3.4. Government employees already getting the benefit of Transport Allowance at double the normal rate on the basis of certificates obtained from Government Civil Hospitals as per earlier instructions, would continue to get it on the basis of those certificates.

4. Rates of Transport Allowance:

4.1. The rates of Transport Allowance had been revised vide this Department's O.M. No. dated 7th July 2017 as per recommendations of 7th Central Pay Commission. The following rates of Transport Allowance are admissible to Central Government employees w.e.f. 01.07.2017:



Employees drawing pay in Pay Level:	Rates of Transport Allowance per month	
	Employees posted in the Cities as per Annexure-I.	Employees posted at all Other Places
9 and above	Rs. 7200 + DA thereon	Rs.3600+ DA thereon
3 to 8 and those drawing Pay of Rs. 24200/- and above in Level 1 & 2 of the Pay Matrix.	Rs. 3600 + DA thereon	Rs.1800+ DA thereon
1 and 2	Rs.1350 + DA thereon	Rs.900 + DA thereon

4.2. Persons with Benchmark Disabilities prescribed in Para B(1) above, shall be eligible for Transport Allowance at double the above rates.

5. Conditions for grant of Transport Allowance at double the normal rates:

Transport Allowance at double the normal rates shall be admissible subject to the following conditions:

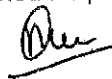
5.1. The allowance shall not be admissible to those employees who have been provided with the facility of Government vehicle.

5.2. In respect of those employees who opt to continue in their pre-revised pay-Structure/pay scales, the corresponding Level in the Pay Matrix of the post occupied on 01.01.2016 as indicated in CCS (Revised Pay) Rules, 2016 would determine the allowance under these orders.

5.3. For Level 14 and above, if staff car is admissible, such employees may exercise option to avail staff car or higher rate of Transport Allowance @ Rs.15750/- as admissible to the Officers drawing pay in Level-14 & above of the Pay Matrix in terms of this Department's O.M. dated 07.07.2017. Transport Allowance in lieu of staff car shall be at the rate of Rs.15750/- per month plus Dearness Allowance only and not at the double of this rate.

5.4. The Transport Allowance at double the normal rates shall be admissible irrespective of whether the eligible Government employees are residing within campus (housing the place of work and residence) or residing in a Government/ Private accommodation within one kilometer of the office.

5.5. Assessment of disability and Certified Medical Authority concerned who issue the Disability certificate, would be with reference to Notification No. 16-09/2014 -DD-III dated 04.01.2018 issued by D/o Empowerment of Persons with Disabilities (Divyangjan) and any subsequent amendments thereto. However, in case of any doubt with regard to assessment of disability and issue of Disability certificate, the case may be referred to the Head of Department concerned for particular disability in a Government Civil Hospital.



6. Admissibility of Transport Allowance at double the normal rate during different circumstances:

6.1. During leave: The allowance will not be admissible for the calendar month(s) wholly covered by leave.

6.2. During deputation abroad: The allowance will not be admissible during the period of deputation abroad.

6.3. During training, tour, etc.: If an employee with Benchmark Disability, is absent from the Headquarters/Place of posting for full calendar month(s) due to training, tour, etc., he/she will not be entitled to any Transport Allowance during that/those calendar month/months. However, if the absence does not cover any calendar month(s) in full, Transport Allowance at double the normal rate, will be admissible for full month.

6.4. During training treated as duty: In case the training is treated as duty, the allowance may be granted during such training, if no Transport Facility/Travelling Allowance/Daily Allowance is provided for attending the training institute. During official tour in the training course, the allowance will not be admissible when the period of the tour covers the whole calendar month. Also, during training abroad, no Transport Allowance will be admissible when the period of such training covers the whole calendar month.

6.5. During inspection/survey duty within the city but exceeding 8 kms from the Headquarters OR during continuous field duty either in or outside the Headquarters: In case the employee gets Road Mileage/Daily Allowance or free transportation for field /inspection/survey duty or tour for a period covering the whole calendar month, he/she will not be entitled to Transport Allowance at double the normal rate during that calendar month.

6.6 During vacation: The person with Benchmark Disability covered under Vacation staff is entitled to Transport Allowance at double the normal rate provided no free transport facility is given to such staff. However, the allowance shall not be admissible when such vacation spell, including all kinds of leave, envelops the entire calendar month(s).

6.7 During suspension: As a Government employee under suspension is not required to attend office, he/she is not entitled to Transport Allowance during suspension where suspension covers full calendar month(s). This position will hold good even if the suspension period is finally treated as duty. Where suspension period covers a calendar month partially, Transport Allowance at double the normal rate payable for that month shall be reduced proportionately.



Appendix

List of Orders on Transport Allowance at double the normal rates- superseded by this OM

Sr. No.	O.M. No.	Date	Subject
1.	19029/1/78-E.IV	31/08/1978	Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped Central Government Employees.
2	19029/1/78-E.IV(B)	03/12/1979	Grant of Conveyance Allowance to Blind and Orthopaedically Handicapped CGEs
3	19029/1/78-E.IV (B)	05/10/1983	Grant of Conveyance Allowance to Blind CGEs.
4	21(1)97-E.II(B)	26/05/2000	Grant of Transport Allowance to Physically Handicapped CGEs.
5	21(1)97-E.II(B)	03/05/2002	Grant of Transport Allowance to CGE with Spinal Deformity.
6	21-1/2011-E.II(B)	05/08/2013	Grant of Transport Allowance to Orthopaedically Handicapped CGEs.
7	21(2)/2011-E.II(B)	19/02/2014	Extension of benefits of Transport Allowance @ double the normal rate to Deaf and Dumb CGEs.
8	20(2)/2016-E.II(B)	17/01/2017	Grant of Transport Allowance at double the normal rate to the Deaf & Dumb CGEs and also to Hearing Impaired CGEs.



No.16(21)/E.Coord/2026
Government of India
Ministry of Finance
Department of Expenditure
(E. Coord Branch)

Hall No.16076, B-Wing,
Kartavya Bhawan-1,
New Delhi-110001
Dated : 27th May, 2026

OFFICE MEMORANDUM

Subject : Instructions for use of staff cars and additional instructions – Reg.

The undersigned is directed to refer to the subject cited above and to say that the Department of Expenditure, Ministry of Finance has issued guidelines on 01.09.2022 regarding the use of Staff Cars in Central Government Offices.

2. In continuation of this Department's OM No.18(23)/E.Coord-2021 dated 01.09.2022 following instructions are for strict compliance to optimise vehicle utilisation and prevent misuse of Government vehicles:

- i) An officer, who is already utilizing an entitled car for his/her regular post, shall not be provided with an additional vehicle while holding an additional charge of any post in other Ministry/Department, Attached/Subordinate Offices/ Autonomous Bodies/Public Sector Undertakings etc. Unutilised vehicles should be kept in safe custody.
 - ii) Central Government officials will not keep at their disposal staff cars belonging to the Government Undertakings or of Quasi Government/Autonomous Organizations/ Public Sector Undertakings except when on tour.
3. This issues with the approval of the Secretary (Expenditure).



(Manoj Kumar Prabhat)

Under Secretary to the Government of India

To,

1. All Ministries/Departments as per standard mailing list.
2. Financial Advisors of all Ministries/Departments.
3. All Private Secretaries to the Union Ministers
4. NIC for placing a copy on the website.
5. Guard File.

No.T-28/27/2025-iGOT
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Wing

Block-IV, Old JNU Campus,
New Delhi -110067
Dated: 04 July, 2025

Office Memorandum

Subject: Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi portal – reg.

The undersigned is directed to say that the National Programme for Civil Services Capacity Building (NPCSCB) – *Mission Karmayogi*, approved by the Union Cabinet on 2nd September 2020, aims to build a citizen-centric and future-ready civil service through a role-based capacity building approach. Competency-driven capacity building in government employees is being facilitated by way of the iGOT-Karmayogi digital learning platform. The platform offers anytime, anywhere learning on key domain, behavioral, and functional competencies.

2. In order to further underscore the need for continuous, role-specific capacity building, it has now been decided that all Central Government employees and officers of the All India Services (AIS) will be required to complete prescribed courses on iGOT annually and that this will also be reflected in their Annual Performance Appraisal Reports (APARs). **The courses for the Central Government employees and the officers of the All India Services (AIS) on Central Deputation shall be prescribed by their respective Ministries/ Departments/Organisations (MDOs) and for all other officers of the AIS, the same shall be prescribed by their respective Cadre Controlling Authorities (CCAs).**

3. Accordingly, the following instructions are hereby issued to all MDOs and the CCAs of the AIS.

- i. In the case of Central Government employees and the AIS officers under Central Deputation, all MDOs of Government of India shall identify relevant courses on the iGOT

Karmayogi Platform for employees at each level as the annual target. As an illustration, a minimum of 6 courses could be selected for each of the following levels - MTS, SO/ASO & equivalent, US & equivalent, DS/Director, JS and above.

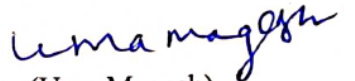
- ii. In the case of AIS officers not on Central Deputation and the CCS officers not working with any MDO of the Govt of India, the CCAs shall identify relevant courses on the iGOT Karmayogi Platform for employees at each level as the annual target. As an illustration, the respective CCAs could select a minimum of 6 courses for each of the following levels - upto 9 years of service, above 9 and upto 16 years of service, above 16 and upto 25 years of service, 25 years and above of service.
- iii. These courses shall be added by the MDO Admin/CCA as “Training Plan” for each of the positions/designations/levels on the iGOT portal.
- iv. Once the “Training Plans” get added, these courses will get reflected as targets in the “My iGOT” section of iGOT profile of the respective users. This, however, will be possible only once the employee has updated her/his profile on iGOT so as to correctly reflect her/his current role/position/designation in the Ministry/Department/Organization the employee is serving in. AIS officers serving in the states/UTs must update their iGOT profiles to correctly reflect their service and batch such that they are mapped to the correct CCA and level (based on years of service).
- v. All employees shall complete at least 50% of the courses prescribed by the MDO/CCA for the year.
- vi. The status of course completion for mandated courses will be directly fetched from iGOT and reflected in the Annual Performance Appraisal Reports (APARs) from the reporting period 2025-26 (corresponding to the APAR cycle of 2026-27).
- vii. The information will be captured in a new sub-table under the existing “Training Programs Attended” section in Part-I of the APAR.

4. It has also been decided to roll out a Comprehensive Assessment Framework from the reporting period 2025-26 (corresponding to the APAR cycle of 2026-27). As per the framework, competency attainment will be evaluated through standalone assessments based on courses identified by the MDOs (or the CCAs as the case may be) for employees at each level. All central government employees and all officers of the AIS will have to pass the assessment

mandated for them during the course of the reporting year and the successful completion of the assessment will also be reported in the APAR by fetching relevant data from iGOT.

5. All MDOs are requested to ensure strict adherence and compliance with the aforementioned guidelines and to take active steps for their time-bound implementation in accordance with the timelines specified in Annexure A. The respective CCAs are requested to spearhead the implementation for AIS officers who are not on Central Deputation.

6. Detailed instructions regarding the roll out of comprehensive assessment will be issued separately. Necessary instructions regarding the modification of the APAR form will also be subsequently issued by the concerned CCAs.


(Uma Magesh)

Under Secretary to the Government of India

Tele: 26706310

To

- (i) Secretaries to all the Ministries/Departments of the Government of India
- (ii) All Cadre Controlling Authorities

Copy to:

- (i) Chief Secretaries of all State Governments /UT Administrations
- (ii) PSO to Secretary (P)
- (iii) Secretary, Capacity Building Commission
- (iv) CEO, Karmayogi Bharat
- (v) Director (IT), NIC
- (vi) Deputy Secretary /Director AIS Division, DoPT
- (vii) Deputy Secretary /Director, PP Division, DoPT

Annexure A

The following timelines shall be adhered to for the implementation of the guidelines outlined in this Office Memorandum:

Sl. No.	Items	Deadline
1.	Orientation workshop for the heads of Capacity Building Units (AS/JS level) of all Ministries/Departments and the Cadre Controlling AS/JS of the AIS, along with hands on session for Dir/DS/US level officers responsible for the implementation to guide them on the process of uploading Annual Targets for employees at each level.	by 31.07.2025
2.	Identification of relevant courses on iGOT Karmayogi portal for employees at each level as the annual target by MDOs and CCAs and their addition as “Training Plan” for each role/position/designation/level on iGOT.	by 31.08.2025
3.	Integration of SPARROW and iGOT enabling the status of course completion for mandated courses to be directly fetched from iGOT and reflected in the APARs.	by 31.08.2025
4.	Creation of Question Banks for the Comprehensive Assessment by all MDOs and CCAs.	by 15.10.2025
5.	Comprehensive assessments for employees at each level to be made live on iGOT.	by 15.11.2025
6.	Employees to complete at least 50% of the courses prescribed by the MDO/CCA for the year, and complete the prescribed Comprehensive Assessment.	by 31.03.2026

No. 14028/1/2017-Estt(L)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Old JNU Campus, New Delhi 110 067
Dated: 27.06.2017

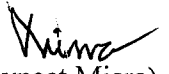
OFFICE MEMORANDUM

Subject:-Clarification in respect of encashment of Earned Leave to reemployed pensioners- Reg.

This Department has been receiving several references requesting for clarification relating to CCS (Leave) Rules, 1972 regarding eligibility for leave encashment to Government servants who are re-employed after retirement.

2. In this regard, it is clarified that persons re-employed after retirement may be governed by rule 39(6)(a)(iii) of the said Rules and they may be granted leave encashment up to a maximum of 300 days including the period for which encashment was allowed at the time of retirement. The cases already decided otherwise in consultation with this Department need not be reopened.

3. This issues with the approval of JS(E).


(Navneet Misra)

Under Secretary to the Government of India

To:

All Ministries/Departments as per standard mailing list

NIC - for uploading on the Ministry's Website.

Dr P&T
Admin. I

MOST IMMEDIATE

भारत सरकार

शहरी विकास मंत्रालय

सम्पदा निदेशालय

निर्माण भवन, नई दिल्ली-110011

GOVERNMENT OF INDIA
MINISTRY OF URBAN DEVELOPMENT
DIRECTORATE OF ESTATES
NIRMAN BHAWAN, NEW DELHI - 110011



सत्यमेव जयते

May pt. be uploaded in

Personnel. nic. in.

K. Riniwara
05/06/14

NAC (Gini Gantam)

No. 5/7/2014-RR Cell

New Delhi, dated :- 21st May, 2014.

OFFICE MEMORANDUM

Subject :- Introduction of Provisional Demand Certificate of Licence fee Recoveries in respect of the Allottees of GPRA.

A programme of online Provisional Demand Certificate is available on the website of Directorate of Estates for all the Allottees of GPRA, to view their online postings of Licence fee recoveries made by their DDOs, from the date of occupation of quarter till surrender of the Govt. Accommodation. Each Allottee has been already allotted a unique AAN number which can be used for this purpose. In case of any discrepancies in their record, the allottee may contact directly their DDO or this Directorate on any working day, for rectification. This shall ensure an accurate updation of data of Licence fee recovery of allottees.



(MUNISH KUMAR GARG)
Director

The Secretary,
Department of Personnel and Training,
M/o Personnel, Public Grievances and Pensions,
North Block,
New Delhi-110001.

May pt. have
to post in 2014
website. K. Riniwara
05/06/14

1003195/14/C.R.
To
DRC (Admin)
US/AS
2.6.14

No.13018/1/2021-Estt.(L)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
(Estt.-Leave Section)

Old JNU Campus, New Delhi
Dated the 2nd September, 2022

OFFICE MEMORANDUM

Subject: Grant of 60 days Special Maternity Leave in case of death of a child soon after birth / stillbirth - regarding.

This Department has been receiving several references/queries requesting for clarification pertaining to grant of leave / maternity leave in case of death of a child soon after birth/Stillbirth. The matter has been considered in consultation with Ministry of Health and Family Welfare. Keeping in view the potential emotional trauma caused due to stillbirth or death of a child soon after birth, which has a far-reaching impact on the mother's life, it has now been decided to grant a Special Maternity Leave of 60 days to a female Central Government servant in case of death of a child soon after birth / stillbirth on the following conditions;

- (i) In case a Maternity Leave has already been availed by a female Central Government servant and her leave continues till the date of expiry of child soon after birth / stillbirth, the maternity leave already availed till death of the child may be converted into any other kind of leave available in her leave account without insisting for a medical certificate and a Special Maternity Leave of 60 days may be granted from the date of expiry of child soon after birth / Stillbirth.
- (ii) In case the maternity leave has not been availed by a female Central Government servant, 60 days of Special Maternity Leave may be granted from the date of expiry of child soon after birth / stillbirth.
- (iii) The condition for death of a child soon after birth may be defined as up to 28 days after birth.
- (iv) A baby born with no signs of life at or after 28 weeks of gestation may be defined as Stillbirth.



(v) The benefit of Special Maternity Leave shall be admissible only to a female Central Government servant with less than 2 surviving children and for child delivery only in an authorized hospital.

(vi) "Authorized Hospital" is defined as Government Hospital or Private Hospital empanelled under Central Government Health Scheme (CGHS). In case of emergency delivery in non-empanelled private hospital, production of emergency certificate is mandatory.

3. These orders shall be applicable to Government employees appointed to the civil services and posts in connection with the affairs of the Union of India in terms of Rule 2 of the CCS (Leave) Rules 1972 with effect from the date of issue of this O.M. The past cases, wherever settled in respective Ministries / Departments need not be reopened.



(Sunil Kumar)

Under Secretary to the Government of India

To

1. All the Ministries/Departments of Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. Sr.Technical Director, NIC, DoPT - with a request for uploading on the website of this Department.

No. 13018/6/2013-Estt(L)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Old JNU Campus, New Delhi 110 067
Dated: 3rd April, 2018

OFFICE MEMORANDUM

Subject: Child Care Leave (CCL) – Clarification Reg.

The undersigned is directed to refer to DoPT's O.M. No. 21011/08/2013- Estt.(AL), dated 25.03.2013 and to say that references have been received with regard to leaving Head Quarters/Station while on CCL and availing LTC during CCL.

2. In this regard, it is has now been decided that:

- (i) An employee on CCL may be permitted to leave headquarters with the prior approval of appropriate competent authority.
- (ii) LTC may be availed while an employee is on CCL.
- (iii) An employee on CCL may proceed on foreign travel provided clearances from appropriate competent authorities are taken in advance.

3. Hindi version will follow.



(Sandeep Saxena)

Under Secretary to the Government of India

To

All the Ministries/Departments of the Government of India
(As per standard list)

NIC, DoPT - for uploading on the website.

F.No. 31011/3/2022 - PP. A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(Pers. Policy Division)

North Block, New Delhi.
Dated: 14th January, 2025

OFFICE MEMORANDUM

Subject:- Admissibility to travel by Tejas Express, Vande Bharat Express & Humsafar Express trains under Leave Travel Concession (LTC)-reg.

The undersigned is directed to refer to this Department's O.M. No. 31011/8/2017-Estt.A-IV dated 19.09.2017 regarding admissibility to travel by premium/specific trains under CCS(LTC) Rules, 1988.

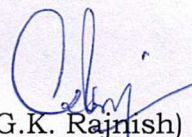
2. This department has been receiving a number of references from different offices/individuals about the admissibility of various premium trains like Tejas Express, Vande Bharat Express & Humsafar Express trains under Leave Travel Concession.

3. The matter has been examined by this Department in consultation with Department of Expenditure and it has been decided that apart from existing Rajdhani, Shatabdi and Duronto trains, travel by **Tejas Express, Vande Bharat Express & Humsafar Express** trains under LTC as per the entitlement of the Government employees, has now been allowed, as under:-

Pay Level in Pay Matrix (as per 7 th Central Pay Commission) of the Central Government employees	Travel Entitlement for LTC in Premium Trains (i.e. Rajdhani, Shatabdi, Duronto, Vande Bharat Express, Tejas Express, Humsafar Express trains)	
	Shatabdi or Similar type trains	Rajdhani Type or Similar type trains
Level 12 and above	Executive Class	AC 1 st Class
Level 6 to 11	Chair Car	AC 2 nd Class
Level 5 and below	Chair Car	AC 3 rd Class

4. The other terms and conditions of O.M. No. 31011/8/2017-Estt.A-IV dated 19.09.2017 shall remain the same.

5. This issues with the approval of Competent Authority.


(G.K. Rajnish)

Deputy Secretary to the Government of India
Tel: 2309 4471

To,
All Secretaries of Ministries/ Departments of the Government of India

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi Section for Hindi version.

F.No. 34013/1(S)/2016-Estt (B)
Government of India
Ministry of Personnel , Public Grievances and Pension
Department of Personnel and Training

New Delhi the 9th July, 2024

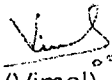
OFFICE MEMORANDUM

**Subject: Participation of the Government servants in the activities of
RSSS – regarding**

The undersigned is directed to refer to the OM No.3/10(S)/66-Estt.(B) dated 30.11.1966, OM No. 7/4/70-Est.(B) dated 25.07.1970 and OM No. 15014/3(S)/80-Estt.(B) dated 28.10.1980 on the above subject.

2. The aforesaid instructions have been reviewed and it has been decided to remove the mention of Rashtriya Swayam Sewak Sangh (R.S.S.S) from the impugned OMs dated 30.11.1966, 25.07.1970 and 28.10.1980.

3. This issues with the approval of Competent Authority.


(Vimal) 09/07/20
Deputy Secretary to the Government of India
Ph. 011-23093074

To,

All Ministries/Departments of Government of India

No. 11017/05/2023-AIS-III
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 21st February, 2024

OFFICE MEMORANDUM

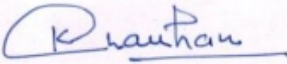
Subject: Guidelines on acceptance of awards from Government Bodies / Private Organizations by Government Servants.

The undersigned is directed to refer to O.M. No. 11017/05/2023-AIS-III dated 22.06.2023 (copy enclosed) and OM No. 11013/22/2023 – Pers. Policy (A-III) dated 04.12.2023 (copy enclosed) vide which guidelines have been issued by this Department regarding acceptance of awards by members of the All India Services and Central Government employees respectively, from Government and Private Bodies/Institutions/Organizations.

2. Reference is invited to para 5(iii) of the aforesaid O.M. dated 22.06.2023 and para 6(c) of aforesaid OM dated 04.12.2023, which specifies the Competent Authority in respect of Secretaries to Government of India and Secretary rank officers serving in the Centre.

3. In this regard, it is clarified that in case of Secretaries to Government of India, the Competent Authority would be the Central Government. For other officers in the pay-level 17, the Competent Authority would be the concerned Ministry/Department.

4. This issues with the approval of Competent Authority.


(Kavita Chauhan)

Under Secretary to the Government of India
Tel. No. 011- 23093479

To:

1. All Secretaries to Government of India
2. All Chief Secretaries
3. MHA, as the Cadre Controlling Authority of Indian Police Service
4. MoEF&CC, as the Cadre Controlling Authority of Indian Forest Service
5. Under Secretary, Pers. Policy (A-III), DoP&T (with a request to circulate this OM to all the stakeholders concerned)

No. 11017/05/2023-AIS-III
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 22nd June, 2023

OFFICE MEMORANDUM

Subject: Guidelines on acceptance of awards from Government Bodies / Private Organizations by members of All India Services.

Instructions have been issued by this Department from time to time regarding acceptance of awards by members of the All India Services (AIS) from Government and Private Bodies/Institutions/Organizations, in accordance with Rule 12(1) of AII India Services (Conduct) Rules, 1968.

2. It was stipulated vide DoPT Letter No. 11017/48/93-AIS(III) dated 20th October, 1993, that awards sought to be given by private bodies and institutes to members of the AIS do not need to be encouraged, *inter alia*, because of the fact that there are various methods open to Government themselves to recognize the merits and service of a member of the AIS, and it would not be appropriate to accept an award from a private body. In exceptional circumstances like rewarding the merit of an officer for work done outside the purview of his functions in Government or where Government otherwise thinks that an individual officer deserves a particular award, it was left to the discretion of the Competent Authority to decide in a reasonable and judicious manner, based on the main criterion that such an award should not have a monetary component.

3. It was further clarified vide DoPT letter No. 11017/71-93-AIS(III) dated 9th August, 1994 that it is not appropriate for members of the AIS to accept awards from Private Bodies.

4. It has, however, been observed that members of the AIS are accepting awards/recognition accorded by Private Bodies / Institutions / Organizations, and the aforementioned instructions are not being followed in their true spirit.

5. Accordingly, it is clarified that:

(i) Awards given by Private Bodies / Institutions / Organizations may be accepted only with prior approval of Competent Authority.

(ii) In case of officers serving in the State, the Competent Authority would be the State Government.

(iii) In case of officers serving in the Centre, the Competent Authority would be the Secretary of the Ministry / Department concerned. In case of Secretaries to Government of India, the Competent Authority would be the Cabinet Secretary.

Cont'd....



- 2 -

(iv) The Competent Authority may grant approval, only in exceptional circumstances, as elucidated in para 2 above, subject to the following conditions:

(a) The award should not have any monetary component in the form of cash and/or facilities.

(b) Credentials of the Private Bodies / Institutions / Organizations should be unimpeachable.

6. All Ministries / Departments of Government of India and State / UT Governments are requested to ensure strict adherence to these guidelines.


(Ram Lakhan)

Under Secretary to the Government of India
Tel. No. 011-23093479

To:

1. All Secretaries to Government of India
2. All Chief Secretaries
3. MHA, as the Cadre Controlling Authority of Indian Police Service
4. MoEF&CC, as the Cadre Controlling Authority of Indian Forest Service

F. No. 11013/22/2023 – Pers. Policy (A-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)
(Personnel Policy – A.III)

202, North Block, New Delhi
Dated 4 December, 2023

OFFICE MEMORANDUM

Subject: Guidelines on **Acceptance of Awards by Government servants**

Instructions have been issued by this Department, from time to time, regarding acceptance of awards by the Government servants from Private Bodies and Institutes, in accordance with Rule 14 of the CCS(Conduct) Rules, 1964.

2. Rule 14 of the CCS(Conduct) rules, 1964 provides that *“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 quitted the service of any Government; or (ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.*

3. As a corollary to the aforesaid Rule, it was stipulated in DOPT OM No. 11013/2/99-Estt.(A) dated 24th February, 1999 that, in general, awards sought to be given by private bodies and institutes to Government servants do not need to be encouraged, *inter alia*, because of the fact that if a Government servant has done any outstanding work, there are various methods open to Government itself to recognize his merits and service and it would not be appropriate for him to accept such an award from a private body. In exceptional circumstances like rewarding the merit of an officer for work done outside the purview of his functions in Government or where Government otherwise thinks that an individual deserves a particular award, it was left to the discretion of the competent authority to decide such issues in a reasonable and judicious manner based on the main criterion that such an award should not have a monetary component.

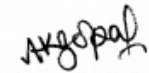
4. Further, vide DOPT OM No. 11013/2/99-Estt.(A) dated 17th February, 2000 it was emphasized that *the Government servants should not be allowed to accept awards of monetary benefits instituted by private trusts/ foundations, etc.*

5. It has, however, been observed that these instructions are not being adhered to in their true spirit.

6. Accordingly, it is, hereby, clarified that:

- a. Awards given by Private Bodies / Institutions / Organizations may be accepted only with prior approval of Competent Authority.
- b. The Competent Authority for acceptance of Awards by a Government servant would be Secretary of the concerned Ministry/Department.
- c. The Competent Authority for acceptance of Awards by Secretaries to Govt. of India and Secretary rank Officers would be Cabinet Secretary.
- d. The Competent Authority may grant approval, only in exceptional circumstances as elucidated in Para 3 above subject to the following conditions:
 - i. The award should not have any monetary component in the form of cash and/or facilities.
 - ii. Credentials of the Private Bodies / Institutions / Organizations should be unimpeachable.

7. All Ministries/Departments are requested to ensure strict adherence to these guidelines.



(A K GOPAL)

Under Secretary to the Government of India

Tel. +91-11-23040264

To,

All Ministries/Departments of the Government of India

No.A-27012/01/2023-Pers. Policy(AL)
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)

Old JNU Campus, New Delhi.
Dated 30th June, 2026

CORRIGENDUM

Subject: Revision of rates of Children Education Allowance (CEA) and Hostel Subsidy consequent upon enhancement of Dearness Allowance – reg.

Reference is invited to this Department's O.M. of even number dated 25.04.2024 regarding revision of rates of Children Education Allowance (CEA) and Hostel Subsidy consequent upon enhancement of Dearness Allowance.

2. In this connection the Para 2(a) of the aforesaid O.M. dated 25.04.2024 may be read as under: -

"The amount for reimbursement of Children Education Allowance shall be ₹2,812.50 per month (fixed) per child, irrespective of actual expenses incurred by the Govt employee. The reimbursement of Hostel Subsidy per child shall be ₹8,437.50 per month or the actual expenditure incurred on boarding and lodging, whichever is lower."

3. All other terms and conditions contained in this Department's O.M. dated 17.07.2018 and O.M. dated 25.04.2024 shall remain unchanged.

4. Hindi version will follow.



30.06.2026

(J.S.Kanth)

Under Secretary to the Govt. of India

To

All Ministries/Departments under Government of India.

No.A-27012/01/2023-Pers. Policy(AL)
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)

Old JNU Campus, New Delhi.
Dated 30th June, 2026

CORRIGENDUM

Subject: Revision of rates of Children Education Allowance (CEA) and Hostel Subsidy consequent upon enhancement of Dearness Allowance – reg.

Reference is invited to this Department's O.M. of even number dated 25.04.2024 regarding revision of rates of Children Education Allowance (CEA) and Hostel Subsidy consequent upon enhancement of Dearness Allowance.

2. In this connection the Para 2(a) of the aforesaid O.M. dated 25.04.2024 may be read as under: -

"The amount for reimbursement of Children Education Allowance shall be ₹2,812.50 per month (fixed) per child, irrespective of actual expenses incurred by the Govt employee. The reimbursement of Hostel Subsidy per child shall be ₹8,437.50 per month or the actual expenditure incurred on boarding and lodging, whichever is lower."

3. All other terms and conditions contained in this Department's O.M. dated 17.07.2018 and O.M. dated 25.04.2024 shall remain unchanged.

4. Hindi version will follow.



30.06.2026

(J.S.Kanth)

Under Secretary to the Govt. of India

To

All Ministries/Departments under Government of India.

e-F.No. Z-20025/02/2023-Estt.(AL)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
.....

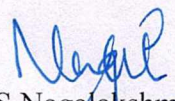
Block IV, Old JNU Campus,
New Delhi dated 17.06.2025

OFFICE MEMORANDUM

Subject: Implementation of e-Service Book in all Ministries/ Departments– Reg.

The Service Book of a Government Servant is a document to record all the events in his/ her entire service period and career recording each and every administrative action of the Government Servant right from the stage of his recruitment till his retirement to reflect the history of service of a Government employee. As per SR 198 & 199 such a Service Book is to be maintained for a Government servant from the date of his/ her first appointment and is required to be kept in the custody of the Head of Office in which he is serving and needs to be transferred along with the employee, upon transfer.

2. It has now been decided to maintain the e-Service Book on e-HRMS 2.0 portal.
3. Hence all the Ministries/ Departments, further to their onboarding on e-HRMS 2.0, are requested to maintain e-Service Books on e-HRMS 2.0 only and phase out physical service books, after ensuring the completeness & accuracy of data in the e-Service books on e-HRMS 2.0, as the same will be treated legally tenable for all purposes.


(D S Nagalakshmi)
Deputy Secretary (L&A)

To
All Ministries/ Departments of Government of India

CC: The O/o Controller General of Accounts (CGA)

The Director (eHRMS 2.0)

F.No.12040/26/2023-FTC/IR
Government of India
Department of Personnel and Training
(Training Wing)

Block IV, Old JNU Campus, New Delhi
Dated 08.09.2026

OFFICE MEMORANDUM

Subject: Clarification regarding applicability of Rule 56(4) of CCS (Leave) Rules, 1972- reg.

The undersigned is directed to refer to the subject cited above regarding the applicability of Clause 56(4) of CCS (Leave) Rules, 1972 and say that the matter has been examined in the light of the clarification received from the Leave & Allowance Division, DoP&T.

2. It has been clarified that the provision contained in Clause 56(4), regarding adjustment of the amount received as scholarship/ stipend/remuneration in respect of part-time employment against the Leave Salary payable, is applicable to **Study Leave availed both within India and outside India.**

3. This issues with the approval of the Competent Authority.

Digitally signed by
AJAY KUMAR SINHA
Date: 08-09-2026
15:33:58

(Ajay Kumar Sinha)

Under Secretary to the Government of India
Tele. No. 011- 26706306
E-mail: ajay.sinha@gov.in

To,

All Ministries/Departments in Government of India

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Central Civil Services (Joining Time) Rules, 1979

The Central Civil Services (Joining Time) Rules, 1979 notified vide GSR 695 dated 8th May, 1979 the rules were amended vide Notification GSR 197 dated 10th March, 1989 and again vide GSR 229(E) dated 27th March, 2015. The essence of various instructions in the matter has been summarized in the following paras for guidance and better understanding:-

1. Joining Time is granted to a Government Servant when transferred to the control of another Government or organisation, in public interest.
2. CSS (Joining Time) Rules, 1979 is applicable to all Government servants appointed in Civil Services and posts under the Central Government including work charged staff but shall not apply to:
 - (a) Railway employees,
 - (b) Armed Forces Personnel and those paid from the defence services estimates,
 - (c) Government servants engaged on contract and those who are not in whole-time employment of Government.
 - (d) Government servants, paid out of contingencies.

[Rule 1 of the [CCS \(Joining Time\) Rules, 1979](#)]

3. When a Government Servant to whom these rules apply is transferred to the control of another Government or organization, which has made separate rules prescribing amount of joining time, his joining time for the journey to join his post under that Government/organization and for the return journey, will be governed by those rules, unless different provisions are expressly made in the terms of deputation/foreign service by mutual agreement between the lending and borrowing authorities.

4. The joining time of Railway employees, Armed Forces Personnel and those paid from Defence Services estimates and the employees of State Government or any other organisation, who are appointed to Civil Services and posts under the Central Government on deputation or on foreign service basis, shall, for joining the Civil Services and posts under the Central Government and for the return journeys, be regulated in accordance with these rules unless different provisions are expressly made in their respective terms of deputation/ foreign service, by mutual agreement between the lending and borrowing authorities.

[Rule 2 of the [CCS \(Joining Time\) Rules, 1979](#)]

5. Joining time shall be granted to a Government servant on transfer in public interest to enable him to join the new post either at the same or a new station. No joining time is admissible in cases of temporary transfer for a period not exceeding 180 days. Only the actual transit time, as admissible in case of journeys on tour, may be allowed.

6. The surplus staff transferred from one post to another under the Scheme Regulating Redeployment of Surplus Staff shall be eligible for joining time.

7. Government servants who are discharged due to reduction of establishment from one Central Government Office and reappointed to another Central Government Office shall be entitled to joining time, subject to certain conditions.

[Rule 4 of the [CCS \(Joining Time\) Rules, 1979](#)]

8. For appointment to posts under the Central Government on the results of a competitive examination and or interview open to Government servants and others, the Central Government employees and permanent/provisionally permanent State Government employees will be entitled to joining time under these rules, if such Government servants opt for having their past service in the Central Government or State Government counted for all purposes in the Central Government.

[Rule 4 and [Notification dated 27th March, 2015](#)]

9. Joining time is admissible in case of transfer in public interest. However, when a Government servant is transferred on his own request, the intervening period from relinquishment of charge at the old place of posting and taking charge of at new place, the period may be regularized by grant of leave applicable to him.

[OM No.19011/33/81-Allowances dated 29th January, 1983]

10. The joining time shall commence from the date of relinquishment of charge of the old post, if the charge is made over in the forenoon or the following date if the charge is made over in the afternoon.

11. Not more than one day's joining time shall be allowed to a Government servant to join a new post within the same station or which does not involve a change of residence from one station to another.

12. In cases involving transfer from one station to another and also involving change of residence, the Government servant shall be allowed joining time with reference to the distance between the old headquarters and the new headquarters by direct route and ordinary mode(s) of travel as indicated in the following schedule.

Distance between the Old headquarter and the new headquarter	Joining Time admissible	Joining Time admissible where the transfer necessarily involves continuous travel by road for more than 200 Kms.
1,000 Kms. or less More than 1,000 Kms. More than 2,000 Kms	10 days 12 days 15 days except in cases of travel by air for which the maximum will be 12 days.	12 days 15 days 15 days

13. Distance means actual distance travelled and not weighted mileage for which fare is charged by the Railways in certain ghat or hill regions. In case of transfer of a Government servant to or from North Eastern Region, including Sikkim, Andaman and Nicobar Islands, Lakshadweep and Ladakh, two days additional time shall be admissible over and above the normal joining time reckoned on the basis of actual distance between their old and new place of posting.

[\[Rule 5 and Notification dated 27th March, 2015\]](#)

14. Special provisions have been made to facilitate journey to and from remote localities, viz , Andaman and Nicobar Islands, Lakshadweep, and also powers have been given to the HoD and Administrators of UTs.

[\[OM No.21011/12/79-Allowances dated 16/11/1979 and O.M.No.19011/30/81-Allowances dated 13/10/81\]](#)

15. The period of unutilized joining time will be credited to Earned Leave account and shall be regulated in terms of the provisions of sub-clause (ii) of clause (a) of sub-rule (1) of rule 26 of the Central Civil Service (Leave) Rules, 1972. Joining time may be combined with vacation and/or regular leave of any kind or duration except casual leave.

16. If a Government servant in transit on transfer is directed to proceed to a place different from that indicated in the initial transfer orders; he shall be entitled to joining time already availed of upto the date of receipt of revised orders as fresh spell of full joining time from the date following the date of receipt of the revised orders.

[\[Rule 6 and Notification dated 27th March, 2015\]](#)

17. 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 DA, if any, appropriate to the joining time pay. In addition, he can also draw compensatory allowances like City Compensatory Allowance, 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. The joining time pay shall be paid for by the new administrative authority where such Government servant joins on transfer.

[\[Rule 7 and Notification dated 27th March, of 2015\]](#)

In case any reference to the relevant OMs & Notification is required, the same may be accessed from DoPT's website and
<https://doptcirculares.nic.in/Default.aspx?URL=wj1jntjVG5sJ>
<https://doptcirculares.nic.in/Default.aspx?URL=ZM4K6qdVPd6t%20>

.

List of OMs and Notifications mentioned in this Document

1. [Notification No. GSR 695 dated 8-5-1979](#)
2. [OM No.21011/12/79-Allowances dated 16-11-1979](#)
3. [OM No.19011/30/81-Allowances dated 13-10-1981](#)
4. [OM No.19011/33/81-Allowances dated 29-01-1983](#)
5. [Notification No. GSR 229\(E\) dated 27th March, 2015](#)

मनोज कुमार द्विवेदी, भा.प्र.से.
Manoj Kumar Dwivedi, IAS
अपर सचिव
Additional Secretary
टेली/ Tel. : 2309 2158



भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC
GRIEVANCES AND PENSIONS
NORTH BLOCK NEW DELHI-110001

D.O. No. 11013/17/2023 - PP.A-III

Dated 30th December, 2024

Dear Sir / Madam,

As you are aware, in terms of Rule 18 of the CCS(Conduct) Rules, 1964 and executive instructions issued under this rule, from time to time, members of Central Civil Services/Posts are required to file Annual Immovable Property Return (IPR) of the previous year *latest by 31st January of the following year*, invariably, to their cadre controlling authority, in the prescribed form and mode of submission. The need for obtaining these returns regularly and making careful scrutiny of the same was reiterated from time to time, the last such instruction being issued vide OM No. 11013/17/2023-PP.A-III dated 14 July, 2023. Failure on the part of the Government servants to comply with the requirements of these provisions/instructions constitutes good and sufficient reason for, *inter alia*, institution of disciplinary proceedings against them.

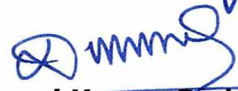
2. Further, vide OM No. 104/33/2024-AVD-IA dated 09.10.2024, vigilance clearance for the purpose of (a) inclusion in the offer list, (b) empanelment, (c) ex-India study leave, (d) any deputation for which clearance is necessary and extension thereof, (e) appointments to sensitive posts, (f) assignments to training programmes except mandatory training, (g) confirmation in service, (h) retirement on VRS, (i) post-retirement commercial employment, and (j) pre-mature repatriation (voluntary) from any deputation, may be denied to an officer who fails to submit IPR within the stipulated time-frame.

3. Despite issuance of instructions regularly, it has been noticed that some officers, due to undue delay in submission of Annual IPR within the stipulated date, remain unable to obtain the vigilance clearance for the purposes mentioned in Para 2. The officers/officials are, therefore, need to be suitably sensitized to timely submission of their IPR.

4. In view of the foregoing, I shall be grateful if you would issue necessary directions to the concerned officers to ensure that all the officers/officials working in your Ministry/Department and organizations under it, submit their IPR, in the prescribed mode of submission, within the stipulated date e.g. **latest by 31.01.2025 in respect of the year 2024.**

With Warm regards,

Yours Sincerely,


(Manoj Kumar Dwivedi)

Secretaries to the Government of India
(As per standard list)

F.No.31011/07/2025 PP.A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Pers. Policy Division

North Block, New Delhi

Date: 1st July, 2025

OFFICE MEMORANDUM

Subject: Frequently Asked Questions (FAQs) on Central Civil Services (Leave Travel Concession) Rules, 1988 — clarifications/ modifications in the LTC instructions - Regarding.

The undersigned is directed to say that this Department is in receipt of several references, RTI applications, individual grievances of the employees working in different offices, etc. in respect of different issues related to Central Civil Services (Leave Travel Concession) Rules, 1988. Based on the queries received from different sources, this Department has felt the need of issuing comprehensive instructions in the form of detailed clarifications on various aspects of LTC Rules. These instructions are being issued as a supplement to the existing instructions issued by this Department from time to time, as under:

S.No.	Questions	Answers
(A) FAMILY		
1	Definition of Family for the purpose of availing LTC facility [as defined in Rule 4(d) of CCS(LTC) Rules, 1988]	<u>Relations included in the definition of Family :</u> • Spouse (Husband & Wife) • Two eldest surviving unmarried children including step children and legally adopted children, and • Divorced / abandoned / separated from husband / widowed daughter(s) <u>wholly dependent and residing</u> with Government employee. • Children exceeding two as a result of second child birth resulting in multiple births (in exceptional case) • Parents and step parents, who are wholly dependent on the Government employee, irrespective of whether they are residing with the Government servant or not. • Siblings (unmarried minor brothers and unmarried/ divorced/ abandoned/ separated/ widowed sisters) residing with and wholly dependent on the Government employee, provided that their parents are either not alive or are themselves wholly dependent on the Government employee.

		<u>Relations NOT covered under the definition of Family:</u> • Parents-in-law. • Children of divorced/ abandoned/ separated/widowed sisters and children of divorced/ abandoned/ separated/ widowed daughters. • Not more than one wife. • Grand parents • Any other not covered under the definition of Family as defined in Rule 4 of CCS(LTC) Rules, 1988.
2	What is the dependency criterion for the purpose of LTC ?	A member of family whose income from all sources, including pension, temporary increase in pension does not exceed minimum pension (presently Rs. 9000/- per month as per 7th CPC) and Dearness relief (DR) thereon, is deemed to be wholly dependent on the Government employee. Condition of dependency is not applicable to spouse of the government employee. [O.M. No. 31011/4/2008-Estt.(A) dated 23.09.2008]
3	Is it compulsory for the wife, parents and children to reside with Government employee to claim LTC ?	No. Spouse (husband and wife are considered as one unit), therefore, the condition of dependency is not relevant. Parents and children should be wholly dependent. (Rule 4 of CCS(LTC) Rules, 1988)
4	Whether son/daughter of the Government employee, who is above 25 years of age but still unmarried, is eligible for LTC claim ?	Yes, subject to the condition that he/she is unmarried and wholly dependent on the Government employee. (Rule 4 of CCS(LTC) Rules, 1988)
5	Are the in-laws of a Government Employee eligible to avail LTC ?	No.
6	Are family members allowed to travel separately ?	Yes. There is no such restriction. A Government employee and members of his family may travel separately or in different groups at different times to different destinations during a block of two or four years, as the case may be. (Rule 9 of CCS(LTC) Rules, 1988)

7	Whether some members of the family can avail LTC to 'home town' while some others for visiting 'anywhere in India' in the same two-year block period?	Yes. (Rule 9 of CCS(LTC) Rules, 1988)
8	Are spouse and children residing at a place(s) other than Headquarters of the Government employees allowed to avail LTC?	Yes. [O.M. No. 31011/5/2015-Estt.(A-IV), dated 31.10.2017]
9	Can the spouse of a government employee, who is working in private sector avail LTA or travel reimbursement, provided by his/her employer/organization?	Yes. No such restriction in respect of spouse working in private sector.
10	Is reimbursement allowed in respect of a child aged less than 5 years, <u>who travels by train</u> and opts for a separate seat/ berth ?	No. [O.M. No. 31011/3/2016-Estt. (A-IV), dated 16.05.2018]
11	Whether a government employee who is not eligible for travel by air is entitled for re-imbursement of air-fare in respect of children aged less than 5 years whose full fare is charged by the airlines?	<u>No reimbursement</u> shall be allowed in respect of the air journey performed by children, aged less than 5 years, of the Government servants who are not entitled to travel by air on LTC. However, this provision shall not be applicable for the segments where the air journey has been allowed to the non-entitled Government servants and their families under the <u>Special Dispensation Scheme</u> . [O.M. No. 31011/3/2016-Estt. (A-IV), dated 16.05.2018] <u>The actual rail fare</u> paid by the Government employee for the children aged between 5 years and under 12 years, shall be reimbursed for LTC. [O.M. No. 31011/3/2016-Estt.(A-IV), dated 29.04.2016]
12	Can a government employee or his family members avail LTC while he/she is in suspension ?	Government employee under suspension is <u>not allowed</u> to avail LTC. However, his/her family is entitled to avail LTC.

(B) BLOCK YEAR

13	What is Block Year	Block Year is a period of 4 years (calendar years). The current block of four years is 2022-2025. May see the details of Block Years in Table-1 below In respect of employees having Home Town (HT) (duly approved by the competent authority), their block year of 4 years is divided in two sub-blocks i.e. 2022-23 and 2024-25. The employee can avail either Anywhere in India (AI) or Home Town (HT) in each sub-blocks as per details given in Table-2 below.
-----------	---------------------------	---

Table-1

Government employees whose Headquarters/Place of posting and Home Town are the same.

Block Year	Previous Block Year 2018-21	Current Block Year 2022-25	Next Block Year 2026-29
Entitlement of the employee	ANY PLACE in INDIA	ANY PLACE in INDIA	ANY PLACE in INDIA

Table-2

Government employees whose Headquarters/Place of posting and Home Town are different.

Current Block Year 2022-2025			
Entitlement of the employee	EMPLOYEE CHOICE	SUB BLOCK 2022-2023	SUB BLOCK 2024-2025
	OPTION 1	HOME TOWN	ANY PLACE in INDIA
	OPTION 2	ANY PLACE in INDIA	HOME TOWN

14	What is the Block Year for Government employees whose <u>Headquarters/ Place of posting and Home Town are the same ?</u>	The current block of four years is 2022-2025. Government employee is eligible for one Anywhere All India LTC only as explained in Table-1 above.
-----------	--	---

15	Current Block year for the Government employees whose <u>Headquarters/Place of posting and Home Town are different.</u>	The current block of four years is 2022-2025. The block year of 4 years is divided in two sub-blocks i.e. 2022-23 and 2024-25. The employee can avail either 'Any Place in India' or 'Home Town' LTC in the first sub-block and the remaining in the second sub block, as per his/her choice. May see illustration in Table 2 above.
16	Can a government employee who has <u>declared Home town</u> avail two LTCs ('Anywhere in India/ Home town') in one calendar year ?	Yes. He can take two LTCs in the beginning of each sub blocks, as per illustrations given below: Case 1: In the calendar year 2022: One unavailed LTC of previous block year (2020-21) and one of the current block (2022-23) can be availed. Case 2. In the calendar year 2024: One unavailed LTC of previous block year (2022-23) and one of the current block (2024-25) can be availed. Case 3 In the calendar year 2026: One unavailed LTC of previous block year (2024-25) and one of the current block (2026-27) can be availed.
17	Can a government employee whose <u>Home town and Headquarter is same</u> , avail two LTCs ('Anywhere in India') in one calendar year ?	Yes. He/She can avail 2 LTCs in the first year of each block of 4 years Case 1: <u>In the calendar year 2022:</u> One unavailed LTC of previous block year (2018-21) and one of the current block (2022-25) can be availed. Case 2. <u>In the calendar year 2026:</u> One unavailed LTC of current block year (2022-25) and one of the next block (2026-29) can be availed.
18	Whether Blocks / sub-blocks of LTC are extendable ?	Block of four years and sub-block of two years automatically gets extended by one year (upto 31 st of December of next calendar year).
19	Whether the Government employees whose Headquarters/ Place of posting and Home Town are same, are eligible for Home town LTC?	No. Government employees whose headquarters/ Place of posting and Home Town are the same, <u>not eligible for Home Town LTC.</u> [OM No. 31011/4/2007-Estt.(A-IV) dated 18.05.2015]
20	Whether the Government employees residing in cities/ towns outside Delhi which fall under other	Yes. Cities/towns which are outside Delhi and fall in other States of NCR are <u>not to be treated as Delhi Headquarters.</u> Hence, the Government employees

	states of National Capital Region (NCR) are eligible for Home town Concession ?	whose headquarters are Delhi and reside in cities/towns outside Delhi falling in other States of NCR, are eligible for Home Town Concession. [OM No. 31011/4/2007-Estt.(A-IV) dated 18.05.2015]
(C) LEAVE ENCASHMENT		
21	Is leave encashment allowed in case the Government employee does not avail of LTC in a particular block year but his family member(s) avail of LTC ?	Yes. Government employee may apply for leave encashment before the commencement of the journey in respect of his/ her family member in a particular sub-block/block year. Employees are entitled for one leave encashment only in a particular Block/ Sub-Block year, as the case may be. [O.M. No. 14028/2/2012-Estt. (L), dated 09.02.2015]
22	Whether reimbursement of leave encashment is allowed where the Government employees undertake journeys on private vehicles in areas connected by public transport or the Government employee himself decides to forgo his claim resulting in 'Nil' claim on journeys performed.	Yes. Leave encashment is allowed, provided that: (i) A Government employee intimates to the Department his intention to avail of LTC in advance and gets the leave sanctioned as per the prescribed procedure before the journey is undertaken; (ii) The Government employee has submitted a request for leave encashment before the commencement of the journey; and (iii) The Government employee gives a self-declaration that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the entire LTC journey. [OM No. 31011/06/2023-Estt.A-IV dated 29.03.2023]
23	Whether Leave encashment is permissible if one applies anytime prior to the commencement of the journey ?	Yes. The Government employee can apply for leave encashment prior to the commencement of the outward journey. [O.M. No. 31011/3/2015-Estt.(A.IV), dated 18.02.2016]
24	Whether both husband and wife get Leave Encashment if both of them are central government employees ?	Yes. [O.M. No. 14028/2/2012-Estt. (L), dated 09.02.2015]

(D) LEAVE		
25	Which kind of leave is necessary for availing LTC ?	Travel on LTC is admissible during any kind of leave, including casual leave, special casual leave and child care leave. (Rule 7(2) of CCS(LTC) Rules, 1988) [OM No. 13018/6/2013-Estt(L) dated 03.04.2018]
26	Is it necessary to avail leave by Government Employee when only his/her family members are travelling?	No.
27	Whether LTC can be availed during week-end/holidays alone?	No. It is necessary to avail of any kind of leave due and admissible when the LTC is availed of by the Government employee.
(E) JOURNEY BY ROAD, RAIL AND SEA		
29	Whether travel by taxi, auto-rickshaw etc., permissible between places not connected by rail under LTC ?	As per LTC rules, a Government employee is required to travel by vehicles operated by Central/State Government or local bodies or by any corporation in the public sector owned/controlled by Central/State Government. Journey on LTC by taxi, auto-rickshaw etc., are permissible only between places not connected by rail/ road. This is further subject to the condition that these modes operate on a regular basis from point to point with the specific approval of the State Governments/transport authorities concerned and are authorised to ply as public carriers. [OM No. 31011/3/2015-Estt.(A.IV) dated 09.02.2017] [O.M. No. 31011/18/2023-Estt.A-IV dated 04.02.2021]
30	Whether personal vehicle or hired taxi for LTC journey allowed on account of disability of the Government employee or dependent family member?	Yes. Use of own/hired taxi for LTC journey on account of disability of the Government employee or dependent family member is allowed with following conditions:- (i) Medical Certificate from competent authority; (ii) Undertaking from Government employee that journey by authorized mode of vehicles

		is not feasible and he actually travelled by own car/hired taxi; and (iii) such claim should not be more than journey performed by the entitled class by rail/air by the shortest route. [O.M. No. 31011/3/2009-Estt.(A), dated 28.10.2009]
31	How is the reimbursement made where a Government employee travels on LTC upto the nearest airport/railway station/ bus terminal by authorized mode of transport and undertakes the rest of the journey to the declared place of visit by private transport/ own arrangement (such as personal vehicle or private taxi etc.) ?	(a) where the public transport is available in a particular area, the Government employee will be reimbursed the fare admissible for journey by otherwise entitled mode of public transport from the nearest airport/railway station/bus terminal to the declared place of visit by shortest direct route. (b) where, there is no public transport available in a particular stretch of journey, the Government employee may be reimbursed as per his entitlement for journey on transfer for a maximum limit of 200 Kms (i.e. 100 km each side) covered by the private/personal transport based on a self-certification from the Government employee. The expenditure for the journey beyond the prescribed limit shall be borne by the Government employee. [OM No. 31011/3/2015-Estt.(A.IV) dated 09.02.2017] [O.M. No. 31011/18/2023-Estt.A-IV dated 04.02.2021]
32	Whether reimbursement is allowed in case the journey is performed by private ferry after utilizing the authorized mode of transportation ?	In cases where last part of the journey from the nearest airport/railway station is performed by private ferry, reimbursement may be restricted to the entitled Government ship fare from the nearest airport/station to the declared place of destination provided public transport/Government ferry is available in that particular area. [OM No. 31011/3/2015-Estt.(A.IV) dated 09.02.2017]
33	Is reimbursement of LTC claim for Tejas Express, Vande Bharat Express and Humsafar Express allowed ?	Yes. Apart from Rajdhani, Shatabdi & Duronto trains, travel by Tejas Express, Vande Bharat Express and Humsafar Express trains under LTC is allowed, as per entitlement. [O.M. No. 31011/03/2022-PP A-IV, dated 14.01.2025]

34	Whether a Government employees visiting Sikkim can travel by air upto Bagdogra (West Bengal) which is not situated in NER.	Yes. A Government employee is entitled to travel by air from their place of posting (or nearest airport) to a city in the NER (or nearest airport). [OM No. 31011/4/2007-Estt.A-IV dated 14.05.2008]
35	How are the claims of LTC be settled in case of delayed submission ?	The Government employees are required to submit their LTC claims in the prescribed time period as mentioned below: 1. Where <u>advance has been drawn</u>, the claim for reimbursement shall be submitted <u>within one month</u> of the completion of the return journey; and 2. Where <u>no advance has been drawn</u>, the expenditure incurred shall be submitted <u>within three months</u> of the completion of the return journey. Delegation of Powers:- Administrative Ministry/Department concerned have been delegated powers to admit the claims with the concurrence of their Financial Advisor (FA) in relaxation of the above provisions subject to the following time limits without reference to DoPT: (a) where <u>no advance</u> is taken, LTC Bill submitted within a period not exceeding <u>six months</u>; and (b) where <u>advance has been drawn</u>, claim for reimbursement submitted within a period of <u>three months</u> after the completion of return journey, provided the govt. employee <u>refunds the entire amount of advance with penal interest on the entire amount of advance</u> in one lump-sum from the date of drawal to the date of recovery of amount. (Rule 14 & 15 of CCS(LTC) Rules, 1988) [O.M. No. 31011/3/2015-Estt.A-IV dated 21.12.2023]
36	Whether LTC journey is allowed on tour packages offered by various travel agents	Travel on tour packages is not allowed. However, the tours conducted by Indian Tourism Development Corporation (ITDC), State Tourism Development Corporation (STDC) and Indian

		Railway Catering and Tourism Corporation (IRCTC) <u>can be considered and only the fare component for a fixed destination by the shortest route shall be reimbursable</u> provided ITDC/STDC/IRCTC separately indicate the fare component and certify that the journey was actually performed by the Government employee and his family members for which he/she is claiming the Leave Travel Concession. [O.M. No. 31011/6/2002-Estt. (A), dated 30.07.2002 and 26.3.2008]
37	Are incidental expenses and expenditure incurred on local journeys allowed under LTC ?	No. Reimbursement under LTC scheme does not cover <u>incidental expenses and expenditure incurred on local journeys</u>. Reimbursement for expenses of journey is allowed only on the basis of a <u>point to point journey</u> on a through ticket over the shortest direct route. (Rule 13 of CCS(LTC) Rules, 1988)
38	Is the taxi/ auto fare from the residence of the Government service/ other eligible family member to the nearest airport/ railway station/bus depot during the outward/ inward journey, is reimbursable	No. Local travel cost is not covered under LTC Rules (Rule 13 of CCS(LTC) Rules, 1988)
39	Is concessional circular trip tickets offered by the Railways allowed ?	There is no objection to a Government employee or his family members availing themselves of concessional circular trip tickets offered by the Railways in conjunction with the leave travel concessions. In such cases also, the official will be entitled to reimbursement of the fare for the entitled/lower class actually travelled by the shortest route. [O.M. No.31011/2/77-Ests.(A), dated 03.02.1979]
40	How will the claim of a Government employee under LTC to visit any place in India be regulated, if he purchases a circular tour ticket ?	If a Government employee performs the journey by purchasing a circular tour tickets from any Authorized Travel agents (ATAs), his claim will be regulated from HQ to destination (Home-town / declared place of visit) by shortest direct route by the entitled class of travel or actual, whichever is less.
41	Is reimbursement of charges for booking of rail tickets digitally allowed ?	The reimbursement of charges for booking of rail tickets through Internet/e-ticketing, booked through the website of Indian Railways is allowed for railway journeys undertaken on LTC

42	Are catering charges allowed while booking train tickets?	Wherever employees opt for catering services while booking the tickets for the eligible trains for the purpose of LTC, the reimbursement of catering charges shall be allowed. [O.M. No. 31011/17/2023-Estt.A-IV dated 10.08.2023]
43	Are the element of Service Tax, Education Cess and other similar levies being charged by Government on travel by Air/Road /Rail/ Steamer on LTC reimbursable ?	Yes. [M.F., O.M. F. No. 19023/1/2006-E. IV, dated 18.07.2007]
44	Is tour packages conducted by SPORTS (Society for Promotion of Nature Tourism and Sports), to Lakshadweep Islands on the ships owned and operated by Lakshadweep Administration allowed for the purpose of LTC journey ?	Yes. The tour packages conducted by SPORTS to Lakshadweep Islands on the ships owned and operated by Lakshadweep Administration are allowed for the purpose of LTC journey subject to following conditions: (i) SPORTS is offering various tour packages to the tourists, fare of which is charged as per the transportation and accommodation chosen for the destination. Only transportation charges shall be reimbursable for the respective tour package. (ii) SPORTS shall issue a certificate for transportation charges to the Government employees indicating the fare components separately and certify that the journey was actually performed by the Government employee and his family members for which he/she is claiming the Leave Travel Concession. (iii) Fare reimbursement for the journey performed by boat/ship shall be exercised in accordance with TA entitlement of the Government employee for journey by sea or river steamer. [O.M. No. 31011/10/2017-Estt. (A-IV), dated the 11th October, 2018]
45	Is it compulsory to book tickets 21 days in advance for passing of LTC claims?	<u>Employees are encouraged</u> to book flight tickets at least 21 days prior to the intended date of travel on LTC, to avail the most competitive fares and minimize burden on the exchequer. [O.M. No. 31011/12/2022-Estt. (A-IV), dated 29.08.2022]
(F) JOURNEY BY AIR		
46	What is the procedure for booking of air tickets of the	All the three ATAs have been directed to allow the registration of those employees who do not have official email accounts, provided their

	employees who do not have any official accounts?	administrative office sends their details depicting their names, employee code no., private email IDs and mobile numbers, etc. to the travel agents for the purpose of booking the air tickets in respect of LTC journey. [O.M. No. 31011/11/2023-Estt.A-IV dated 20.10.2023]
47	Authorized Travel Agencies (ATA) for booking tickets.	(i) 'M/s Balmer Lawrie & Company Limited', BLCL (https://govemp.balmerlawrietravelapp.com), (ii) 'M/s Ashok Travels & Tours', 'ATT' (https://www.attitdc.in) and (iii) Indian Railways Catering and Tourism Corporation Ltd., 'IRCTC' (https://www.air.irctc.co.in). [O.M. No. 31011/11/2023-Estt.A-IV dated 20.10.2023] <u>NB:</u> <u>While booking the air-tickets through ATAs, employees must ensure that ticket(s) is/are booked under the category of “LTC” only and not “Corporate”.</u>
48	Is LTC-80 fare still applicable to Central Government employees?	No. LTC 80 was a scheme offered by Air India for booking Air Tickets when Central Government Officers avail LTC. As Air India is no longer a PSU of Government of India, LTC 80 scheme offered by erstwhile Air India is no more in existence. [O.M. No. 31011/12/2022-Estt. (A-IV), dated 29.08.2022]
49	Whether Government employees have to pay cancellation charges levied by the airlines?	Yes, as per the respective airline policy. However, all the three authorized travel agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC) do not have to change any cancellation charges for utilization of their services. [O.M. No. 31011/17/2023-Estt.A-IV dated 10.08.2023]
50	Whether Government employees can travel by Helicopter ?	No. [OM No. 31011/4/2007-Estt.A-IV dated 14.05.2008]

51	Whether the Government employees have to book air tickets at the cheapest fare on the intended date of journey ?	The employees are required to book air tickets at the cheapest price or at the fare 10% higher than the cheapest price available in the intended slot of 3 hours each like 3 – 6 hrs, 6 – 9 hrs,). [O.M. No. 31011/12/2022-Estt. (A-IV), dated 29.08.2022]
52	Is break-journey by air allowed ?	No. Break-journey refers to staying at the place other than the place of destination except for the purpose of taking the connecting flight or for halt/lay-over of the direct flight.
53	How can the reimbursement be made if the journey is performed in different class of entitlement ?	The reimbursement of claim will be settled as per the entitled class. However, if journey is performed by the higher-class reimbursement shall be restricted to entitled class. In case, the journey is performed by the lower-class, reimbursement shall be allowed as per actual.
54	Are cancellation charges allowed while booking air tickets through authorized travel agents?	Cancellation charges levied by the three authorized travel agents for utilization of their portals/platforms, if any, shall be reimbursed <u>on the ground of official exigencies only.</u> [O.M. No. 31011/17/2023-Estt.A-IV dated 10.08.2023]
(F) SPECIAL DISPENSATION SCHEME		
55	What is its validity period of the Special Dispensation Scheme ?	In relaxation of CCS(LTC) Rules, 1988, the scheme allowing Government employees to travel by air to North East Region (NER), Union Territory of Jammu and Kashmir (J&K), Union Territory of Ladakh and Union Territory of Andaman & Nicobar Islands (A&N) is extended for a further period of two years, w.e.f. 26 September, 2024 till 25th September, 2026. [DOPT OM No. 31011/15/2022-Estt.A-IV dated 17.09.2024]
56	While availing Special Dispensation Scheme, can the outward journey be started just before the midnight of 25 th September, 2026?	Yes.

57	Whether Sikkim is included in North Eastern Region (NER)?	Yes. Sikkim is one of the parts of NER (i.e. Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim). [OM No. 31011/4/2007-Estt.A-IV dated 14.05.2008]
58	Are Lakshadweep Islands included in the Special Dispensation Scheme ?	No.
59	Whether the Government employees who are not eligible for Home Town LTC may avail the Special Dispensation scheme of conversion of Home Town LTC to travel to NER/A&N/ J&K/ Ladakh ?	No. Employees whose Home Town & Headquarters are same are not eligible for Home Town LTC and hence, the question of conversion of Home Town LTC to travel to these places under Special Dispensation Scheme <u>does not arise</u> .
60	Whether non-entitled officers are entitled to travel directly by air from their Headquarters /place of posting to NER/A&N/ J&K/Ladakh?	Yes. Air travel by non-entitled Government employees to NER, J&K, Ladakh and A&N is allowed to travel by air in Economy class whether they avail the concession against Anywhere in India LTC or in lieu of the Home Town LTC under Special Dispensation Scheme only. However, the reimbursement will be restricted to the actual air fare for the direct journey or the fare entitled under Special Dispensation Scheme, whichever is less.
61	Will the Government employee whose Home Town is situated in NER/A&N/J&K/Ladakh also be allowed conversion of Home Town LTC for availing the Special Dispensation Scheme to visit any place in any one of the three regions out of the above mentioned four regions except the region wherein his/her Hometown is situated ?	Yes.
62	Whether Govt. employee who has already availed one Home town LTC in the current block can avail	Yes, he can avail it against All India LTC, but not under Special Dispensation Scheme.

	LTC to visit NER/A&N/J&K/Ladakh?	
63	Can a Govt. employee (other than fresh recruits) avail the benefit of visiting NER/A&N/J&K/Ladakh twice in a particular block of 4 years?	Yes, a Govt. employee can visit NER/A&N/J&K/Ladakh by conversion of his Home Town LTC and also by availing All India LTC subject to validity period of the scheme and fulfilling of other conditions.
(G) FRESH RECRUITS		
[DoPT OM No. 31011/7/2013-Estt.AIV dated 26.9.2014]		
64	What are the LTC entitlements of a Fresh Recruit?	After completion of one year of regular service, Fresh recruits to the Central Government are eligible to travel on eight occasions on calendar year basis under LTC rules, as under: • first three occasions to Home Town • fourth occasion to All India • fifth, sixth and seventh occasions to Home Town; and • eighth occasion to All India This facility shall be available to the fresh recruits only for the first eight years applicable after joining the Government for the first time.
65	How are the two blocks of four years applied to the Fresh Recruit?	The first two blocks of four years (i.e. first eight years) shall apply with reference to the initial date of joining the Government service even though the Govt. employee may change the job within the Government subsequently. However, as per Rule 7 of CCS (LTC) Rules, 1988, the LTC entitlement of a fresh recruit will be calculated on calendar year basis with effect from the date of completion of one year of regular service.
66	Are the LTC blocks of four years in respect of Fresh Recruits same as the regular blocks like 2018-21, 2022-25?	No. The first two blocks of four years (first eight years) of fresh recruits will be personal to them. On completion of eight years of LTC, they will be treated at par with other regular LTC beneficiaries as per the prescribed blocks like 2022-25, 2026-29, 2030-33 and so on. A Fresh recruit may choose to avail LTC under the normal LTC rules as applicable to other Government employees. In this case, <u>he/she will not be allowed to avail other LTCs as admissible to the fresh recruits</u> in that block of four years.

67	If a fresh recruit does not avail LTC facility in a particular year, can he/ she avail it in the next year?	No. Carryover of LTC to the next year is not allowed in case of a fresh recruit as fresh recruits are entitled to every year LTC. In other words, every year LTC is not extendable. Hence, if a fresh recruit does not avail of the LTC facility in any year, his/her LTC lapses with the end of that year.
68	How will the LTC entitlements of a Fresh Recruit be exercised after the end of eight LTCs?	(a) After the time-line of 8 LTCs, when the next regular LTC cycle of fresh recruit coincides with the beginning of the second sub block year (i.e. 2024 in the sub-block 2024-25) of the current block year (2022-25), he will be eligible only for 'Home Town' LTC as he/she was eligible for 'Any Place in India' LTC in the eighth year (Illustration in Table-4 below). (b) Cases, where the new LTC cycle of fresh recruit coincides with the second year of the sub block year (in 2025 of sub-block year 2024-2025), he will not be eligible for LTC in that year (2025). (Illustration in <u>Table 3 below</u>). (c) At the end of the eighth year of LTC, when the new LTC cycle of a fresh recruit coincides with the beginning of a regular block year, his entitlement in the regular block will be exercised as per the usual LTC Rules. (Illustration in <u>Table 5 below</u>).
69	How will the LTC entitlement be computed in case of a fresh recruit joining the service on 31 st December of any year?	A fresh recruit who joins the Government service on 31 st December of any year (for example 31-12-2015), will be eligible for LTC w.e.f. 31 st December of next year (31-12-2016). Since, 31 st December is the last day of a calendar year (2016), his first occasion of first LTC ends with that year (2016). Hence, he may avail his first Home Town LTC on the last day of that year (2016). From next year onwards (2017 onwards) he would be eligible for the remaining seven LTCs. (Illustration in <u>Table 4 below</u>).
70	Can a fresh recruit whose Home Town and Headquarters are same, avail LTC to Home Town?	No. A fresh recruit whose Home Town and Headquarters are same, cannot avail LTC to Home Town. He may avail LTC to any place in India on the fourth and eighth occasion only. As per Rule 8 of CCS (LTC) Rules, 1988, LTC to Home Town shall be admissible irrespective of the distance between the Headquarters of the Govt. employee and his

		Home Town which implies that Headquarters and Home Town should be at different places.
--	--	--

Table-3

An employee joined the Government service on 1st September, 2016. As per the CCS (LTC) Rules, he would have become eligible for LTC with effect from 1st September, 2017 (i.e. after the completion of one year of regular service). His entitlement for Home Town / All India would be as under:

Year of LTC	Type of LTC	LTC Occasion
01.09.2016 – 31.08.2017	NIL	Eligibility after one year of regular service
01.09.2017 – 31.12.2017	Home Town	1 st
01.01.2018 – 31.12.2018	Home Town	2 nd
01.01.2019 – 31.12.2019	Home Town	3 rd
01.01.2020 – 31.12.2020	Any Place in India	4 th
01.01.2021 – 31.12.2021	Home Town	5 th
01.01.2022 – 31.12.2022	Home Town	6 th
01.01.2023 – 31.12.2023	Home Town	7 th
01.01.2024 – 31.12.2024	Any Place in India	8 th
01.01.2025 – 31.12.2025	Nil (Not eligible)	(Being second year of sub-block 2024-25 under Block Year 2022-25)
01.01.2026 – 31.12.2029	As per normal entitlement	Regular Block Year (2026-2029)

Explanations:

(i) After the completion of the first eight years, when the fresh recruit gets into the middle of the running regular Block Year (2022-2025) where the new LTC cycle of fresh recruit coincides with the second year of the second sub block (i.e. 2025 of 2024-2025), he will not be eligible for LTC in that year (i.e. 2025).

(ii) It can be seen from above that LTC entitlement for a fresh recruit is calculated calendar year wise with effect from the date of completion of one year of regular service.

Table-4

An employee joined the Government service on 31st December, 2015. As per the CCS (LTC) Rules, he would have become eligible for LTC with effect from 31st December, 2016 (i.e. after completion of one year of regular service). His entitlement for Home Town / All India LTC would be as under:

Year of LTC	Type of LTC	LTC Occasion
31.12.2015-30.12.2016	NIL	Eligibility after one year of regular service
31.12.2016	Home Town	1 st
01.01.2017 – 31.12.2017	Home Town	2 nd
01.01.2018 – 31.12.2018	Home Town	3 rd
01.01.2019 – 31.12.2019	Any Place in India	4 th
01.01.2020 – 31.12.2020	Home Town	5 th
01.01.2021 – 31.12.2021	Home Town	6 th
01.01.2022 – 31.12.2022	Home Town	7 th
01.01.2023 – 31.12.2023	Any Place in India	8 th
01.01.2024 – 31.12.2025	Home Town	(Being second sub block 2024-45 of regular Block Year 2022-2025)
01.01.2026 – 31.12.2029	As per normal entitlement	(next Block Year 2026-2029)

Explanations:

- (i) A fresh recruit who joins on 31st December of any year, will be eligible for LTC w.e.f. 31st December of next year. Since 31st December is the last date of that calendar year, his first occasion of LTC ends with that year. Hence, he may avail his first home town LTC on that day only (eg. 31st December, 2016). From next year onwards, he will be eligible for the remaining seven LTCs.
- (ii) After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second sub block year (in 2024 under sub block year 2024-25) of the current Block Year (2022-2025), he will be eligible only for the 'Home Town' LTC in that block as he was eligible for 'Any Place in India' LTC in the eighth year. In case, the fresh recruit forgoes (or did not avail) his eighth year LTC, then he has a choice to avail either 'Any Place in India' or 'Home Town' LTC in the following sub block year (2024-25).

Table-5

An employee joins the Government service on 1st January, 2025. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 1st January, 2026 (i.e. after the completion of one year of regular service). His entitlement for Home Town/ All India LTC would be as under:

Year of LTC	Type of LTC	LTC Occasion
01.01.2025 – 31.12.2025	NIL	Eligibility after one year of regular service
01.01.2026 – 31.12.2026	Home Town	1 st
01.01.2027 – 31.12.2027	Home Town	2 nd
01.01.2028 – 31.12.2028	Home Town	3 rd
01.01.2029 – 31.12.2029	Any Place in India	4 th
01.01.2030 – 31.12.2030	Home Town	5 th
01.01.2031 – 31.12.2031	Home Town	6 th
01.01.2032 – 31.12.2032	Home Town	7 th
01.01.2033 – 31.12.2033	Any Place in India	8 th
01.01.2034 – 31.12.2037	As per normal entitlement	Regular Block Year 2034-2037

Explanations:

At the end of the eighth year of LTC, when the new LTC cycle of a fresh recruit coincides with the beginning of a regular four year block (in the year 2034), his entitlement in the regular block year (2034-2037) will be exercised as per the normal LTC entitlement.

(H) RELAXATIONS/ REFERENCES TO BE MADE TO DOPT		
71	Timelines for submission of LTC claims	A claim for reimbursement of expenditure incurred on journey under LTC 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. However, the Ministry/Department concerned with the concurrence of Financial Advisor can admit the claims within six months, if no advance has been drawn without reference to DoP&T. [O.M. No. 31011/3/2015-Estt.A-IV dated 21.12.2023]

72	Who is the competent authority to grant relaxation in case air ticket is booked from unauthorized travel agent or website of the airlines ?	(a) The <u>Financial Advisors</u> of the Ministry/Department in case the Government employee is working directly under Ministry/Department; and (b) In case of the employees working under subordinate/attached offices, <u>Head of Department</u> not below the rank of Joint Secretary. [O.M. No. 31011/12/2022-Estt. (A-IV), dated 29.08.2022]
73	How to refer the matters to DoPT in respect of LTC by the Administrative Ministry for relaxation/clarification?	With the approval of Secretary of the Administrative Ministry/Department, the cases may be referred to DoPT through e-office only along with self-contained note specifying the points to be clarified or the provisions to be relaxed. [OM No. 43011/9/2014-Estt.(D) dated 28.10.2015]
(I) FAMILY STAYING AWAY FROM HQ/HT		
74	Cases where family is staying with the Government Servant at headquarters	Family member (s) travelling to Hometown will be counted towards Hometown. Family staying at Headquarters with the Government Servant Hometown Family member (s) travelling to any place including Hometown <u>will be counted towards All India.</u> Family staying at Headquarters with the Government Servant All India Hometown All India Any Other Place
75	Cases where family is staying away from <u>headquarters</u> as per the instructions contained in DOPT O.M. No. 31011/5/2015-Estt.(A-IV), dated 31.10.2017	Family member (s) travelling to Hometown <u>will be counted towards Hometown (but fare will be restricted to distance between HQ and HT or actual, whichever is less).</u> Family staying other than Headquarters Hometown Hometown

		Family member (s) travelling to any place including headquarters/Home Town <u>will be counted towards All India.</u> <pre> graph LR A[Family staying other than Headquarters] -- All India --> B[Headquarters] A -- All India --> C[Hometown] A -- All India --> D[Any where in India] </pre> [O.M. No. 31011/5/2015-Estt.(A-IV), dated 31.10.2017]
--	--	--

6. Hindi version will follow.

(Lalit Kumar)

Under Secretary to the Government of India
Tel: 2304 0341

To
All Secretaries of Ministries/ Departments of the Government of India.

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi Section for Hindi version.
10. NIC, DoPT, North Block, New Delhi, for uploading on the website of the Department.

F.No. A-24011/5/2024-ESTT-Leave
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Old JNU Campus, New Delhi 110 067

Dated: 29.07.2024

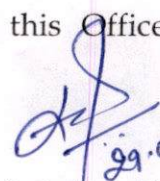
OFFICE MEMORANDUM

Subject: Instructions for conferring the power to relax the spells of Child Care Leave to the Leave Sanctioning Authority in the Ministries and Departments under the Government of India - regarding.

This Department has been considering relaxation of the spells of Child Care Leave, admissible under Rule 43-C(3)(i) of the CCS (Leave) Rules 1972, to female Central Government employees and single male Central Government employees in case of medical treatment of the child, in public interest, in consultation with Department of Expenditure and National Council (JCM).

2. As a welfare measure, it has now been decided that, the leave sanctioning authorities in the Ministries or Departments under the Government of India are bestowed with the power to relax up to a maximum of three spells beyond the existing three spells of Child Care Leave in a calendar year, under Rule 43-C(3)(i) of the CCS (Leave) Rules 1972, to female Central Government employees and single male Central Government employees in case their child is admitted in a hospital as inpatient.

3. These orders shall be effective from the date of issuance of this Office Memorandum.


(J. S. Kanth)

Under Secretary to the Govt. of India

To

All Ministries / Departments of the Government of India (As per standard mailing list)

CENTRAL CIVIL SERVICES

(LEAVE) RULES, 1972.

(UPDATED AS ON 24.09.2024)

CCS (L) RULES 1972

TABLE OF CONTENT

• <u>SHORT TITLE AND COMMENCEMENT.</u> • <u>EXTENT OF APPLICATION.</u> • <u>DEFINITIONS.</u> • <u>GOVERNMENT SERVANTS ON TEMPORARY TRANSFER OR ON FOREIGN SERVICE.</u> • <u>TRANSFER FROM SERVICES OR POSTS GOVERNED BY OTHER LEAVE RULES.</u> • <u>TRANSFER TO INDUSTRIAL ESTABLISHMENT.</u> • <u>RIGHT TO LEAVE.</u> • <u>REGULATION OF CLAIM TO LEAVE.</u> • <u>EFFECT OF DISMISSAL, REMOVAL OR RESIGNATION ON LEAVE AT CREDIT.</u> • <u>COMMUTATION OF ONE KIND OF LEAVE INTO ANOTHER.</u> • <u>COMBINATION OF DIFFERENT KINDS OF LEAVE.</u> • <u>MAXIMUM AMOUNT OF CONTINUOUS LEAVE</u> • <u>ACCEPTANCE OF SERVICE OR EMPLOYMENT WHILE ON LEAVE.</u> • <u>APPLICATION FOR LEAVE.</u> • <u>LEAVE ACCOUNT.</u> • <u>VERIFICATION OF TITLE TO LEAVE.</u> • <u>LEAVE NOT TO BE GRANTED IN CERTAIN CIRCUMSTANCES.</u> • <u>GRANT OF LEAVE ON MEDICAL CERTIFICATE TO GAZETTED AND NON- GAZETTED GOVERNMENT SERVANTS.</u> • <u>LEAVE TO A GOVERNMENT SERVANT WHO IS UNLIKELY TO BE FIT TO RETURN TO DUTY.</u> • <u>COMMENCEMENT AND TERMINATION OF LEAVE.</u> • <u>COMBINATION OF HOLIDAYS WITH LEAVE.</u> • <u>RECALL TO DUTY BEFORE EXPIRY OF LEAVE.</u> • <u>RETURN FROM LEAVE.</u> • <u>ABSENCE AFTER EXPIRY OF LEAVE.</u> • <u>EARNED LEAVE FOR GOVERNMENT SERVANTS SERVING IN DEPARTMENTS OTHER THAN VACATION DEPARTMENTS.</u> • <u>CALCULATION OF EARNED LEAVE.</u> • <u>EARNED LEAVE FOR PERSONS SERVING IN VACATION DEPARTMENTS.</u> • <u>HALF PAY LEAVE.</u> • <u>COMMUTED LEAVE</u> • <u>LEAVE NOT DUE</u> • <u>EXTRAORDINARY LEAVE</u> • <u>LEAVE TO PROBATIONER, A PERSON ON PROBATION AND AN APPRENTICE.</u> • <u>PERSONS RE-EMPLOYED AFTER RETIREMENT.</u> • <u>LEAVE PREPARATORY TO RETIREMENT.</u>	• <u>ENCASHMENT OF EARNED LEAVE ALONG WITH LEAVE TRAVEL CONCESSION WHILE IN SERVICE.</u> • <u>LEAVE/CASH PAYMENT IN LIEU OF LEAVE BEYOND THE DATE OF RETIREMENT, COMPULSORY RETIREMENT OR QUITTING OF SERVICE.</u> • <u>CASH EQUIVALENT OF LEAVE SALARY IN CASE OF DEATH IN SERVICE.</u> • <u>CASH EQUIVALENT OF LEAVE SALARY IN CASE OF INVALIDATION FROM SERVICE.</u> • <u>PAYMENT OF CASH EQUIVALENT OF LEAVE SALARY IN CASE OF DEATH, ETC., OF GOVERNMENT SERVANT.</u> • <u>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.</u> • <u>LEAVE SALARY.</u> • <u>DRAWAL OF LEAVE SALARY.</u> • <u>ADVANCE OF LEAVE SALARY.</u> • <u>MATERNITY LEAVE</u> • <u>PATERNITY LEAVE</u> • <u>PATERNITY LEAVE FOR CHILD ADOPTION</u> • <u>CHILD ADOPTION LEAVE</u> • <u>CHILD CARE LEAVE</u> • <u>WORK RELATED ILLNESS AND INJURY LEAVE</u> • <u>SEAMEN'S SICK LEAVE</u> • <u>SPECIAL LEAVE CONNECTED TO INQUIRY OF SEXUAL HARASSMENT.</u> • <u>DEPARTMENTAL LEAVE</u> • <u>CONDITIONS FOR GRANT OF STUDY LEAVE</u> • <u>MAXIMUM AMOUNT OF STUDY LEAVE</u> • <u>APPLICATIONS FOR STUDY LEAVE</u> • <u>SANCTION OF STUDY LEAVE</u> • <u>ACCOUNTING OF STUDY LEAVE AND COMBINATION WITH LEAVE OF OTHER KINDS</u> • <u>REGULAR OF STUDY LEAVE EXTENDING BEYOND COURSE OF STUDY.</u> • <u>LEAVE SALARY DURING STUDY LEAVE</u> • <u>ADMISSIBILITY OF ALLOWANCES IN ADDITION TO STUDY ALLOWANCE.</u> • <u>TRAVELLING ALLOWANCE DURING STUDY LEAVE.</u> • <u>COST OF FEES FOR STUDY.</u> • <u>RESIGNATION OR RETIREMENT AFTER STUDY LEAVE OR NON-COMPLETION OF THE COURSE OF STUDY.</u> • <u>INTERPRETATION</u> • <u>POWER TO RELAX</u> • <u>REPEAL AND SAVING</u> • <u>SCHEDULE AND FORMS</u>
---	--

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. 5(7)-E.IV(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).
(DOPT Notification No. No. 18017/II/2014-Estt. (L), dated 03.04.2018)
- (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.

(DOPT Notification No. 11012/1/85-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-Estt.(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-Estt.(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-Estt.(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. 18017/1/2014-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 or resignation.
- (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.

[DOPT Notification No. 140 15/2/97-Estt. (L), dated 31.12.1997]

- (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. No. 13026/2/20 10- Estt. (L), 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. 18017/1/2014-Estt. (L), 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. P-11012/1/77-E-IV(A) dated 21.11.1979)
- (d) Deleted.
(DOPT 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. 18017/1/2014-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. 1422, 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. 13026/1/2002-Estt. (L), dated 15/16.01.2004)

- (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. (L), 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. 18017/1/2014-Estt. (L), dated 03.04.2018)

- (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. 18017/1/2014-Estt. (L), dated 03.04.2018)

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-Estt.(L) 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.

(GSR 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 -

[GSR 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. 13026/1/99-Estt. (L), dated 18.04.2002)

- (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. 11012/1/2009-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 300 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 the 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 2 ½ 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. (L), 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.
(DoE 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- Estt. (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.(L) dated 25.03.1989)

29. Half pay leave

(DOPT Notification No. 11020/01/2017-Estt (L), 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 (L), 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. (L), 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. 13014/1/87-Estt.(L) 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. 13014/1/85-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. 13014/1/87-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)-E.IV(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 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. 11012/1/85-Estt.(L) dated 06.06.1988)
 - (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. 1422, F.No. 11012/1/77-E.IV(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(l)

(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. P-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.

("240 days substituted with 300 days" vide DOPT Notification No. 13026/1/2002-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. 14028/1/20 10- Estt. (L), dated 26.08.2011)

- (1) 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;

- (2) 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	X	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 =	Pay admissible on the date of retirement plus Dearness Allowance admissible on that date	X	Number of days of unutilized earned leave at credit subject to the total of earned leave and half pay leave not exceeding 300 days
	30		

(ii)

Cash payment in lieu of half pay leave component =	Half pay leave salary admissible on the date of retirement plus Dearness Allowance admissible on that date	X	Number of days of half pay leave at credit subject to the total of earned leave and half pay leave at credit not exceeding 300 days
	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.]

(DOPT Notification No. 11012/1/2009- Estt. (L), dated 01.12.2009)

- (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. 14028/6/81 -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. 1101211/2009-Estt. (L), dated 01.12.2009)

- (5-A) deleted.

(DOPT Notification no.14028/18/86-Estt.(L) dated 23.03.1988)

(DOPT Notification 14028/1/2004-Estt.(Leave) dated 13.02.2006)

- (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/I/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. 14028/9/80 -Estt. (L), dated 01.10.1981)

("120 days substituted with 150 days" vide DOPT Notification No. 13026/1/99- 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/I/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 leave salary for both earned leave and half pay leave, if any, at the credit of the deceased Government servant on the date of his death, not exceeding 300 days shall be paid to his family in the manner specified in Rule 39-C and the cash equivalent payable shall be the same as in sub-rule (2) of Rule 39.

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.

(Notification No. F. No. 11012/1/2009-Estt. (L), dated the 1st December, 2009)

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. 11012/1/2009-Estt. (L), 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.(L) 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;
- (viii) failing (i) to (vii) above, to the eldest surviving brother below the age of eighteen years;

(DOPT Notification No. 11012/1/2009-Estt. (L), dated 01.12.2009)

- (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.

(DOPT Notification No. 13026/3/2011-Estt.(L), dated 28.03.2012)

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 31.05.1985)

(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-11012/1/77-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.(L), 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 (L), 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 Rule 31, 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.(L) dated 06.06.1988)

- (6) In case of surrogacy, the surrogate, as well as the commissioning mother with less than two surviving children, may be granted maternity leave of 180 days, in case either or both of them are Government servants.

(DOPT Notification No. A-24011/21/2023-ESTT-Leave, dated 18.06.2024)

Note 2:-The expression 'surrogate mother' shall mean the woman who bears the child on behalf of the commissioning mother.

43-A. Paternity leave

(DOPT Notification No. 13026/1/99-Estt. (L), dated 18.04.2002)

- (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.
- (6) In case of a child begotten through surrogacy, the commissioning father who is a male Government servant with less than two surviving children may be granted paternity leave of 15 days within the period of 6 months from the date of delivery of the child.

(DOPT Notification No. A-24011/21/2023-ESTT-Leave, dated 18.06.2024)

NOTE:- the Paternity Leave shall not normally be refused under any circumstances.

Note 3:- The expression 'commissioning father' in this rule shall mean the intending father of the child born through surrogacy.

43-AA. Paternity Leave for Child Adoption

(DOPT Notification No. 110 I2/I/2009-Estt. (L), dated 01.12.2009)

- (1) A male Government servant (including an apprentice) with less than two surviving children, on accepting a child in pre-adoption foster care or on valid adoption of a child below the age of one year, may be granted Paternity Leave for a period of 15 days, within a period of six months, from the date of accepting the child in pre-adoption foster care or on valid adoption, as the case may be:

Provided that in a case where the pre-adoption foster care is not followed by valid adoption of the child, the Paternity Leave already availed shall be debited from any other kind of leave available to the credit of such male Government Servant.

- (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.

(DOPT Notification No. 13026/5/2011-Estt. (L), dated 04.04.2012)

43-B. Child Adoption Leave

(DOPT Notification No. 13018/4/2004- Estt. (L), dated 31.03.2006)

- (1) A female Government servant, with fewer than two surviving children, on accepting a child in pre-adoption foster care or on valid adoption of a child below the age of one year, may be granted child adoption leave, by an authority competent to grant leave, for a period of 180 days, immediately after accepting the child in pre-adoption foster care or on valid adoption, as the case may be:

Provided that in a case where the pre-adoption foster care is not followed by valid adoption of the child, the leave already availed shall be debited from any other kind of leave available to the credit of such female Government Servant.

- (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

-:: 37 ::-

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.

(DOPT Notification No. 13026/5/2011-Estt. (L), dated 04.04.2012)

43-C. Child Care Leave

(DOPT Notification No. 13018/4/2011-Estt. (L), 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. 11020/01/2017-Estt. (L), 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. (L), 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. (L), dated 11.12.2018)

- (i) it shall not be granted for more than three spells in a calendar year;

[As a welfare measure, it has now been decided that, the leave sanctioning authorities in the Ministries or Departments under the Government of India are bestowed with the power to relax up to a maximum of three spells beyond the existing three spells of Child Care Leave in a calendar year, under Rule 43-C(3)(i) of the CCS(Leave) Rules 1972, to female Central Government employees and single male Central Government employees in case their child is admitted in a hospital as inpatient. vide DoPT's OM No. A-24011/5/2024-ESTT-Leave dated 29.07.2024.]

- (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.
- (8) In case of surrogacy, the commissioning mother with less than two surviving children may be granted child care leave.

Note 1:- The expression 'commissioning mother' shall mean the intending mother of the child born through surrogacy.

(DOPT Notification No. A-24011/21/2023-ESTT-Leave, dated 18.06.2024)

44. Work Related Illness and Injury Leave

(DOPT Notification No. 11020/01/2017-Estt. (L), 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 WRILL.
- (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 WRIL.

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.(L), 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.

- (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(5)-E.IV(A)/74 dated 11.04.1975)

(DOPT Notification no.14028/18/86-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. 16(5)-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 barest 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 [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) 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.

(DOPT Notification No. 13023/20/84-Estt.(L) dated 11.12.1986) (Notification No. 13026/5/20 10- Estt. (L), dated 05.08. 2011)

- (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

(DOPT Notification No. 13023/3/98-Estt. (L), Vol. 11, dated 26.10.2007)

- (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

(DOPT Notification. No. 13026/1/2002-Estt. (L), dated 15/16.01.2004)

- (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. (L), 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. (L), dated 16.04.1983)

(DOPT Notification No. 11014/3/89-Estt. (L), dated 21.01.1992)

- (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.(L), 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. (L), 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. 13023/1/2017-Estt.(L), 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.(L) 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, 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 Ministry of Personnel, Public Grievances and Pensions.

(DOPT Notification no. 11012/1/85-Estt.(L) 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.

CCS (L) RULES 1972

THE FIRST SCHEDULE

[See Rule 3 (c)]

AUTHORITIES COMPETENT TO GRANT LEAVE

Sl. No. (1)	Kind of leave (2)	Authority competent to grant leave (3)
1.	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.]	(i) Ministry/ Department of the Central Government. (ii) Administrator. (iii) Comptroller and Auditor-General. (iv) Head of Department. (v) Any other authority which is the appointing authority. (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. 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.
2.	Special Disability Leave	(i) Ministry/Department of the Central Government. (ii) Administrator. (iii) Comptroller and Auditor-General. (iv) Head of Department. (v) Any other authority which is the appointing authority.
3.	Study Leave	(i) Ministry/Department of the Central Government. (ii) Administrator. (iii) Comptroller and Auditor-General.

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) fromtois admissible under Rule
.....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 Quasi-Permanent / Permanent employment Date of retirement / resignation

EARNED LEAVE											HALF PAY LEAVE								
Particulars of service in the calendar half-year		Completed months of service in the Calendar half-year	E.L. credited at the beginning of half-year	No. of days of E.O.L. (Col. 36) availed of during the previous calendar half-year	E.L. to be deducted (1/10th of the period in Col. 5)	Total E.L. at credit in days (Cols. 4 + 11 — 6)	LEAVE TAKEN			Balance of E.L. on return from leave (Cols. 7 — 10)	Completed month of service in the half-year of a calendar year	H.P.L. credited at the beginning of half-year	No. of days treated as <i>dies non</i> during the previous half-year	H.P.L. to be deducted (1/18th of the period in Col. 14)	Total H.P.L. at credit in days (Cols. 13 + 35 — 15)	LEAVE			
From	To						From	To	No. of days							Against the earnings on half pay	From	To	No. of days
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	

(On Private Affairs and on Medical Certificates including Commuted Leave and Leave Not Due)

TAKEN						Leave Not Due limited to 360 days in entire service										
Commuted leave on Medical Certificate on full pay			Commuted Leave without M.C. for studies certified to be in public interest (limited to 180 days half pay leave converted into 90 days commuted leave in entire service)			Commuted leave converted into half pay leave (Twice of Cols. 22 & 25)	On Medical Certificate			Otherwise than on Medical Certificates limited to 180 days			Total of Leave Not Due (Cols. 29 + 32)	Total of Half Pay Leave taken (Cols. 19 + 26 + 33)	Balance of Half Pay Leave on return from leave (Cols. 16 — 34)	Other kinds of Leave taken
From	To	No. of days	From	To	No. of days		From	To	No. of days	From	To	No. of days				
20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36

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.L. should be credited @ $2\frac{1}{2}$ 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.....

Iafter careful personal examination of the case hereby
certify that Shri/Shrimati/Kumari.....whose signature is given
above, is suffering fromand I consider that a period of absence from
duty of with effect fromis 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 fromand that-

- (i) it cannot be said with certainty that the Government servant will
never again be fit for service; or

- (ii) 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 fromto(up to a period of one year).

[#Please strike out if a certificate is being issued under 2 (ii) above]

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 fromand I consider that a period of absence from duty ofwith effect fromis 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 Kumariwhose 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 asin the Ministry/Office of..... (hereinafter called "the Obligor") and Shri / Shrimati / Kumari.....son/daughter of.....of..... and Shri / Shrimati / Kumarison/daughter of..... 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 / Shrimati / 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/Shrimati/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/Shrimati/Kumari..... failing 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/Shrimati/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/Kumariand 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 oftwo 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 ofat 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 ofin 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/Kumarison/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 sue the Obligor before suing the Sureties Shri / Shrimati / Kumariand 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.

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..... ofand 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/Kumarifailing 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

-:: 69 ::-

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, 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/Kumariand Shri/Shrimati/Kumari or any of them for amounts due hereunder.

The Bond shall in all respect 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

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.

**TO VIEW OR DOWNLOAD COPY OF THE ORIGINAL AVAILABLE NOTIFICATIONS
RELATED TO THE CCS (LEAVE) RULES 1972, PLEASE VISIT DOPT WEBSITE AT:**



<https://doptcirculares.nic.in/Default.aspx?URL=wj1jntjVG5sl>

**TO VIEW OR DOWNLOAD COPY OF THE ORIGINAL AVAILABLE OFFICE
MEMORANDUMS RELATED TO THE CCS (LEAVE) RULES 1972, PLEASE VISIT DOPT
WEBSITE AT:**



<https://doptcirculares.nic.in/Default.aspx?URL=XZAkN2m2OzO2%20>

CCS (L) RULES 1972

[Updated on 31-10-2022]

Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(IR Division)

Subject: Maintenance of records and publication of information in consonance with Section 4 of the RTI Act, 2005- consolidated instructions.

I. Provisions of RTI Act, 2005

1. Section 4 of the RTI Act 2005 sets out a practical regime of transparency in the working of the public authorities by way of disclosure of as much information to the public as possible, suo motu so that the public may not have to resort to the use of this Act to obtain information.

2. Section 4(1)(a) of the RTI Act makes it obligatory for every public authority to maintain all its records duly catalogued and indexed. Record management in accordance with this provision is an important step to enable the Public Information Officers to furnish information sought under the Act. The clause also requires the public authority to have its records computerized and connected through a network all over the country. The public authorities are expected to complete the requirements of this clause on top priority.

3. Section 4(1)(b) of the RTI Act mandates the public authorities to publish the information mentioned therein within one hundred and twenty days from the date of enactment of the Act. It is expected that all public authorities would have complied with this requirement already. If it has not been done so far, its compliance may be ensured without any further delay. Information so published should also be updated every year as provided in the Act.

4. Section 4(1)(c) of the RTI Act requires all public authorities to publish all relevant facts while formulating important policies and announcing decisions affecting the public. They, under Section 4(1)(d), are also obliged to provide reasons for their administrative or quasi judicial decisions to the affected parties.

5. Section 4(3) of the RTI Act requires wide dissemination of every information required to be disclosed suo motu in such form and manner which is accessible to the public. Dissemination may be done through notice boards, news papers, public announcements, media broadcasts, the internet or any other means. Section 4(4) of the RTI Act states that while disseminating the information, the public authority should take into consideration the cost effectiveness, local language and the most effective method of communication in the concerned local area. The information should be, to the extent possible, available with the Public Information Officer in the electronic format which could be made available free of cost or at such price as may be prescribed. A copy of the document published, referred to in para 3, and also the copies of publications referred to in para 4 above, should be kept with an officer of the public authority and should be made available for inspection by any person desirous of inspecting these documents.

II. Instructions issued by DoPT

1. All the Ministries/Departments etc. were requested to comply with the requirements of Section 4 of the RTI Act and also to issue necessary instructions to the public authorities under them for compliance of the same.

[\[OM No. 1/18/2007-IR dated 21.09.2007\]](#)

2. The maintenance and updating of records is a continuing process which every public authority is obligated to do. Improving the infrastructure and bringing out the necessary manuals are also continuing processes, and the responsibility of the concerned public authorities. All the public authorities should update their records, improve their infrastructure, bring out necessary manuals from within their resources. They may make specific budgetary provisions for the purpose as per their requirement.

[\[OM No. 1/33/2007-IR dated 14.11.2007\]](#)

3. Proper maintenance of records is vital for the success of the RTI Act but many public authorities have not paid due attention to the issue despite instructions issued by this Department. Hence, it was requested to all the Ministries/Departments etc. to ensure that requirements of Section 4 of the Act in general and clause (a) of sub-section (1) thereof in particular are met by all the public authorities under them without any further delay.

[\[OM No. 12/192/2009-IR dated 20.01.2010\]](#)

F. No. 23011/5/2023-P.G.
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi - 110001
New Delhi, the 25th October, 2024

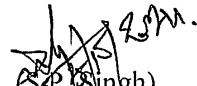
OFFICE MEMORANDUM

Sub:- Observance of "Meeting less Day" on each Wednesday to strengthen Public Grievances Redressal Mechanism - Reg.

The undersigned is directed to refer to the OM of DARPG dated 09.08.2011 (copies enclosed) reiterating the guidelines related to strengthening the Public Grievances Redressal mechanism. Reference is also invited to the OM of DOPT dated 05.09.2011 (copy enclosed) in this regard.

2. One of guidelines related to observance of **Meeting less Day** by all the Ministries/ Departments every week. DARPG in their communications has requested for observing **every Wednesday** of the week as a **meeting-less day** in the Central Secretariat. **Three hours (10.00 am to 1.00 pm)** on this day may be set apart for grievance redressal when all officers of the level of Deputy Secretary and above will remain in their offices and will receive and hear public grievances.

3. All the concerned officers are requested to kindly strictly comply with the guidelines reiterated by DARPG and DOPT in their OMs in 2011 with special emphasis on observance of "Meeting less Day".


(S.P. Singh)

Under Secretary to the Government of India
Tel: 23094051

To:

1. All GROs of the Department of Personnel & Training and its attached and subordinate offices.
2. The Chief Security Officer, Ministry of Home Affairs, with reference to Para 2(ii) of the DARPG's O.M No. H - 18011/36/2010 - P.G dated 09.08.2011 (copy attached).
3. Senior Technical Director, NIC, North Block. (This order may please be uploaded in the Website of the Ministry, under DOPT OMs and Orders.)

Copy for information to:

1. PS to MOS(PP); PSO to Secretary(P); PPS to E.O, PPS to AS(S&V); PPS to AS(PP), PPS to JS(AT&A), PPS to (CS&IC), PPS to JS(Training)

2. Secretary – CVC, NRA, CBC, UPSC, CIC; Director – CBI, LBSNAA, ISTM, Registrar – CAT; DG- IIPA,
3. DS(PG), Department of Administrative Reforms and Public Grievances

A handwritten signature in black ink, consisting of stylized, overlapping loops and strokes, positioned to the right of the list items.

2. 4361/50-2/11(69534)
17-8-11

No H- 18011/36/2010-PG
Government of India/ Bharat Sarkar
Ministry of Personnel, Public Grievances and Pensions
Karmik, Lok Shikayat Evam Pensions Mantralaya
Department of Administrative Reforms and Public Grievances /
Prashasnik Sudhar Evam Lok Shikayat Vibhag
(Public Grievances Division / Lok Shikayat Prabhag)

5th floor, Sardar Patel Bhawan,
Sansad Marg,
New Delhi 110001
9th August 2011

OFFICE MEMORANDUM

Subject: Re-iteration of guidelines on visiting hours for meeting citizens – regarding –

Attention of all concerned is invited to three specific guidelines in 'Compilation of Guidelines for Redress of Public Grievances' as listed below:

1. OM No. 1/PLCY/PG- 88(7) dated 1st March 1988 : In paragraph I thereof the following policy has been made -

'I. Meetingless Day:

(i) Every Wednesday of the week shall be observed as a meeting-less day in the Central Secretariat . Three hours (1000 hours to 1300 hours) on this day may be set apart for grievance redressal when all officers of the level of Deputy Secretary and above will remain in their offices and will receive and hear public grievances. No inter-ministerial meetings will be scheduled on a Wednesday. However, intra-ministerial meetings, which cannot be postponed, may be fixed on Wednesday after 1300 hours.

(ii) All Ministries / Departments may also designate one day of the week as a meetingless day for their Subordinate / Attached / Field offices keeping in view their local requirements. Three hours on that day may be earmarked for receiving and hearing public grievances.

(iii) These instructions will be invariably observed except in cases where Parliamentary business requires an officer to be away from his office on Wednesday between 1000 hours to 1300 hours or in cases where urgent internal meetings cannot be delayed. In case an officer is required to be away from his office unavoidably during these hours, he may set apart three hours at any other time on Wednesday. The Secretary of the Ministry / Department may be apprised of the change in the schedule as soon as possible.'

2. OM No. 9/PLCY/PG – 93(8) dated 07.09.1993: This inter alia refers to the above OM of 1.3.1988 to re-iterate the following:

(i) The meetingless day should be observed strictly. The Director of Grievances and other officers of the rank of Deputy Secretary and above should remain in their offices during specified hours (1000 hours to 1300 hours) on every Wednesday to receive and hear grievances of the members of the public.

(ii) The receptionists, security personnel and peons should be given suitable instructions about the meetingless day so as to allow the members of the public to meet officers on that day without prior appointment.'

3. OM No. K-15011/1/2006-PG dated 22.5.2006 : This inter alia includes the following:-

(vi) Every Wednesday may be kept as meeting-less day for the Directors of Public Grievances for hearing the grievances of the citizens. The feedback mechanism may be ensured for an inbuilt mechanism to correct deficiencies.

17/8

US(A) 19/8

2

(vii) In order to promote responsive administration, the system of regular dialogue with user and citizen groups on grievance redress mechanism and service delivery may be strengthened.

2. The Government of India policy on meeting the public, as given in the aforesaid extracts, is reiterated for strict compliance on a regular basis.



(P.K.Jha)

Joint Secretary to Government of India
Telephone 23360331

To,

Secretaries of all Ministries / Departments in Government of India

F.No. 23013/2/2011-P.G.
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block,
New Delhi, the 5th September, 2011

OFFICE MEMORANDUM

Sub:- Guidelines to strengthen Public Grievances Redressal Mechanism – reiteration regarding observance of “Meeting-less Day”.

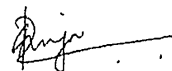
The Government of India has been emphasizing from time to time the need to strengthen the public grievances redressal mechanism and for increased interface with the members of the public in order to promote responsive administration. In this regard, attention is drawn to the Office Memorandum dated 09.08.2011 of the Department of Administrative Reforms & Public Grievances (DARPG) reiterating their guidelines for redress of public grievances circulated vide OMs No. 1/PLCY/PG-88(7) dated 01.03.1988; 9/PLCY/PG-93(8) dated 07.09.1993 and K-1501/1/2006-PG dated 22.05.2006 (copy enclosed).

2. A gist of these guidelines is reproduced below:-

- (i) Every Wednesday of the week shall be observed as a meeting-less day in the Central Secretariat. Three hours (10.00 am to 1.00 pm) on this day may be set apart for grievance redressal when all officers of the level of Deputy Secretary and above will remain in their offices and will receive and hear public grievances. No inter-ministerial meetings will be scheduled on a Wednesday. However, intra-ministerial meetings, which cannot be postponed, may be fixed on Wednesday after 1.00 pm;
- (ii) All Ministries/Departments may also designate one day of the week as a meeting-less day for their Subordinate/Attached/Field offices keeping in view their local requirements. Three hours on that day may be earmarked for receiving and hearing public grievances;
- (iii) In case where Parliamentary business requires an officer to be away from his office on Wednesday between 10.00 am to 1.00 pm or in cases where urgent internal meetings cannot be delayed, three hours at any other time may be set apart on Wednesday. The Secretary of the Department may be apprised of the change in the schedule;
- (iv) The Reception Officers, security personnel and peons should be given suitable instructions about the meeting-less day so as to allow members of the public to meet officers on that day without prior appointment.
- (v) A feedback mechanism may be ensured to correct deficiencies;
- (vi) In order to promote responsive administration, the system of regular dialogue with user and citizen groups on grievance redress mechanism and service delivery may be strengthened.

-2-

3. These guidelines may be strictly complied with by all within DOP&T and its attached and subordinate offices and responsibility centres.



(Priya Mahadevan)

Under Secretary to the Government of India

Tel: 23092982

To:

1. All Officers of the Department of Personnel & Training;
2. Secretary, CVC; Secretary, CIC; Secretary, UPSC, Director, CBI and Secretary, SSC, with the request to designate a day of the week as meeting-less day as stipulated above and inform this Department;
3. The Chief Security Officer, Ministry of Home Affairs, with reference to Para 2(iv) above.
4. Senior Technical Director, NIC, North Block. This may please be uploaded in the website of the Ministry, under DOPT OMs and Orders

Copy for information to:

PS to MOS(PP); Sr. PPS to Secretary(P); PPS to AS(S&V); PS to JS(AT&A); PA to Director (Admn.);

Joint Secretary, Department of Administrative Reforms and Public Grievances (Shri P.K. Jha) with reference to OM No. H-18011/36/2010-PG dated 09.08.2011.

F. No. 11013/16/2025-PP.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Kartavya Bhawan-3, New Delhi
Dated 12th January, 2026

OFFICE MEMORANDUM

Subject: Consolidated guidelines on official dealings between the Administration and Members of Parliament and State Legislatures – Observance of proper procedure.

The Members of Parliament and State Legislatures, as the accredited representatives of the people, occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interview with the officers.

2. The consolidated guidelines regarding observance of proper procedure in official dealings between Administration and Members of Parliament and State Legislatures were issued by the Ministry of Personnel, Public Grievances and Pensions, vide OM No.1667559842019 dated 13.09.2022, to all the Ministries/Departments and to Chief Secretaries of all States/UTs, with the request to circulate these instructions to all State Government officials at the State/Division and District levels, in order to sensitize them with regard to their duties and obligations in relation to dealings with Members of Parliament and State Legislatures. These instructions have also been reiterated, from time to time, for compliance of the Government officials, both in letter and spirit. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time.

3. In continuation of these efforts, a comprehensive guideline is being re-iterated by consolidating all previous instructions for strict compliance by all Ministries/ Departments, State Governments and local administrations in letter and spirit.

4. PROMPT DISPOSAL OF LETTERS RECEIVED FROM MEMBER OF PARLIAMENT:-

- i. Communications received from Members of Parliament should be attended to promptly.
- ii. Where a communication is addressed to a Minister, it should as far as practicable, be replied to by the Minister himself. In other cases, a reply should normally be issued under the signature of an officer of the rank of Secretary only.
- iii. Where a communication is addressed to the head of an attached or subordinate office, Public Sector Undertakings, Financial Institutions (including nationalized banks) Division/Branch-in-charge in a Ministry/Department/Organization, it should be replied to by the addressee himself. In routine matters, he may send an appropriate reply on his own. In policy matter, however, it should be ensured that the minimum level at which such replies are sent to Member of Parliament

is that of Under Secretary and that also in a polite letter form only.

- iv. Normally information sought by a Member should be supplied unless it is of such a nature that it would have been denied to him even if asked for on the floor of the House of Parliament.
- v. As far as possible, for correspondence with Member of Parliament, pre-printed replies should be avoided.
- vi. In case a reference from an ex-member of Parliament is addressed to a Minister or Secretary, reply to such reference may be sent by the concerned Divisional Head after obtaining approval of the Secretary of Ministry/Department. In case the reference is addressed to a lower level officer, reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases. However, the minimum level at which a reply could be sent should be that of an Under Secretary and that too in a polite letter form only.
- vii. Each communication received from the Member of Parliament, a member of the public, a recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.
- viii. Where (a) delay is anticipated in sending a final reply; or (b) information has to be obtained from another Ministry or another office, an interim reply will be sent within 15 days (from the date of receipt) indicating the possible date by which a final reply can be given.
- ix. If any such communication is wrongly addressed to a department, it should be transferred promptly (within 5 working days of its receipt) to the appropriate Department under intimation to the party concerned.
- x. Where the request of a Member of the Public cannot be acceded to for any reason, reasons for not acceding to such a request should be given courteously.
- xi. As far as possible, requests from members of public, should be looked at from the user's point of view and not solely from the point of view of what may be administratively convenient.

[Para 8.8 and 8.9 of the CSMOP, 2019]

5. BASIC PRINCIPLES TO BE BORNE IN MIND BY THE GOVERNMENT SERVANTS WHILE INTERACTING WITH THE MEMBERS OF PARLIAMENT AND STATE LEGISLATURES:

(A) Courteous behavior with Members of Parliament and State Legislatures

- i. Every member of the service shall, in the discharge of his duties, act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.

[Rule 3(2A) of All India Services (Conduct) Rules, 1968]

- ii. 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 willfully cause delays in disposal of the work assigned to him.

[Rule 3A of CCS (Conduct) Rules, 1964]

- iii. Government servants should show courtesy and consideration to Members of Parliament and State Legislatures.

[Para 5(i) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- iv. While the Government servants should consider carefully or listen patiently to what the Members of Parliament and of the State Legislatures may have to say, the Government servant should always act according to his own best judgment and as per the rules.

[Para 5(ii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- v. Any deviation from an appointment made with a Member of Parliament/State Legislature must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him.

[Para 5(iii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- vi. An officer should be meticulously correct and courteous and rise to receive and see off a Member of Parliament/State Legislature visiting him. Arrangements may be made to receive the Members of Parliament when, after taking prior appointment, they visit the officer of the Government of India, State Government of local Government. Arrangements may also be made to permit entry of vehicles of the Members to these Offices subject to security requirements/restrictions;

[Para 5(iv) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- vii. The officers should not ignore telephonic messages left for them by the Members of Parliament/State Legislatures in their absence and should try to contact at the earliest the Member of Parliament/State Legislature concerned. These instructions also include SMS and e-mails received on official mobile telephones which also should be replied to promptly and on priority.

[Para 5(xii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

(B) Public function or Meeting

- i. Members of Parliament of the area should invariably be invited to public functions organized by a Government office. Proper and comfortable seating arrangements at public functions and proper order of seating on the dais should be made for Members keeping in view the fact that they appear above officers of the rank of Secretaries to Government of India in the Warrant of Precedence; The invitation cards and media events, if organized for the function held in the constituency, may include the names of Members of that constituency who have confirmed participation in these functions. If a constituency of any Member of Parliament is spread over more than one District, the M.P. should invariably be invited to all the functions held in any of the Districts which are part of his/her constituency.

[Para 5(v) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- ii. Where any meeting convened by the Government is to be attended by Members of Parliament, special care should be taken to see that notice is given to them in good time regarding the date, time, venue etc. of the meeting. It should also be

ensured that there is no slip in any matter of detail, however minor it may be. It should especially be ensured that :-

(a) intimations regarding public meetings/functions are sent through speedier communication devices to the M.P.s, so that they reach them well in time, and

(b) that receipt of intimation by the M.P. is confirmed/ by the officer/official concerned.

[Para 5(vi) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

(C) Response to the communication of Member of Parliament and State Legislatures

- i. Letters from Members of Parliament and Members of State Legislatures must be promptly acknowledged, and a reply sent at an appropriate level expeditiously as per the relevant provisions of the Central Secretariat Manual of Office Procedure;

[Para 5(vii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011 and Para 8.9 of CSMOP, 2019]

- ii. Information or statistics relating to matters of local importance must be furnished to the MPs and MLAs when asked for. The information so supplied should be specific and answer the points raised. A soft copy of the information should also be sent to the Member via e-mail.

[Para 5(viii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- iii. If the information sought by a Member of Parliament cannot be given and is to be refused, instructions from a higher authority should be taken and the reasons for not furnishing the information should be given in the reply.

[Para 5(ix) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

- iv. Wherever any letter from a Member of Parliament is in English and the reply is required to be given in Hindi in terms of the Official Languages Act, 1963 and the rules framed there under, an English translation should also be sent along with the reply for the convenience of such Members of Parliament from non Hindi speaking areas.

[Para 5(x) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

- v. References from the Committees of Parliament must be attended to promptly.

[Para 5(xi) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

- vi. All Ministries/Departments may ensure that the powers of Members of Parliament/State Legislatures as Chairpersons/ Members of Committees under various Centrally Sponsored/Central Sector government schemes are clearly and adequately defined.

[Para 5(xiii) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

(D) Outside political influence

A Government servant should not approach MPs/MLAs for sponsoring his individual case as bringing or attempting to bring political or non- official or other outside influence is prohibited under the conduct Rules e.g. Rule 18 of the All

6. Recommendations of various Parliamentary Committees on this issue:

- i. During the meeting of the Parliamentary Standing Committee on Ethics, Rajya Sabha, held on 13th October, 2025 in Parliament House Annexe, New Delhi, it was desired the Department should reiterate the instructions and ensure that it is implemented in letter and spirit.

- ii. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha, in Paragraph 63 of its First Report tabled in the Lok Sabha on 06.02.2014, has recommended that this Department may sensitize all civil servants and officials in various Ministries and Departments particularly under them for strict compliance of the instructions relating to official dealings issued in this regard between Administration and the Members of Parliament.

[Para 3 of OM No. 11013/2/2012-Estt.A dated 19.11.2014]

- iii. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha, at its first sitting held on 28 October, 2014, also felt that the consolidated instructions/ guidelines issued by the Department of Personnel & Training (DoPT) on 1 December, 2011 on Official Dealing between Administration and Members of Parliament need to be circulated again to all concerned Executive Functionaries.

[Para 4 of OM No. 11013/2/2012-Estt.A dated 19.11.2014]

- iv. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha, in its Second Report tabled in the Lok Sabha on 04.01.2018, has recommended that the consolidated instructions/ guidelines on Official dealing between the Administration and Member of Parliament and State Legislature should strictly be complied by all the Government servants, both in letter and spirit.

[Para 3 of OM No. 11013/4/2018-Estt.A-III dated 07.02.2018]

- v. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha, in Paragraph 43 of its Third Report tabled in the Lok Sabha on 4.01.2018, has recommended discouraging and desisting the State Governments to involve Private companies/ agencies in organizing/ sponsoring functions which essentially fall under the domain of State Governments.

[Para 4 of OM No. 11013/4/2018-Estt.A-III dated 07.02.2018]

7. All Ministries/Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

8. Any violation of relevant Conduct Rules in this regard, which is established after due enquiry, will render the concerned Government servant liable for appropriate punishment as per Rules applicable.

9. List of the OM's mentioned in this document is annexed. In case any reference to the relevant OM is required, the same may be accessed from the Archive Section of DOPT's website.

10. Hindi version will follow.



(G K Rajnish)

Deputy Secretary to the Government of India

Tel: 011-24010644

To

1. The Secretaries of All the Ministries/Departments of Government of India (as per the standard list)
2. Chief Secretaries of all States/UTs (as per the standard list)

Copy to: -

1. Presidents Secretariat, New Delhi
2. Vice President Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. Cabinet Secretariat, New Delhi
5. Rajya Sabha Secretariat/ Lok Sabha Secretariat, New Delhi
6. The Comptroller and Auditor General of India, New Delhi
7. The Secretary, Union Public Service Commission, New Delhi
8. The Secretary, Staff Selection Commission, New Delhi
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
10. National Commission for Scheduled Caste, New Delhi
11. National Commission for Scheduled Tribes, New Delhi
12. National Commission for OBC, New Delhi
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi
14. CVOs of all Ministries/ Department
15. ADG (M&C), Press Information Bureau, DoPT
16. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Department]
17. Hindi Section, DoPT



(G K Rajnish)

Deputy Secretary to the Government of India

Tel: 011-24010644

List of OMs mentioned in this Document

1. OM No. 11013/4/2011-Estt.(A) dated 01.12.2011
2. D.O. Letter No. 11013/4/2011-Estt.(A) dated 9.10.2012
3. OM No. 11013/2/2012-Estt.(A) dated 19.11.2014
4. OM No. 11013/4/2018-Estt.A-III dated 07.02.2018
5. OM No. 11013/4/2018-Estt.A-III dated 11.10.2018
6. OM No. 11013/4/2018-Estt.A-III dated 10.02.2020
7. OM No. 11013/4/2018-Estt.A-III dated 15.03.2021
8. OM No.1667559842019 dated 13.09.2022

No. 11013/4/2011-Estt. (A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi.
01st December, 2011

OFFICE MEMORANDUM

Subject : Official dealings between the Administration and Members of Parliament and State Legislatures – Observance of proper procedure.

The Members of Parliament and State Legislatures as the accredited representatives of the people occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers. Certain well-recognized principles and conventions to govern the relations between the Members of Parliament/ State Legislatures and Government servants have already been established.

2. Reference is invited to the guidelines concerning the official dealings between Administration and Members of Parliament and State Legislatures which were issued by the Cabinet Secretariat (Department of Personnel and Administrative Reforms, in the O.M. No 25/19/64-Estt. (A) dated 08.11.1974). The importance of adherence to these guidelines was reiterated in the Department of Personnel and Training's O.M. No. 11013/6/2005-Estt. (A) dated 17.08.2007. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated by the Department of Administrative Reforms and Public Grievances. The Minister of State for Personnel, Public Grievances and Pensions has also written to all Ministers in this regard vide D.O letter dated 5th May, 2011, requesting that a mechanism may be set up to periodically monitor progress in disposal of references received from Members of Parliament.

3. Some instances of non-adherence to the existing guidelines have been brought to Government's attention by Members of Parliament and a need has been felt for again sensitizing all administrative authorities concerned.

4. The Central Secretariat Manual of Office Procedure provides following instructions for prompt disposal of letters from Members of Parliament:-

Correspondence with Members of Parliament –

- (1) Communications received from a Member of Parliament should be attended to promptly.
- (2) Where a communication is addressed to a Minister or a Secretary to the Government, it should, as far as practicable, be replied to by

the Minister or the Secretary himself as the case may be. Where it is not practicable for the Minister to reply, a reply should normally be issued under the signature of an officer of the rank of Secretary to the Government.

- (3) Where a communication is addressed to the head of an attached or subordinate office, Public Sector Undertakings, Financial Institutions (including nationalized banks) Division/Branch in charge in a Ministry/Department/Organization, it should be replied to by the addressee himself. In such cases, care may be taken to ensure that wherever policy issues are involved, approval of the competent authority is obtained before a reply is sent. It should, however, be ensured that the minimum level at which such replies are sent to Member of Parliament is that of Under Secretary and that also in a polite letter form only.
- (4) Information sought by a Member of Parliament should be supplied unless it is of such a nature that it would have been denied to him, if similar information had been sought in Parliament.
- (5) While corresponding with Members of Parliament, it should be ensured that the letter is legible. Pre-printed or cyclostyled replies should be scrupulously avoided.
- (6) In case a reference from an ex-member of Parliament is addressed to a Minister or Secretary, reply to such reference may be sent by the concerned Divisional Head after obtaining approval of the Secretary of Ministry/Department.

In case the reference is addressed to a lower level officer, reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases. Here also, it may be ensured that the minimum level at which a reply is sent is that of an Under Secretary and that too in a polite letter form only.

Prompt response to letters received -

- (1) Each communication received from the Member of Parliament, a member of the public, a recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.
- (2) Where a delay is anticipated in sending a final reply, or where the information has to be obtained from another Ministry or another office, an interim reply may be sent within a month (from the date of receipt of the communication) indicating the possible date by which a final reply can be given.
- (3) If any such communication is wrongly addressed to a department, it should be transferred promptly (within a week) to the appropriate department under intimation to the party concerned.

5. The aforesaid guidelines also cover Official dealings between Administration and Members of Parliament/State Legislatures. In this context, attention is also invited to Rule 3(2A) of All India Service (Conduct)

Rule, 1968 and Rule 3-A of Central Civil Service (Conduct) Rules, 1964 which provide as follows:-

Every member of the service shall in the discharge of his duties act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.

The existing instructions are hereby appropriately strengthened to emphasize the basic principles to be borne in mind by the Government servants while interacting with the Members of Parliament and State Legislatures. These are as follows :-

(i) Government servants should show courtesy and consideration to Members of Parliament and State Legislatures;

(ii) while the Government servants should consider carefully or listen patiently to what the Members of Parliament and of the State Legislatures may have to say, the Government servant should always act according to his own best judgment and as per the rules;

(iii) Any deviation from an appointment made with a Member of Parliament/State Legislature must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him;

(iv) An officer should be meticulously correct and courteous and rise to receive and see off a Member of Parliament/State Legislature visiting him. Arrangements may be made to receive the Members of Parliament when, after taking prior appointment, they visit the officer of the Government of India, State Government or local Government. Arrangements may also be made to permit entry of vehicles of the Members to these Offices subject to security requirements/restrictions;

(v) Members of Parliament of the area should invariably be invited to public functions organized by a Government office. Proper and comfortable seating arrangements at public functions and proper order of seating on the dais should be made for Members keeping in view the fact that they appear above officers of the rank of Secretaries to Government of India in the Warrant of Precedence; The invitation cards and media events, if organized for the function held in the constituency, may include the names of the Members of that constituency who have confirmed participation in these functions.

It is clarified that if a constituency of any Member of Parliament is spread over more than one District, the M.P should invariably be invited to all the functions held in any of the Districts which are part of his/her constituency;

(vi) Where any meeting convened by the Government is to be attended by Members of Parliament, special care should be taken to see that notice is given to them in good time regarding the date, time, venue etc. of the meeting. It should also be ensured that there is no slip in any

- 4 -

matter of detail, however minor it may be. It should especially be ensured that:-

(a) intimations regarding public meetings/functions are sent through speedier communication devices to the M.Ps, so that they reach them well in time, and

(b) that receipt of intimation by the M.P is confirmed by the officer/official concerned;

(vii) Letters from Members of Parliament and Members of State Legislatures must be promptly acknowledged, and a reply sent at an appropriate level expeditiously as per the relevant provisions of the Central Secretariat Manual of Office Procedure;

(viii) Information or statistics relating to matters of local importance must be furnished to the MPs and MLAs when asked for. The information so supplied should be specific and answer the points raised. A soft copy of the information should also be sent to the Member via e-mail;

(ix) If the information sought by a Member of Parliament cannot be given and is to be refused, instructions from a higher authority should be taken and the reasons for not furnishing the information should be given in the reply;

(x) Wherever any letter from a Member of Parliament is in English and the reply is required to be given in Hindi in terms of the Official Languages Act, 1963 and the rules framed there under, an English translation should also be sent along with the reply for the convenience of such Members of Parliament from non Hindi speaking areas;

(xi) References from the Committees of Parliament must be attended to promptly;

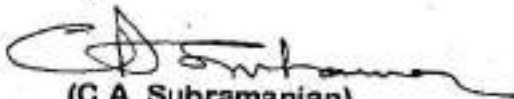
(xii) The officers should not ignore telephonic messages left for them by the Members of Parliament/State Legislatures in their absence and should try to contact at the earliest the Member of Parliament/State Legislature concerned. These instructions also include SMS and e-mails received on official mobile telephones which also should be replied to promptly and on priority;

(xiii) All Ministries/Departments may ensure that the powers of Members of Parliament/State Legislatures as Chairpersons/ Members of committees under various Centrally Sponsored/Central Sector government schemes are clearly and adequately defined; and

(xiv) A Government servant should not approach MPs/MLAs for sponsoring his individual case as bringing or attempting to bring political or non-official or other outside influence is prohibited under the conduct Rules e.g. Rule 18 of the All India Service (Conduct) Rules, 1968 and Rule 20 of the Central Civil Services (Conduct) Rules.

6. All Ministries/Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

7. Any violation of relevant Conduct Rules in this regard, which violation is established after due enquiry will render the Government servant concerned liable for appropriate punishment as per Rule.



(C.A. Subramanian)

Joint Secretary to the Government of India

To

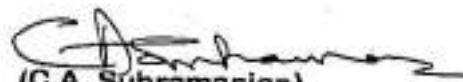
All the Ministries/Departments of Government of India

Copy to:-

1. Presidents Secretariat/ Vice Presidents Secretariat.
2. PMO/Cabinet Secretariat.
3. Comptroller and Auditor General of India.
4. UPSC/SSC/LBSNAA/ISTM/CVC/CIC.
5. Lok Sabha Secretariat/ Rajya Sabha Secretariat.
6. All Officers/Sections in Ministry of Personnel, PG & Pension.
7. NIC, DOPT-please upload this OM on this Department's website.

Copy also to:

Chief Secretaries of all States / UTs with a request to circulate these instructions to all State Government officials at the State/Division and District levels and to periodically review implementation.



(C.A. Subramanian)

Joint Secretary to the Government of India

P.K. Misra

सचिव

Secretary

Tele : 23094848

: 23092056

Fax : 23094500



सत्यमेव जयते

D.O.No.11013/4/2011-Estt.A

भारत सरकार

कार्मिक और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

नॉर्थ ब्लॉक, नई दिल्ली - 110001

GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES

AND PENSIONS

NORTH BLOCK, NEW DELHI - 110001

Website : <http://persm.in.gov.in>

9th October, 2012

Dear Chief Secretary,

You would be aware that guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions. However, keeping in view certain instances of occasional non-observance of the above guidelines, the Committee of Privileges of the Lok Sabha recommended consolidation and reiteration of the existing instructions so that all concerned are aware of the same. Accordingly, revised comprehensive guidelines have been issued by this Department vide Office Memorandum No.11013/4/2011-Estt.A dated 1st December, 2011. Copy of this O.M. was also forwarded to the Chief Secretaries of all the States/UTs vide D.O. letter dated 8.12.2011 from my predecessor with the request that these instructions may be circulated to all officials of the State Government for compliance.

2. A copy of the above instructions dated 1st December, 2011 is again enclosed. It is once again requested that these instructions may be circulated to all officials of the State Government for compliance.

3. Some Members of Parliament have brought to the notice of this Department directly or through Lok Sabha / Rajya Sabha Secretariat that District level officials have not been showing them due regard and courtesy. This has also been raised in the recent meeting of the Committee on violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha constituted by the Hon'ble Speaker. It is, therefore, advised that implementation of the above mentioned instructions are to be periodically reiterated and reviewed in the Conference of District Magistrates / Collectors and Superintendent of Police of your States / UTs

4. You may please issue necessary directions to the district level officers and send a copy to this Department for its onward transmission to the Lok Sabha Secretariat, as desired by them.

With regards,

Yours sincerely,

 (P.K. Misra)

(By Name)

Chief Secretaries of all States / UTs

(As per list)



सूचना
का अधिकार

Copy alongwith enclosures to:

1. Sh. Sanjay Kothari, Secretary, D/o Administrative Reforms and Public Grievances, Sardar Patel Bhawan, New Delhi with the request to make it as one of the Agenda items for discussing in the Annual Chief Secretaries Conference.
2. Sh. V.R. Ramesh, Joint Secretary, Lok Sabha Secretariat (Privileges & Ethics Branch), Parliament House, New Delhi w.r.t. their O.M. No. 12/1/2012-CoPV dated 13.9.2012.
3. Sh. Alok Rawat, Secretary (Coordination), Cabinet Secretariat, New Delhi.

(Mamta Kundra)
Joint Secretary (Estt.)



F.No. 11013/2/2012-Estt.A
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment Division

North Block, New Delhi
Dated November 19th, 2014

Subject: Official dealings between the Administration and Members of Parliament and State legislatures – Observance of proper procedure.

The Members of Parliament and State Legislatures as the accredited representatives of the people occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the state Governments, or make suggestions for their consideration or ask for interviews with the officers.

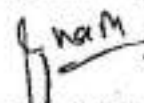
2. The guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions and reiterated from time to time. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time. However, keeping in view the instances of occasional non-observance of the above guidelines, a need was felt by the Committee of Privileges of the Lok Sabha for consolidating and reiterating the existing instructions. Accordingly, revised comprehensive guidelines were issued by this Department vide Office Memorandum No. 11013/4/2011-Estt.(A) dated 1st December 2011 (copy enclosed). A copy of former Secretary (P)'s D.O. No. 11013/4/2011-Estt.(A) dated 9th October, 2012 reiterating the said instructions is also enclosed for ready reference.

3. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha in Paragraph 63 of its First Report tabled in the Lok Sabha on 06.02.2014 has recommended that this Department may sensitise all civil servants and officials in various Ministries and Departments particularly under them for strict compliance of the instructions relating to official dealings issued in this regard between the Administration and the Members of Parliament.

4. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha at its first sitting held on 28 October, 2014, also felt that the consolidated instructions/ guidelines issued by the Department of Personnel & Training (DoPT) on 1 December, 2011 on Official Dealing between Administration and Members of Parliament need to be again circulated to all concerned Executive Functionaries.

5. All Ministries/ Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter in spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

6. Chief Secretaries of all States/ UTs are requested to circulate these instructions to all State Government officials at the State/ Division and District levels and to periodically review implementation.


(J.A. Vaidyanathan)
Director (Establishment)

To

1. All Ministries / Departments (as per standard list)
2. Chief Secretaries of all States / UTs (as per standard list)

F. No. 11013/4/2018-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment Division

North Block, New Delhi
Dated 7th February, 2018

OFFICE MEMORANDUM

Subject: Official dealings between the Administration and Members of Parliament and State legislatures - Observance of proper procedure.

The Members of Parliament and State Legislatures, as the accredited representatives of the people, occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers.

2. The guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions and reiterated from time to time. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time. However, keeping in view the instances of occasional non-observance of the above guidelines, a need was felt by the Committee of Privileges of the Lok Sabha for consolidating and reiterating the existing instructions. Accordingly, revised comprehensive guidelines were issued by this Department vide Office Memorandum No. 11013/4/2011-Estt.(A) dated 1st December 2011 (copy enclosed). A copy of former Secretary (P)'s D.O. No. 11013/4/2011-Estt.(A) dated 9th October, 2012 and O.M. No. 11013/2/2012-Estt.A dated 19.11.20104 reiterating the said instructions are also enclosed for ready reference.

3. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha in its Second Report tabled in the Lok Sabha on 4.01.2018 has recommended that the consolidated instructions/ guidelines on Official dealing between the Administration and Member of Parliament and State Legislature should strictly be complied by all the Government servants, both in letter and spirit.

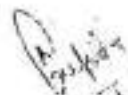
4. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha in Paragraph 43 of its Third Report tabled in the Lok Sabha on 4.01.2018 has recommended **discouraging and desisting the State Governments to involve Private companies/ agencies in organizing/ sponsoring functions which essentially fall under the domain of State Governments.**

Contd.....

27C

5. All Ministries/ Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

6. Chief Secretaries of all States/ UTs are requested to circulate these instructions to all State Government officials at the State/ Division and District levels and to periodically review implementation.

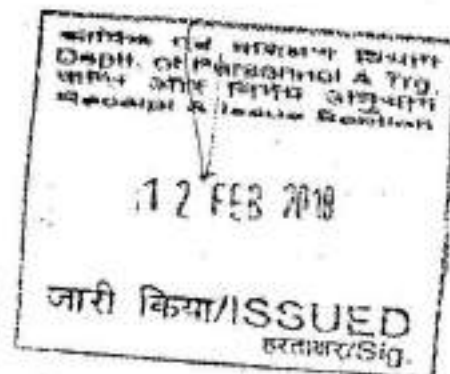

7/2/18
(Nitin Gupta)

Under Secretary to the Government of India
Tel: 011-23040264

Encl: As above.

To

1. All Ministries / Departments (as per standard list)
2. Chief Secretaries of all States / UTs (as per standard list)



F. No. 11013/4/2018-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment Division

North Block, New Delhi
Dated 11 October, 2018

OFFICE MEMORANDUM

Subject: Official dealings between the Administration and Members of Parliament and State legislatures - Observance of proper procedure.

The undersigned is directed to refer to this Department's Office Memorandum No. 11013/4/2011-Estt.(A) dated 1st December 2011 subsequently reiterated vide D.O. letter dated the October 9, 2012 from Secretary (Personnel), O.M. No. 11013/2/2012-Estt.A dated 19.11.2014 and O.M. of even No. dated 7.02.2018 (copies enclosed) on the subject mentioned above and to reiterate these instructions for strict compliance on the recommendations of the *Committee of Privileges, Lok Sabha in its Sixth Report tabled in the Lok Sabha on 20.12.2017* and *Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha in its Fourth and Fifth Report tabled in the Lok Sabha on 01.08.2018*.

2. All Ministries/ Departments are requested to ensure that instructions issued through aforementioned communications are followed by all officials concerned, both in-letter and spirit. Violation of these guidelines will be viewed seriously.

3. Chief Secretaries of all States/ UTs are requested circulate these instructions to all State Government officials at the State/ Division and District levels and sensitize them with regard to their duties and obligations in so far as the movement of Members of Parliament in general and more particularly during Parliament sessions. It is also requested to periodically review implementation of these instructions.

4. Hindi version will follow


11/10/18

(Nitin Gupta)

Under Secretary to the Government of India

Tel: 011-23040264

Encl: As above.

To

1. All Ministries / Departments (as per standard list)
2. Chief Secretaries of all States / UTs (as per standard list)

Copy to:

Secretary, Ministry of Home Affairs, North Block, New Delhi - with the request to take appropriate action with regard to recommendation at para 44 of Committee of Privileges, Lok Sabha in its Sixth Report tabled in the Lok Sabha on 20.12.2017 (copy enclosed).

F. No. 11013/4/2018-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment Division

North Block, New Delhi
Dated 10th February, 2020

OFFICE MEMORANDUM

Subject: Official dealings between the Administration and Members of Parliament and State legislatures - Observance of proper procedure.

The Members of Parliament and State Legislatures, as the accredited representatives of the people, occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers.

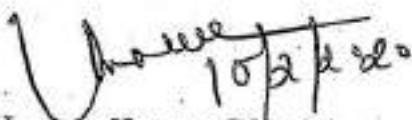
2. The guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions and being reiterated from time to time. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time. However, keeping in view the instances of occasional non-observance of the above guidelines, a need was also felt by the Committee of Privileges of the Lok Sabha for consolidating and reiterating the existing instructions. Accordingly, revised comprehensive guidelines were issued by this Department vide Office Memorandum No. 11013/4/2011-Estt.(A) dated 1st December 2011 (copy enclosed). A copy of former Secretary (P)'s D.O. No. 11013/4/2011-Estt.(A) dated 9th October, 2012, O.M. No. 11013/2/2012-Estt.A dated 19.11.2014, O.M. of even No. dated 7.02.2018 and 11.10.2018 reiterating the said instructions are also enclosed for ready reference.

3. Instances have come to the notice of this Department on violation of Protocol Norms laid in the guidelines. Therefore, all the Ministries/ Departments are once again requested to ensure that instructions issued through aforementioned communications are followed by all officials concerned, both in letter and spirit. Violation of these guidelines will be viewed seriously.

Contd..

3. Chief Secretaries of all States/ UTs are also requested to circulate these instructions to all State Government officials at the State/ Division and District levels and sensitize them with regard to their duties and obligations in so far as the movement of Members of Parliament in general and more particularly during Parliament sessions. It is also requested to periodically review implementation of these instructions.

4. Hindi version will follow


(Umesh Kumar Bhatia)

Deputy Secretary to the Government of India
Tel: 011-23094471

Encl: As above.

To

1. The Secretaries of All Ministries/Departments (as per the standard list)
2. Chief Secretaries of all States/UTs (as per the standard list)

Copy to:

1. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
2. PSO to Secretary (P)/Sr. PPS to Establishment Officer/Sr. PPS to AS (SRK), PPS to AS (LR)/PPS to AS (SC)
3. All Divisional Heads of DOPT
4. All Under Secretaries/Section Officers of DOPT
5. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Ministry under the Head Notifications >> OMs & Orders >> Establishment >> CCS (Conduct) Rules & What's New]
6. Hindi Section, DoP&T

F. No. 11013/4/2018-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment Division

North Block, New Delhi
Dated: 15th March, 2021

OFFICE MEMORANDUM

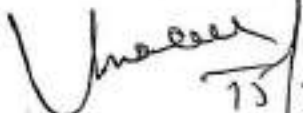
Subject: Official dealings between the Administration and Members of Parliament and State Legislatures – Observance of proper procedure.

The Members of Parliament and State Legislatures, as the accredited representatives of the people, occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers.

2. The guidelines concerning official dealings between Administration and Members of Parliament and State Legislatures have been issued by the Ministry of Personnel, Public Grievances and Pensions and being reiterated from time to time. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time. However, keeping in view the instances of occasional non-observance of the above guidelines, a need was also felt by the Committee of Privileges of the Lok Sabha for consolidating and reiterating the existing instructions. Accordingly, revised comprehensive guidelines were issued by this Department vide Office Memorandum No. 11013/4/2011-Estt.(A) dated 01.12.2011 (copy enclosed). A copy each of former Secretary (P)'s D.O. letter No. 11013/4/2011-Estt.(A) dated 09.10.2012, O.M. No. 11013/2/2012-Estt.A dated 19.11.2014, O.M. of even No. dated 07.02.2018, 11.10.2018 and 10.02.2020 reiterating the said instructions are also enclosed for ready reference.



3. In fact, recognizing the crucial role of Civil Services in serving the citizens, one of the aims of the recently launched National Programme for Civil Service Capacity Building (NPCSCB) is to create a workforce of public officials that is competent, efficient and trained to face the challenges of ever changing citizen-Government-society interface and all the officials should keep in view the broad underlying principles of this Programme to ensure and provide a citizen-centric governance within their allocated areas of responsibilities.
4. In view of the above, all the Ministries/ Departments are once again requested to ensure that instructions issued through aforementioned communications are followed by all officials concerned, both in letter and spirit. Violation of these guidelines will be viewed seriously.
5. Chief Secretaries of all States/ UTs are also requested to circulate these instructions to all State Government officials at the State/ Division and District levels and sensitize them with regard to their duties and obligations in so far as the movement of Members of Parliament in general and more particularly during Parliament sessions. It is also requested to periodically review implementation of these instructions.
6. Hindi version will follow.


15/2/2024
(Umesh Kumar Bhatia)

Deputy Secretary to the Government of India

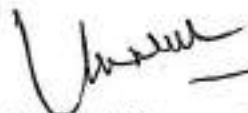
Encl: As above.

To

1. All Ministries / Departments (as per standard list)
2. Chief Secretaries of all States / UTs (as per standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. Office of the Hon'ble Speaker, Lok Sabha.
7. Office of the Comptroller and Auditor General of India, New Delhi.
8. Central Vigilance Commission, New Delhi.
9. Union Public Service Commission, New Delhi.
10. Staff Selection Commission, New Delhi.
11. National Commission for Scheduled Castes, New Delhi.
12. National Commission for Scheduled Tribes, New Delhi.
13. National Commission for OBCs, New Delhi.
14. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
15. CVOs of all Ministries/Departments.
16. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
17. ADG (M&C), Press Information Bureau, DoP&T
18. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Ministry under the under the Head Notifications → OMs & Orders → Establishment → CCS (Conduct) Rules & What's New]
19. Hindi Section, DoP&T for translation in Hindi.


(Umesh Kumar Bhatia)

Deputy Secretary to the Government of India

F. No. 11013/14/2022-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated 13 September, 2022

OFFICE MEMORANDUM

Subject: Consolidated guidelines on official dealings between the Administration and Members of Parliament and State Legislatures – Observance of proper procedure

The Members of Parliament and State Legislatures, as the accredited representatives of the people, occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interview with the officers.

2. The comprehensive guidelines regarding observance of proper procedure in official dealings between Administration and Members of Parliament and State Legislatures were issued by the Ministry of Personnel, Public Grievances and Pensions, vide OM No. 11013/4/2011-Estt.(A) dated 01.12.2011, to all the Ministries/Departments and to Chief Secretaries of all States/UTs, with the request to circulate these instructions to all State Government officials at the State/Division and District levels, in order to sensitize them with regard to their duties and obligations in relation to dealings with Members of Parliament and State Legislatures. These instructions have also been reiterated, from time to time, for compliance of the Government officials, both in letter and spirit. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time.

3. In an exercise to bring various instructions/guidelines on a subject initiated by DOP&T at one place, the various instructions (referred to in the **Annexure**) issued on the matter of observance of proper procedure in official dealings between Administration and Members of Parliament and State Legislatures have been consolidated and it has been decided to issue a comprehensive Office Memorandum on this subject. Accordingly, the essence of the various instructions/guidelines issued on the subject has been summarized in the following paras for guidance and better understanding of all the stakeholders: -

4. PROMPT DISPOSAL OF LETTERS RECEIVED FROM MEMBER OF PARLIAMENT:-

- (i) Communications received from a Member of Parliament should be attended to promptly.
- (ii) Where a communication is addressed to a Minister, it should as far as practicable, be replied to by the Minister himself. In other cases, a reply should normally be issued over the signature of an officer of the rank of Secretary only.

- (iii) Where a communication is addressed to the head of an attached or subordinate office, Public Sector Undertakings, Financial Institutions (including nationalized banks) Division/Branch-in-charge in a Ministry/Department/Organization, it should be replied to by the addressee himself. In routine matters, he may send an appropriate reply on his own. In policy matter, however, it should be ensured that the minimum level at which such replies are sent to Member of Parliament is that of Under Secretary and that also in a polite letter form only.
- (iv) Normally information sought by a Member should be supplied unless it is of such a nature that it would have been denied to him even if asked for on the floor of the Houses of Parliament.
- (v) As far as possible, for correspondence with Member of Parliament, pre-printed replies should be avoided.
- (vi) In case a reference from an ex-member of Parliament is addressed to a Minister or Secretary, reply to such reference may be sent by the concerned Divisional Head after obtaining approval of the Secretary of Ministry/Department. In case the reference is addressed to a lower level officer, reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases. However, the minimum level at which a reply could be sent should be that of an Under Secretary and that too in a polite letter form only.
- (vii) Each communication received from the Member of Parliament, a member of the public, a recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.
- (viii) Where (a) delay is anticipated in sending a final reply; or (b) information has to be obtained from another Ministry or another office, an interim reply will be sent within 15 days (from the date of receipt) indicating the possible date by which a final reply can be given.
- (ix) If any such communication is wrongly addressed to a department, it should be transferred promptly (within 5 working days of its receipt) to the appropriate Department under intimation to the party concerned.
- (x) Where the request of a Member of the Public cannot be acceded to for any reason, reasons for not acceding to such a request should be given courteously.
- (xi) As far as possible, requests from members of public, should be looked at from the user's point of view and not solely from the point of view of what may be administratively convenient.

[Para 8.8 and 8.9 of the CSMOP, 2019]

5. BASIC PRINCIPLES TO BE BORNE IN MIND BY THE GOVERNMENT SERVANTS WHILE INTERACTING WITH THE MEMBERS OF PARLIAMENT AND STATE LEGISLATURES:

(A) Courteous behavior with Members of Parliament and State Legislatures

- (i) Every member of the service shall, in the discharge of his duties, act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.

[Rule 3(2A) of All India Services (Conduct) Rules, 1968]

- (ii) 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.

[Rule 3A of CCS (Conduct) Rules, 1964]

- (iii) Government servants should show courtesy and consideration to Members of Parliament and State Legislatures.

[Para 5(i) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- (iv) While the Government servants should consider carefully or listen patiently to what the Members of Parliament and of the State Legislatures may have to say, the Government servant should always act according to his own best judgment and as per the rules.

[Para 5(ii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- (v) Any deviation from an appointment made with a Member of Parliament/State Legislature must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him.

[Para 5(iii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- (vi) An officer should be meticulously correct and courteous and rise to receive and see off a Member of Parliament/State Legislature visiting him. Arrangements may be made to receive the Members of Parliament when, after taking prior appointment, they visit the officer of the Government of India, State Government or local Government. Arrangements may also be made to permit entry of vehicles of the Members to these Offices subject to security requirements/restrictions;

[Para 5(iv) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- (vii) The officers should not ignore telephonic messages left for them by the Members of Parliament/State Legislatures in their absence and should try to contact at the earliest the Member of Parliament/State Legislature concerned. These instructions also include SMS and e-mails received on official mobile telephones which also should be replied to promptly and on priority.

[Para 5(xii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

(B) Public function or Meeting

- (i) Members of Parliament of the area should invariably be invited to public functions organized by a Government office. Proper and comfortable seating

arrangements at public functions and proper order of seating on the dais should be made for Members keeping in view the fact that they appear above officers of the rank of Secretaries to Government of India in the Warrant of Precedence; The invitation cards and media events, if organized for the function held in the constituency, may include the names of Members of that constituency who have confirmed participation in these functions. If a constituency of any Member of Parliament is spread over more than one District, the M.P. should invariably be invited to all the functions held in any of the Districts which are part of his/her constituency.

[Para 5(v) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- (ii) Where any meeting convened by the Government is to be attended by Members of Parliament, special care should be taken to see that notice is given to them in good time regarding the date, time, venue etc. of the meeting. It should also be ensured that there is no slip in any matter of detail, however minor it may be. It should especially be ensured that:-

- (a) intimations regarding public meetings/functions are sent through speedier communication devices to the M.P.s, so that they reach them well in time, and
(b) that receipt of intimation by the M.P. is confirmed/ by the officer/official concerned.

[Para 5(vi) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

(C) Response to the communication of Member of Parliament and State Legislatures

- (i) Letters from Members of Parliament and Members of State Legislatures must be promptly acknowledged, and a reply sent at an appropriate level expeditiously as per the relevant provisions of the Central Secretariat Manual of Office Procedure;

[Para 5(vii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011 and Para 8.9 of CSMOP, 2019]

- (ii) Information or statistics relating to matters of local importance must be furnished to the MPs and MLAs when asked for. The information so supplied should be specific and answer the points raised. A soft copy of the information should also be sent to the Member via e-mail.

[Para 5(viii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- (iii) If the Information sought by a Member of Parliament cannot be given and is to be refused, instructions from a higher authority should be taken and the reasons for not furnishing the information should be given in the reply.

[Para 5(ix) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

- (iv) Wherever any letter from a Member of Parliament is in English and the reply is required to be given in Hindi in terms of the Official Languages Act, 1963 and the rules framed there under, an English translation should also be sent along with the reply for the convenience of such Members of Parliament from non Hindi speaking areas.

[Para 5(x) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

- (v) References from the Committees of Parliament must be attended to promptly.
[Para 5(xi) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]
- (vi) All Ministries/Departments may ensure that the powers of Members of Parliament/State Legislatures as Chairpersons/ Members of Committees under various Centrally Sponsored/Central Sector government schemes are clearly and adequately defined.
[Para 5(xiii) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

(D) Outside political influence

A Government servant should not approach MPs/MLAs for sponsoring his individual case as bringing or attempting to bring political or non-official or other outside influence is prohibited under the conduct Rules e.g. Rule 18 of the All India Service (Conduct) Rules, 1968 and Rule 20 of the Central Civil Services (Conduct) Rules, 1964

[Para 5(xiv) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

6. Recommendations of various Parliamentary Committees on this issue:

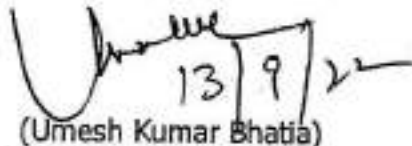
- (i) The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha, in Paragraph 63 of its First Report tabled in the Lok Sabha on 06.02.2014, has recommended that this Department may sensitize all civil servants and officials in various Ministries and Departments particularly under them for strict compliance of the instructions relating to official dealings issued in this regard between Administration and the Members of Parliament.
[Para 3 of OM No. 11013/2/2012-Estt.A dated 19.11.2014]
- (ii) The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha, at its first sitting held on 28 October, 2014, also felt that the consolidated instructions/ guidelines issued by the Department of Personnel & Training (DoPT) on 1 December, 2011 on Official Dealing between Administration and Members of Parliament need to be circulated again to all concerned Executive Functionaries.
[Para 4 of OM No. 11013/2/2012-Estt.A dated 19.11.2014]
- (iii) The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha, in its Second Report tabled in the Lok Sabha on 04.01.2018, has recommended that the consolidated instructions/ guidelines on Official dealing between the Administration and Member of Parliament and State Legislature should strictly be complied by all the Government servants, both in letter and spirit.
[Para 3 of OM No. 11013/4/2018-Estt.A-III dated 07.02.2018]
- (iv) The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha, in Paragraph 43 of its Third Report tabled in the Lok Sabha on 4.01.2018, has recommended discouraging and desisting the State Governments to involve Private companies/ agencies in organizing/ sponsoring functions which essentially fall under the domain of State Governments.
[Para 4 of OM No. 11013/4/2018-Estt.A-III dated 07.02.2018]

7. All Ministries/Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

8. Any violation of relevant Conduct Rules in this regard, which is established after due enquiry, will render the concerned Government servant liable for appropriate punishment as per Rules applicable.

9. 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 the Archive Section of DOPT's website.

10. Hindi version will follow.


13/9/22

(Umesh Kumar Bhatia)

Deputy Secretary to the Government of India

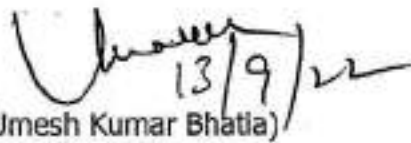
Tel: 011-23094471

To

1. The Secretaries of All the Ministries/Departments of Government of India (as per the standard list)
2. Chief Secretaries of all States/UTs (as per the standard list)

Copy to: -

1. Presidents Secretariat, New Delhi
2. Vice President Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. Cabinet Secretariat, New Delhi
5. Rajya Sabha Secretariat/ Lok Sabha Secretariat, New Delhi
6. The Comptroller and Auditor General of India, New Delhi
7. The Secretary, Union Public Service Commission, New Delhi
8. The Secretary, Staff Selection Commission, New Delhi
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
10. National Commission for Scheduled Caste, New Delhi
11. National Commission for Scheduled Tribes, New Delhi
12. National Commission for OBC, New Delhi
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi
14. CVOs of all Ministries/ Department
15. ADG (M&C), Press Information Bureau, DoPT
16. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Department]
17. Hindi Section, DoPT


13/9/22

(Umesh Kumar Bhatia)

Deputy Secretary to the Government of India

Tel: 011-23094471

List of OMs mentioned in this Document

1. OM No. 11013/4/2011-Estt.(A) dated 01.12.2011
2. D.O. Letter No. 11013/4/2011-Estt.(A) dated 9.10.2012
3. OM No. 11013/2/2012-Estt.(A) dated 19.11.2014
4. OM No. 11013/4/2018-Estt.A-III dated 07.02.2018
5. OM No. 11013/4/2018-Estt.A-III dated 11.10.2018
6. OM No. 11013/4/2018-Estt.A-III dated 10.02.2020
7. OM No. 11013/4/2018-Estt.A-III dated 15.03.2021

No.13018/6/2013-Estt.(L)
Department of Personnel & Training
Estt.(Leave) Section

JNU Old Campus, New Delhi

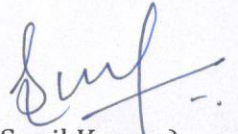
Dated 22.6.2018

OFFICE MEMORANDUM

Sub: Child Care Leave – reg.

The undersigned is directed to say that it has now been decided that the limit of 22 years in case of disabled child for the purpose of Child Care Leave under the provisions of Rule 43-C of the CCS (Leave) Rules, 1972 has been removed. It has also been decided that Child Care Leave may not be granted for a period less than five days at a time.

2. These orders shall take effect from 13.6.2018.
3. Formal amendments to the relevant provisions of Rule 43-C of Central Civil Services (Leave) Rules, 1972 have already been issued vide Notification dated 13.6.2018.
4. Hindi version will follow.


(Sunil Kumar)
Section Officer

To

1. All the Ministries/Departments of the Government of India (As per standard mailing list).
- ✓ 2. NIC, DoPT — to upload the same on DoPT website.

No. 21011/04/2023-Estt.(A.II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi – 110001
Dated 30th August, 2024

OFFICE MEMORANDUM

Subject: Extension of timelines for recording of APARs for the year 2023-24 in respect of Central Civil Services – reg.

The undersigned is directed to refer to this Department's OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt.(A.II) dated 15.04.2024 & 28.05.2024 regarding timelines for recording of APARs and extension of timelines for submission of self-appraisal, respectively.

2. It has been reported that difficulties are being faced by various officers in sticking to the timelines given in the OMs referred to above.

3. Accordingly, the matter has been re-considered in this Department and it has been decided, with the approval of the competent authority, to extend the existing timelines relating to APAR for the year 2023-24, in relaxation of OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt. (A.II) dated 15.04.2024 & 28.05.2024, as follows:

S.No.	Activity	Cut off dates	
		Existing	Revised
(1)	Submission of report by Reporting Officer to Reviewing Officer	31 st August	15 th October
(2)	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or accepting authority, wherever provided	31 st October	15 th December

All other timelines remains the same.

4. The aforesaid relaxation is accorded as a one-time measure only.


(Vimal)

Deputy Secretary to the Government of India

All Ministries / Departments / Cadre Controlling Authorities of the Government of India.

Copy to:

1. AIS Division, DoPT, North Block, New Delhi.
2. NIC, for uploading on DoPT website.

No: 1/34/2013-IR (Pt.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
IR Division

North Block, New Delhi-110001
Dated: 20th September, 2022

Office Memorandum

Subject:-Third Party Audit under RTI Act 2005, by any Government Training Institute, in respect of Ministry/Department/Public Authority -reg.

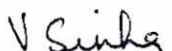
The undersigned is directed to invite attention to the Guidelines issued by this Department vide OM No.1/6/2011-IR dated 15.04.2013 which were reiterated on 07.11.2019 with slight modification on implementation of suo motu disclosure by all Public Authorities (PAs) under Section 4 of the RTI Act and subsequently carrying out the third party audit of their proactive disclosure.

2. Further, vide OM No.1/34/2013-IR dated 30.06.2016 and OM of even number dated 15.10.2019, the provision related to third party audit of suo motu disclosure by the PAs was clarified and relaxed and it was provided that *the task of undertaking transparency audits may be given to respective Government Training Institutes by Ministry/Department/Public Authority and across the States and Union Territories. However, in cases where no Training Institute exists under the Ministry/Department/Public Authority, the task of undertaking transparency audits may be given to any Government Training institute.*

3. This department is in receipt of multiple requests from different Public Authorities seeking relaxation/clarifications in respect of provisions related to third party audit of proactive disclosure in implementation of the Section 4 of the RTI Act on account of substantial difference in audit cost charged by different auditing training institutes, shortage of manpower/adequately trained man-power, pre-engagement of the training institute with its scheduled training activities etc .

4. The issue has been examined in view of the difficulties being faced by the Public Authorities in undertaking the third party audit of their proactive disclosures in terms of guidelines dated 07.11.2019 and it has been decided that ***the task of undertaking transparency audits may be given to any Government Training Institutes by Ministry/Department /Public Authority, under the Central or State Governments.***

5. Accordingly, all the Ministries/Departments are requested to take appropriate action and ensure that the above instructions are communicated to their Attached and Subordinate Offices/PSUs/Public Authorities for wide implementation and compliance in order to carry out the third party audit of their proactive disclosure. All the above referred OMs are accessible at www.dopt.gov.in – Notification – OMs& Orders – RTI.


(Varsha Sinha)
Joint Secretary
Tel: 23092755

To

The Secretary to all Ministries/Departments of Govt. of India

Copy to:

- (i) Secretary, Central Information Commission, Baba Gangnath Marg, Munirka, New Delhi-110067
- (ii) Chief Secretaries of all the States/UTs

No.11013/1/2016-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

Kartavya Bhawan-03, New Delhi
Dated: 19 December, 2025

OFFICE MEMORANDUM

Subject:- Prior sanction for holding an elective office under Rule 15(1)(c) of CCS(Conduct) Rules, 1964—reg.

The undersigned is directed to say that as per Rule 15 (1) (c) of the CCS (Conduct) Rules, 1964, no Government servant shall except with the previous sanction of the Government, hold an elective office, or canvass for a candidate or candidates for an elective office, in any body, whether incorporated or not.

2. In this context, this Department vide OM No.No.11013/1/2016-Estt.A-III dated 27.02.2020 (copy enclosed) has issued guidelines wherein it is stated that a Government servant may be allowed to hold elective office in any body, whether incorporated or not, for period of two terms or for a period of 5 years, whichever is earlier, for which prior sanction would be required when a Government servant contests an election in such body, as per existing rules.

3. Instances have come to notice where a few senior officers of Central Government Ministries/Departments continue to hold positions of an elective nature in various institutions/bodies without the mandatory prior sanction of the Government under Rule 15 (1) (c) of the CCS (Conduct) Rules, 1964. Accordingly, Ministries/Departments are, once again requested to kindly bring the contents of above referred instructions to the notice of all officers/officials and ensure strict compliance of these instructions.


(G.K. Rajnish)

Deputy Secretary to the Government of India
Tel No.+91-24010644
Email: gk.rajnish@nic.in

To
The Secretaries of All Ministries/Departments
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.

6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Central Vigilance Commission
8. The Secretary, Union Public Service Commission, New Delhi.
9. The Secretary, Staff Selection Commission, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
11. National Commission for Scheduled Castes, New Delhi.
12. National Commission for Scheduled Tribes, New Delhi.
13. National Commission for OBCs, New Delhi.
14. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
15. CVOs of all Ministries/Departments.
16. ADG (M&C), Press Information Bureau, DoP&T
17. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Ministry under the under the Head What's New]
18. Hindi Section, DoPT for translation in Hindi.

A-51/07/2023-Ad-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated 21st December, 2023

OFFICE MEMORANDUM

Sub: Constitution of Internal Complaints Committee, who will look into complaints of Sexual Harassment at workplace- according to provision of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013- reg.

In partial modification to this Department's OM of even number dated 21st August, 2023 & 25th September, 2023 on the above cited subject and with the approval of the Competent Authority, the Internal Complaints Committee (ICC) is re-constituted as under:

- | | | | |
|-----|---|---|------------------|
| i | Smt D. S. Nagalakshmi, DS (Coord & PG) | : | Chairperson |
| ii | Smt. Kavita Chauhan, US (AIS-III) | : | Member |
| iii | Shri Santosh Kumar, US (AVD-III) | : | Member |
| iv | Smt. Kuljit Kaur, Secretary General, AIWC | : | as NGO Member |
| v | Ms. Oruganti Phani, US (Ehrms) | : | Member Secretary |

2. The ICC shall deal with the cases/complaints as per guidelines issued by the Ministry of Personnel, Public Grievances and Pension (Department of Personnel & Training) O.M. No. 11013/2/2014-Estt. (A-III) dated 16th July, 2015 and O.M. No. 11013/7/2016-Estt. (A-III) dated 22nd December, 2016.

3. The women employees of the Department of Personnel & Training may bring their problems, grievances and complaints, if any, to the notice of the Committee through the Member Secretary. The contact details and email ids are given at **Annexure**.

4. The terms of the Committee will be for 3 years w.e.f. 21st August, 2023 or till further orders, whichever is earlier.

Sushil Kumar
21/12/2023

(Sushil Kumar)

Under Secretary to the Government of India

Tel. No. 011-23093971

To,

1. Smt. D. S. Nagalakshmi, DS (Coord & PG)
2. Smt. Kavita Chauhan, US (AIS-III)
3. Ms. Oruganti Phani, US (Ehrms)
4. Shri Santosh Kumar, US (AVD-III)
5. Ms. Kuljit Kaur, Secretary General, All India Women's Conference, Sarojini House,
- 6, Bhagwan Das Road, Bhagwan Das Lane, Mandi House, New Delhi-01

Copy to:

1. All Officers/Sections/Desks in DoPT and PESB (through e-Office)
2. PA to Director (Admn.), DoPT for information

Annexure

S. No.	Name of Officers	Designation	Contact Detail & Email ID
i	Smt. D. S. Nagalakshmi,	: DS (Coord & PG) Chairperson	011-23092841 nagus.edu@nic.in
ii	Smt. Kavita Chauhan	: US (AIS-III) Member	011-23093479 kavitachauhan.edu@nic.in
iii	Shri Santosh Kumar	: US (AVD-III) Member	011-23092757 santoshkumar73@nic.in
iv	Smt. Kuljit Kaur	: Secy General, AIWC NGO Member	9971402522 kuljitjolly@gmail.com
v	Ms. Oruganti Phani	: US (Ehrms) Member Secretary	8800199744 o.phani@gov.in

This is in supersession of FAQs No. 21011/08/2013-Estt(AL)&No.I-11020/1/2014-Estt(AL) uploaded in DOPT's website on 25.03.2013 & 28.04.2015 in respect of the CCS (Leave) Rules 1972.

Establishment (Leave) Section, DoPT

General entitlement of leave

Sl. No.	Frequently Asked Question	Answer
1.	What is the maximum period of leave of any kind which can be allowed to a Government servant? What is the impact if such limit is exceeded?	No Government servant shall be granted leave of any kind for a continuous period of 5 years {Rule 12(1)}. Normally, absence from duty, with or without leave, for a continuous period exceeding 5 years other than on foreign service, implies that such Government servant has deemed to have resigned from Government service. {Rule 12(2)}
2.	What are the leave entitlements of Govt. servants serving in a vacation Department?	Rule 28 of the CCS (Leave) Rules, 1972, regulates the grant of Earned Leave for persons serving in the Vacation Department. Vide Notification dated 11.12.2018, which came into force w.e.f. 14.12.2018, amendments have been made under Rule 28 & 29. The said rules provide for as follows. “(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 installments 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).”; • 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. • A Government servant entitled to vacation shall be considered to have availed himself of 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. • 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. • As per Rule 29(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 installments of ten days each on the first day of January and July of every calendar year.
--	--	---

Leave Encashment with LTC		
3.	Whether encashment of leave is allowed after LTC is availed?	Sanction of leave encashment should, as a practice, be done in advance, at the time of sanctioning the LTC. However, ex-post facto sanction of leave encashment on LTC may be considered by the sanctioning authority as an exception in deserving cases within the time limit prescribed for submission of claims for LTC.
4.	What is the limit of leave encashment while availing LTC by Government servant, dependents or spouse within the same block year?	The Government servants governed by the CSS (Leave) Rules, 1972 and entitled to avail LTC may encash earned leave up to 10 days at the time of availing both types of LTCs, i.e., 'Hometown' and 'Anywhere in India'. However, when the one and the same LTC is being availed of by the Government Servant and his family members separately in a block year, encashment of leave would be restricted to one occasion only.
5.	Whether leave encashment should be revised on retrospective revision of pay/D.A?	In terms of 38-A of CCS(Leave) Rules, encashment of EL alongwith LTC is to be calculated on pay admissible on the date of availing LTC and DA admissible on that date. If pay or DA admissible has been revised with retrospective effect, going by the rule the Govt. servant would be entitled to

	encashment of Leave on the revised rates.
--	---

Encashment of Earned Leave		
----------------------------	--	--

6.	Whether earned leave encashment allowed by the State Governments, PSUs, Autonomous Bodies to Govt. servant prior to his joining the Central Govt. is to be taken into account while calculating ceiling of leave encashment on his superannuation and retirement from Central Govt.?	Encashment of EL allowed by the State Governments, Public Sector Undertakings/Autonomous Bodies for services rendered therein need not be taken into account for calculating the ceiling of 300 days of Earned leave to be encashed as per CCS (Leave) Rules.
7.	Whether cash equivalent of leave salary in case of permanent absorption in PSU/Autonomous Body is permissible?	A Government servant who has been permitted to be absorbed in a Corporation/Company wholly or substantially owned or controlled by Central/State Government shall be suo motu granted cash equivalent of leave salary of earned leave at his credit on the date of absorption subject to a maximum of 300 days (being calculated as per provisions of rule 39) {Rule 39-D) Permanent absorption under the rule shall mean such appointment for which the Government servant applied through proper channel and resigned from Government service for taking up of such appointment – {Note below rule 39-D – Notification No. 13026/3/2011-Estt.(L) dated 28-03-2012)

Leave Encashment on Suspension/Dismissal/Removal		
--	--	--

8.	Whether leave encashment can be sanctioned to a Govt. servant on his superannuation while under suspension?	Leave encashment may be allowed in such cases. However, Rule 39(3) of CCS (Leave) Rules, 1972 allows withholding of leave encashment in the case of a Govt. servant who retires from service on attaining the age of superannuation while under suspension or while disciplinary or criminal proceedings are pending against him, if in view of the 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/she will become eligible to the amount so withheld after adjustment of Government dues, if any.
9.	Whether leave encashment can be sanctioned to a Govt. servant on his dismissal/removal, from service?	A government servant, who is dismissed / removed from service, ceases to have any claim to leave at his credit from the date of such dismissal, as per rule 9(1). Hence he is not entitled to any leave encashment.

Interest on Leave Encashment		
10.	Whether interest is payable on delayed payment of leave encashment dues?	No. There is no provision in the CCS (Leave) Rules 1972 for payment of interest on leave encashment.

Study Leave		
11.	What is the maximum amount of study leave which can be availed?	The maximum amount of study leave for other than CHS officers is restricted to twenty four months during the entire service period and ordinarily it can be allowed for upto twelve months at a time. (Rule 51(1)). For CHS officers the ceiling is for 36 months for acquiring PG qualifications. (Rule 51(2)).
12.	Whether study leave can be clubbed with other leave?	Yes. 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. (Rule 54)
13.	What is the validity period of bond to be executed by the Government servant while proceeding on study leave?	Government servant is required to execute a bond to serve the Government for a period of three years after expiry of study leave. For CHS officers the period is five years. {Rule 50(5)(iii)}.
14.	Whether a Govt. servant who has been granted study leave may be allowed to resign to take up a post in other Ministries/ Department of the Central Govt. within the bond period?	As per rule 50(5) (iii), a Govt. servant has to submit a bond to serve the Govt. for a period of 3 years. As the Govt. servant would still be serving Government in a Department other than parent Department, he may be allowed to submit his resignation to take up another post within the Central Govt. if he had applied for the post through proper channel.

Paternity Leave for Child Adoption/Child Adoption Leave		
15.	How is a child defined for the purpose of grant of Paternity Leave for Child Adoption/Child Adoption Leave	As per notes below rules 43AA and 43B "Child" for the purpose 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'.

Child Care Leave

16.	Whether women employees of Public Sector undertakings/ Bodies etc. are entitled to CCL?	Orders issued by DOPT are not <i>suo motu</i> applicable to the employees of Central Public Sector Undertakings/ Autonomous Bodies, Banks, etc. It is for the PSUs/ Autonomous Bodies to decide the applicability of the rules/instructions issued for the central Government employees to their employees in consultation with their Administrative Ministries.
17.	Whether Govt. servant can be permitted to leave station/go abroad while on CCL?	Child care leave is granted to a woman employee to take care of the needs of the minor children. If the child is studying abroad or the Government servant has to go abroad for taking care of the child she may do so subject to other conditions laid down for this purpose.
18.	What is the intention behind the instruction that CCL is to be treated like EL and sanctioned as such?	The intention is that CCL should be availed with prior approval of leave sanctioning authority and that the combination of CCL with other leave, if any, should be as per the restriction on EL. ' The restriction of the limit of 180 days at a stretch as applicable in the case of EL will not apply in case of CCL.
19.	What are the prevailing provisions of CCL under CCS (Leave) Rules, 1972 (Rule 43-C).	“(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.”; “(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: - (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 percent of the salary for the first three hundred and sixty-five days, and at eighty percent 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.";

F.No.31011/15/2022-Estt-A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(Personnel Policy Division)

Kartavaya Bhawan-3, New Delhi-110001

Dated: 09th September, 2026

OFFICE MEMORANDUM

Subject: Central Civil Services (Leave Travel Concession) Rules, 1988 – Relaxation to travel by air to visit North East Region, UT of Jammu & Kashmir, UT of Ladakh and Andaman & Nicobar Islands – extension for two years beyond 25.09.2026 – regarding.

The undersigned is directed to refer to this Department's OM No. 31011/15/2022-Estt.A-IV dated 17.09.2024 regarding relaxation to travel by air to visit North East Region, UT of Jammu & Kashmir, UT of Ladakh and Andaman & Nicobar Islands and to say that in relaxation to CCS (LTC) Rules, 1988, the scheme allowing Government servants to travel by air to the above-mentioned regions is extended for a further period of two years, w.e.f. 26th September, 2026 till **25th September, 2028**.

2. The above Special Dispensation Scheme is subject to the following terms & conditions: -

- i. All eligible Government servants may avail LTC to visit any place in NER/A&N/J&K/Ladakh against the conversion of their one Home Town LTC in a four years' block period.
- ii. Government servants, whose Home Town and Headquarters/place of posting are same, are not allowed the conversion of any Home Town LTC as they are not eligible for the Home Town LTC facility.
- iii. The Government servant whose Home Town is situated in NER/A&N/J&K/Ladakh will also be allowed conversion of Home Town LTC for availing this Scheme to visit any place in any one of the three regions out of the above mentioned four regions except the region wherein his/her Hometown is situated.



Contd...

iv. Fresh Recruits are also allowed conversion of one of the three Home Town LTCs in a block of four years, applicable to them to visit NER/A&N/J&K/Ladakh. In addition, they are allowed one additional conversion of Home Town LTC to visit UT of J&K/UT of Ladakh in a block of four years.

v. Government servants entitled to travel by air may avail this concession from their Headquarters in their entitled class of air by any airlines subject to the terms and conditions as enumerated in DoPT's OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022 read with DoPT's OM No. 31011/11/2023 - Pers. Policy A-IV dated 20.10.2023 (copies enclosed).

vi. Government servants not entitled to travel by air are allowed to travel by air in Economy class by any airlines subject to the terms and conditions as enumerated in DoPT's OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022 read with DoPT's OM No. 31011/11/2023 - Pers. Policy A-IV dated 20.10.2023 in the following sectors: -

- a. Between Kolkata/Guwahati and any place in NER.
- b. Between Kolkata/Chennai/Visakhapatnam and Port Blair.
- c. Between Delhi/Amritsar and any place in J&K/Ladakh.

Journey for these non-entitled employees from their Headquarters upto Kolkata/Guwahati/Chennai/Visakhapatnam/Delhi/Amritsar shall be undertaken as per their entitlement.

vii. Air travel by Government employees to NER, J&K, Ladakh and A&N as mentioned in para (v) and (vi) above is allowed irrespective of whether they avail the concession against Anywhere in India LTC or in lieu of the Home Town LTC, as permitted.

viii. Government servants not entitled to travel by air are also allowed to travel by air in Economy class by any airlines to any place in NER/A&N/J&K/Ladakh from their Headquarters directly, however, the reimbursement will be subject to the conditions as enumerated in DoPT's OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022.

ix. The instructions regarding booking of air tickets through authorized travel agents, best available fares, slots, booking time, advances, reimbursement, etc., as mentioned in DoPT's OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022 read with DoPT's OM No. 31011/11/2023 - Pers. Policy A-IV dated 20.10.2023 will also be applicable for this Special Dispensation Scheme.

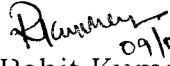


Contd...

3. All the Ministries/Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/Departments are advised to randomly get some of the air tickets submitted by the officials verified from the airlines concerned with regard to the actual cost of air travel *vis-a-vis* the cost indicated on the air tickets submitted by the officials.

4. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders are issued in consultation with the Comptroller & Auditor General of India, as mandated under Article 148(5) of the Constitution of India.

5. Hindi version will follow.


(Rohit Kumar) 09/09/26

Under Secretary to the Government of India
Tel: 24010436

To

The Secretaries
All Ministries/ Departments of the Government of India
(As per the standard list)

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi Section for Hindi version.

F. No. 31011/12/2022-Estt.A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-IV Desk

North Block, New Delhi.
Dated 29th August, 2022

OFFICE MEMORANDUM

Subject: Instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) – regarding.

The undersigned is directed to refer to the above mentioned subject and to state that in view of the disinvestment of Air India and the consolidated instructions issued consequently by Department of Expenditure vide O.M. No. 19024/03/2021-E.IV dated 16.06.2022, which is also applicable in case of air journey in respect of LTC, it has been decided that:

- i. In all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorized Travel Agents (ATAs), namely:
 - (a) M/s Balmer Lawrie & Company Limited (BLCL),
 - (b) M/s Ashok Travels & Tours (ATT),
 - (c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).
- ii. The choice of the travel agent for booking of ticket from the three authorized travel agents is left open to the Ministry/Department and the official in case of self booking, based on convenience and service quality. No agency charges/convenience fees will be paid to these ATAs.
- iii. Government employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot, mentioned below, at the time of booking. They are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC claims.
 - (a) On the day of travel in the desired 3 hours' slot of following time band – 00:00 hours to 03:00 hours, 03:00 hours to 06:00 hours, 06:00 hours to 09:00 hours, 09:00 hours to 12:00 hours, 12:00 hours to 15:00 hours, 15:00 hours to 18:00 hours, 18:00 hours to 21:00 hours, 21:00 hours to 24:00 hours.
 - (b) With provision of optimizing within a 10% price band, for convenience and comfort.
- iv. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on LTC, to avail the most competitive fares and minimize burden on the exchequer.

Contd ...2

- v. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel on LTC, will require the submission of a self-declared justification by the employee. All the three ATAs have been directed to provide zero/nil cancellation charges. Till then, cancellation charges are to be reimbursed for all cases where cancellation was due to the circumstances/reasons beyond the control of Government employee.
- vi. Employees should preferably book only one ticket for each leg of intended travel on LTC. Holding of more than one ticket is not allowed.
- vii. While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 ATAs only. Employees must register their official Government Email-Id with these three agencies to book their air tickets digitally through above modes for travel by any airlines.
- viii. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.
- ix. No Mileage Points will be generated against travel on Government account.

Provisions for Advances

- (i) Government employees entitled for air travel, may apply for LTC advance with the print-out of the concerned webpage of authorized travel agency having suitable flight and fare details while tracking the fare of the flight under the three hour time slot, as mentioned at Para 1(iii)(a) above, at least 30 days prior to the intended date of journey.
- (ii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare.
- (iii) Those Government employees who are not entitled for air travel but who wish to travel by air under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare from their Headquarters/place of posting up to Kolkata/Guwahati/Chennai/Visakhapatnam/Delhi/Amritsar plus air fare (indicated in print-out of the concerned webpage of authorized travel agency having suitable flight and fare details) from the relevant railhead in Kolkata/ Guwahati/ Chennai/ Visakhapatnam/ Delhi/ Amritsar till the place of visit in North East Region/Union Territory of Jammu & Kashmir/Union Territory of Andaman & Nicobar/Union Territory of Ladakh.

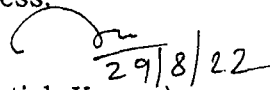
Contd ...3

Provisions for Reimbursements

- (i) In case, at the time of actual booking of the ticket after receiving the advance, there is any difference in fare owing to the time gap between request for advance and grant of advance, the difference in fare will be adjusted at the time of settlement of LTC claim.
- (ii) In all cases wherein the non-entitled Government employees travel by air under Special Dispensation Scheme directly from their Headquarters/place of posting to the place of visit in NER/J&K/A&N/Ladakh, the Government employees must take the print-out of the concerned webpage having flight and fare details of the flight for relevant railhead viz. Kolkata/ Guwahati/ Delhi/ Amritsar/ Chennai/ Vishakhapatnam to the place of visit viz. NER or UT of J&K or UT of Ladakh or UT of A&N within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print out of the details of the flights available in the next slot may be retained.

In such cases, the reimbursement will be restricted to the actual air fare for the direct journey or the fare entitled under Special Dispensation Scheme, whichever is less.

- (iii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, are also required to book their air ticket through only the three ATAs mentioned above irrespective of booking time limit. However, the reimbursement will be restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less.


(Satish Kumar)

Under Secretary to the Government of India
Tel: 2304 0341

To

All Secretaries of Ministries/Departments
(As per Standard List)

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi Section for Hindi version.

F. No. 31011/11/2023 - Pers. Policy A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Pers. Policy A-IV Desk

North Block, New Delhi.

Dated: 20th October, 2023

OFFICE MEMORANDUM

Subject: Modifications in instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) – reg.

The undersigned is directed to refer to this Department's OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022 regarding instructions on booking of Air Tickets in respect of Leave Travel Concession (LTC). The Department of Personnel and Training (DoPT) has been receiving a number of representations seeking clarifications on issues relating to the settlement of claims, particularly of those government employees who have not retained the screenshot of the concerned webpage of the authorised travel Agents (ATAs) during the booking of air tickets, as provided under the OM dated 29.8.2022 referred to above.

2. In view of the above, the matter has been examined and with the approval of competent authority, the following changes/modifications in the prescribed procedure are made for the convenience of Government employees: -

(i) All three authorized travel agents, viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT), and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC) are to display the details of the flight having the cheapest fare and the flight(s) having the fare 10% more than the cheapest fare only, in the desired time slot, at the time of booking the air tickets by the Government employees for the purpose of LTC journey. Therefore, the booking of air ticket for the purpose of LTC on the website of these three authorized travel agents shall itself be a proof that the ticket booked by the individual government employee was of the cheapest fare as provided under the guidelines.

(ii) All three authorized agents shall indicate the word 'LTC' on tickets issued for the LTC journey; and

(iii) In all cases wherein the non-entitled Government employees are to travel by air under Special Dispensation Scheme directly from their Headquarters/place of posting to the place of visit in NER/J&K/A&N/Ladakh, the Government employees shall continue to take the print-out of the concerned webpage having flight and fare details of the flight for relevant railhead viz. Kolkata/ Guwahati/ Delhi/Amritsar/ Chennai/ Vishakhapatnam to the place of visit viz. NER or UT of J&K or UT of Ladakh or UT of A&N within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print out of the details of the flights available in the next slot may be retained for the purpose of settlement of claims, as provided under Point (ii) of the title

"Provisions for Reimbursement" in OM dated 29.8.2022, referred to above.

3. Further, all the three ATAs have also been directed to allow the registration of those employees who do not have official email accounts provided their administrative office sends their details depicting their names, employee code no., private email IDs and mobile numbers, etc. to the travel agents for the purpose of booking the air tickets in respect of LTC journey.

4. For the sake of convenience, the links of the three authorized travel agents are as below:

(i) 'M/s Balmer Lawrie & Company Limited', BLCL (<https://govemp.balmerlawrietravelapp.com>), (ii) 'M/s Ashok Travels & Tours', 'ATT' (<https://www.attitdc.in>) and (iii) Indian Railways Catering and Tourism Corporation Ltd., 'IRCTC' (<https://www.air.irctc.co.in>).

5. All the Ministries/Departments are once again advised to bring it to the notice of all their employees that any misuse of LTC shall be viewed seriously and appropriate action as deemed fit under the relevant rules will be taken against the defaulting employees. In order to keep a check on any kind of misuse of LTC, Ministries/Departments are advised to randomly get some of the air tickets submitted by the officials verified by the airlines concerned with regard to the actual cost of air travel vis-a-vis the cost indicated on the air tickets submitted by the officials.

6. Hindi version will follow.


20/10/23
(Satish Kumar)

Under Secretary to the Government of India
Tel: 2304 0341

To

1. M/s Balmer Lawrie & Company Limited (BLCL), Core-8, Ground Floor, Scope Complex, 7, Lodhi Road, New Delhi-110003
2. M/s Ashok Travels & Tours (AT&T), Room No. 506, 5th Floor, Core-8, Scope Complex, 7, Lodhi Road, New Delhi-110003
3. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC), 9th floor, Bank of Baroda Building, 16, Parliament Street, New Delhi-110001

Copy to:

1. All Secretaries of Ministries/ Departments of the Government of India
(As per the standard list)
2. Comptroller & Auditor General of India, New Delhi.
3. Union Public Service Commission, New Delhi.
4. Central Vigilance Commission, New Delhi.
5. Central Bureau of Investigation, New Delhi.

6. Parliament Library, New Delhi.
7. All Union Territory Administrations.
8. Lok Sabha/ Rajya Sabha Secretariat.
9. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
10. Hindi Section for Hindi version.

Contents

1. Memorandum of Association & Rules, 1982	1
2. Setting up of Search-cum-Selection Committees Rules & Order	9
3. Overseas Citizen of India Cardholders Appointment Rules	15
4. Reservation in Services for Scheduled Castes and Scheduled Tribes	18
5. Reservation for Economically Weaker Sections (EWS) in direct recruitment, GOI rules	20
6. Regulation of Remuneration in case of Contract Appointment of Retired Central Govt. Employees	26
7. Stepping up of Pay-Consolidated Guidelines	29
8. Recommendation of Seventh Pay Commission- Implementation of decisions relation to the grant of Children Education Allowance (CEA) and Hostel subsidy	35
9. Reimbursement in respect of Newspaper purchased/supplied to officers at their residence- guidelines & Provision of Telephone facilities and reimbursements to officers of Govt. of India	45
10. Foreign visit by the Govt. Employees & Compliance of Foreign Contribution (Regulation) Act 2010 (FCRA) Guidelines	50
11. Central Civil Services – Leave Rules	71
12. Travel Entitlements of Government employees for the purpose of LTC post Seventh Pay Commission, Govt. of Employees LTC entitlements & Air India Ticket booking Instructions	128
13. Guidelines regarding handling of complaints in Ministries/Departments	137
14. Guidelines regarding grant of ‘Vigilance Clearance’ to members of Central Civil Services/Posts	143
15. Central Civil Services (Conduct) Rules, 1964: Dos and Don’ts	158
16. Continuation of Public Funded ongoing schemes Guideline	175
17. Flexible Complementing Scheme for Scientists based on recommendations of the 6 th Central Pay Commission	178
18. Modified Assured Career Progression Scheme (MACP) for the Central Government Civilian Employees	198
19. Strengthening of administration-Periodical review under FR 56 (j) and Rule 48 of CCS (Pension) Rules 1972	215
20. Date of Next Increment under Rule 10 of Central Civil Services (Revised Pay) Rules, 2016	221
21. Best Practices to mitigate Cyber attacks & Guidelines for E-mail Account Management and Effective E-mail usage	224
22. Web Based Cadre Management System/ Compliant of DAVP policy	240
23. Delegation of powers to Ministries/Departments for payment of sitting fee in respect of Non-officials of Committees/Panels/Boards Committee	245
24. Guidelines to be followed for holding Conferences/Workshops/Seminars (Domestic & International) & Guidelines regarding MEA Clearance for International Conference etc; and Political clearance for online participation in international events	247
25. NII Rules for Allotment of Residences, 1985	252
26. Consolidated guidelines to CPSEs on procurement from GeM Portal and TReDS	289
27. Curtailing avoidable expenditure: 20% reduction in controllable expenditure	294
28. List of Hospitals - CGHS Rates & Panel Hospital on discounted rates for NII Employees	296
29. NII Rules related to Ph. D Programme: JNU Ordinance relating to award to Degree of Doctor of Philosophy and NII Guidelines	303
30. Procurement of Goods/Services through Government e-Marketplace (GeM)	314
31. Revised Consolidated instructions regarding Global Tender Enquiry (GTE) under Rule 161(iv) of General Financial Rules (GFRs) 2017 upto Rs.200 crore	315
32. Compendium of instructions for Creation, Revival, Continuation and Transfer of Posts	324
33. Various Departmental Forms for Information	331

CERTIFICATE OF REGISTRATION OF SOCIETY
ACT XXI OF 1860

No. S/11836

of 1981

I hereby certify that National Institute of Immunology has this day been registered under the Societies Registration Act, XXI of 1860.

Given under my hand at Delhi this 24th day of June One thousand Nine hundred and Eighty One.

REGISTRATION FEE OF Rs. 50/- PAID

Sd/-

REGISTRAR OF SOCIETIES
DELHI ADMINISTRATION : DELHI

SEAL

RULES

Short Title

1. These Rules may be called the Rules of the National Institute of Immunology.

Interpretation

2. In these Rules, the following words and abbreviations shall have the meanings given to them, unless there is anything contrary in the subject or context :
 - a) "The Institute" shall mean the National Institute of Immunology.
 - b) "The Society" shall mean the National Institute of Immunology.
 - c) "The Central Government" shall mean the Administrative Ministry of the Government of India concerned with Science & Technology.
 - d) "The Governing Body" shall mean the Governing Body/General Body of the Institute.
 - e) "The President" shall mean the President referred to in these Rules.
 - f) "The Chairman" shall mean the Chairman of Governing Body of the Institute.
 - g) "The Director" shall mean the Director of the Institute appointed under the Rules.
 - h) "The Secretary" shall mean the Secretary of the Institute appointed in accordance with the Bye-laws of the Society.

Words importing the singular number shall include the plural number and vice-versa. Words importing the masculine gender shall include the feminine gender.

Members of the Institute

3. The Institute shall consist of all members of the Governing Body set up under Clause 23 of these rules and such other persons who may be nominated by the Government of India.
4. The Institute shall keep a roll of members, giving their addresses and occupations and every member shall sign the same.
5. The Institute shall function notwithstanding any vacancy in its body and no act or proceeding of the Institute shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.

Authorities and Officers of the Institute

6. The following shall be the authorities and officers of the Institute :
 - i) The Governing Body/General Body
 - ii) The Director
 - iii) Such other authorities and officers as may be constituted /appointed as such by the Governing Body.

20. Seven members of the Society present in person shall form a quorum at every meeting of the Society.
21. All disputed questions at meetings of the Society shall be determined by a majority of votes of the members present and voting.
22. Each member of the Society shall have one vote. In case of an equality of votes, the Chairman shall have a casting vote.

The Governing Body

23. The affairs of the Society shall be managed, administered, directed and controlled, subject to Rules, Bye-laws and orders of the Society, by the Governing Body. The Governing Body of the Society for the purpose of Act XXI of 1860 shall consist of the following :

- | | |
|---|--|
| j) Secretary, Department of Biotechnology* | } Three representatives of the Government of India |
| ii) Secretary, Ministry of Health and Family Welfare | |
| iii) Financial Adviser, Department of Biotechnology* | |
| iv) Director-General, Indian Council of Medical Research (ex-officio) | |
| v) Director-General, Indian Council of Agricultural Research (ex-officio) | |
| vi) Director, All India Institute of Medical Sciences, New Delhi (ex-officio) | |
| vii) Vice-Chancellor, Jawaharlal Nehru University, New Delhi (ex-officio) | |
| viii) Chairman/Vice-Chairman**, University Grants Commission (ex-officio) | |
| ix-xi) Three Scientists to be nominated by the Secretary, DBT* | |
| xii) Director, Institute | |

24. Unless his membership of the Governing Body is terminated as provided in Rule 25 and subject to the provisions of Rule 27, each member of the Governing Body shall relinquish his membership on the expiry of three years from the date on which he becomes a member of the Governing Body; but he shall be eligible for re-appointment. In case of a casual vacancy, the persons appointed to fill the vacancy shall hold office for the unexpired portion of the term of the outgoing member.

* Earlier "Science & Technology", amended to "Biotechnology" under resolution passed by the Society at its 9th Annual meeting held on 21st Sept 1990.

** Earlier "Vice-Chairman", amended to "Chairman/Vice-Chairman" under resolution passed by the Society at its 9th Annual meeting held on 21st Sept 1990.

• Earlier "DST" amended to "DBT" vide resolution passed at the 9th Annual meeting of the Society held on 21st Sept 1990.

25. A member of the Governing Body shall cease to be a member on the happening of any of the following events :
 - a) If he resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude, or his employer refuses to grant him permission to serve on the Governing Body, or he goes abroad for a continuous period exceeding one year;
 - b) If he does not attend three consecutive meetings of the Governing Body.
26. Whenever a member desires to resign from the membership of the Governing Body, he shall forward a letter containing his resignation addressed to the Secretary and his resignation shall take effect only on its acceptance by the President.
27. Whenever a person holds the membership of the Governing Body by virtue of an office held by him (ex-officio) his membership shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by his successor to that office.
28. The members of the Governing Body shall not be entitled to any remuneration from the Society excepting the full time Director of the Institute. The non-official members of the Governing Body or any Committee appointed by it shall be paid by the Society such travelling and daily allowances and honorarium as may be provided for in the Bye-laws.
29. A person holding the membership of the Governing Body by virtue of an office held by him (ex-officio) shall normally attend the Governing Body Meeting himself in person but in exceptional circumstances shall have the right to nominate a representative to act on his behalf at a particular meeting of the Governing Body and the representative so nominated shall be entitled to take part of the proceedings of that meeting but not to vote thereat.

Functions and Powers of the Governing Body

30. The Governing Body shall generally carry out and pursue the objects of the Society, as set forth in the Memorandum of its Association. The management of all the affairs and funds of the Society shall, for this purpose, vest in the Governing Body.
31. The Governing Body shall exercise all the powers of the Society, subject nevertheless to such limitations as the Government of India may from time to time, impose in respect of the expenditure from the funds of the Society and of grants made by the Government of India.
32. In particular and without prejudice to the generality of the foregoing provisions, the Governing Body shall have the power, subject to the provisions of these Rules and the Bye-laws to :
 - i) consider the annual and supplementary budgets placed before it by the Director from time to time, and pass them with such modifications as the Governing Body may think fit ;
 - ii) create and abolish posts ;
 - iii) appoint various scientific, technical, administrative and other officers and staff of the Society, fix their remuneration and define their duties;
 - iv) enter into arrangements with the Government of India and with the State Governments and other public or private organisations or individuals within the country for securing and accepting grants-in-aid, endowments, donations or gifts to the Society, on mutually agreed

terms and conditions; provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objects of the Society; provided, for any such arrangement with foreign and/or international agencies or organisations, the prior approval of the Government of India shall be obtained ;

- v) take over, acquire by purchase, gifts, exchange, lease or hire or otherwise from the Government of India, State Governments and other public or private bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objects of the Society; provided, for any such activity involving a foreign and/or international agency or organisation, the prior approval of the Government of India shall be obtained.
- vi) appoint committees and sub-committees for such purposes and with such powers and for such periods and on such terms as it may deem fit, and dissolve any of them ;
- vii) delegate such administrative and financial powers as it may think proper to the Chairman, the Director, and such other officers of the Society as may be considered necessary ;
- viii) frame, amend or repeal bye-laws, for the administration and management of the affairs of the Society and in particular to provide for the following matters :
 - a) preparation and sanction of budget estimates, sanctioning of expenditure, entering into and execution of contracts, investment of the funds of the Society, sale or alteration of such investments and maintenance of accounts and their audit ;
 - b) procedure for recruitment of officers and establishment in the service of the Society ;
 - c) terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service of the establishments of the Society ;
 - d) terms and conditions governing the grant of scholarships, fellowships and grants-in-aid for research schemes and projects not inconsistent with the objects of the Society ;
 - e) such other matters as may be necessary for the administration of the affairs and funds of the Society.

Proceedings of the Governing Body

- 33. Every meeting of the Governing Body shall be presided over by the Chairman and in his absence, a member chosen from amongst themselves by members present, to provide for the occasion.
- 34. Five members of the Governing Body present in person, shall constitute a quorum at any meeting of the Governing Body.
- 35. Not less than fifteen days' clear notice of every meeting of the Governing Body shall be given to each member of the Governing Body. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
- 36. Normally one meeting of the Governing Body shall be held in each quarter of the year.
- 37. For the purpose of the last rule each year shall be deemed to commence on the 1st day of April and terminate on the 31st day of March of the following calendar year.

38. The Chairman may himself call, or by a requisition in writing signed by him, may require the Secretary to call a meeting of the Governing Body at any time and on receipt of such a requisition, the Secretary shall forthwith call such a meeting.
39. Four members of the Governing Body may by a requisition in writing signed by them require the Secretary to call a meeting of the Governing Body at any time and on the receipt of such a requisition, the Secretary shall forthwith call such a meeting in consultation with the Chairman.
40. Each member of the Governing Body shall have one vote and, if there shall be an equality of votes on any question to be decided by Governing Body, the Chairman shall have a casting vote.
41. Any business which it may be necessary for the Governing Body to perform may be performed by a resolution in writing circulated among all its members and any such resolution so circulated and approved by a majority of the members signing, shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that atleast five members of the Governing Body have recorded their approval to the resolution.
42. In case of a difference of opinion amongst the members of the Governing Body on a question of sufficient importance, the opinion of the majority shall prevail. The Chairman may, however, refer any question, which in his opinion is of sufficient importance for the decision of the Government of India. The decision of the Government of India shall be binding on the Society and its Governing Body.

Functions and Powers of the Chairman

43. The Chairman shall exercise such powers for the conduct of the business of the Society as may be delegated to him by the Governing Body.
44. The Chairman may, in writing, delegate such of his powers as he may think necessary, to the Director.

Functions and Powers of the Director

45. Subject to any order that may be passed by the Chairman in exercise of the powers delegated to him by the Governing Body, and the decisions of the Governing Body, the Director shall be responsible for the proper administration of the affairs and funds of the Society under the direction and guidance of the Governing Body. He shall be vested with such executive and administrative powers of the Society as may be necessary or incidental for the purpose, subject to these Rules and Bye-laws.
46. He shall subject to the provisions of these Rules and Bye-laws and decisions of the Governing Body and Chairman, exercise general supervision and disciplinary control over the officers and the staff of the Society, and prescribe their duties and functions.
47. The Director shall coordinate and exercise general supervision over all the activities of the Society.

48. The Director of the Institute shall be the Secretary of the Society. For the purpose of Section 6 of the Societies' Registration Act (XXI of 1860), the Secretary shall be considered the Principal Secretary of the Society and the Society may sue or be sued in the name of the Secretary of the Society.

Funds of the Society

49. The funds of the Society will consist of the following :
- i) Lumpsum and recurring grant made by the Government of India.
 - ii) Fees and other charges received by the Institute.
 - iii) All money received by the Society by way of grants, gifts, donations or other contributions.
50. All funds of the Society shall be paid into the Society's account with Treasuries/Sub-Treasuries including the Reserve Bank of India, branches of the State Bank of India and its subsidiaries and in scheduled/nationalised banks and shall not be withdrawn except on cheques signed and countersigned by such officers as may be duly empowered on his behalf by the Chairman.
51. The income and property of the Society, howsoever derived, shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association, subject nevertheless in respect of the expenditure of grants made by the Government of India to such limitations as the Government of India may from time to time impose. No portion of the income and property of the Society shall be paid or transferred, directly or indirectly, by way of dividends, bonus, or otherwise howsoever by way of profit, to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration of any member thereof or other person in return for any service rendered to the Society.

Account and Audit

52. The Accounts of the Society shall be audited by such person or persons as may be nominated by the Central Government. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed by Bye-laws to be framed by the Governing Body and approved by the Government of India.

Annual Report

53. An annual Report of the Proceedings of the Society and of all work undertaken during the year shall be prepared by the Governing Body for the information of the Government of India and the members of the Society. This report and the audited accounts of the Society along with the auditor's report thereon shall be placed before the Society at the Annual General Meeting.

Alteration of Rules

54. The Rules of the Society may be altered at any time on the recommendations of the Governing Body by a Resolution passed by a majority of the members of the Society present at any meeting of the Society.
55. These Rules shall come into force when approved at a meeting by the Society which shall have been duly convened for the purpose.
56. All provisions contained in the Societies' Registration Act XXI of 1860 (Punjab Amendment Act 1957), as applicable to the Union Territory of Delhi shall apply to this Society, including Sections 4, 6, 12, 12A, 13 and 14.
57. Submission of Annual Lists as per Section 4 of the Societies' Registration Act (XXI of 1860): Once in every year a list of members of the Governing Body shall be filed with the Registrar of Societies as required under Section 4 of the Societies' Registration Act (XXI of 1860).
58. Legal proceedings as per Section 6 of Societies' Registration Act (XXI of 1860): The Society may sue or be sued in the name of President/Secretary as per provision laid down under Section 6 of the Societies' Registration Act (XXI of 1860).
59. Amendment as per Section 12 and 12A of Societies' Registration Act (XXI of 1860) : Any kind of amendment in the Constitution of the Society shall be made as per Sections 12 and 12A of Societies' Registration Act (XXI of 1860).
60. Dissolution : The Society, if necessary, can be dissolved as per the provisions laid down under Section 13 and 14 of the Societies' Registration Act (XXI of 1860).
61. Essential Certificate : "Certified that this is the correct copy of the Rules and Regulations of the Society".



Dr. O. P. Gautam
Director-General, Indian Council
of Agricultural Research, Krishi
Bhavan, New Delhi



Dr. K. J. Mahale
Vice-Chancellor
Jawaharlal Nehru
University, New Delhi



Prof. V. Ramalingaswami
Director-General
Indian Council of Medical
Research, New Delhi

No.AB.14017/11/2004-Estt.(RR)

Government of India

Ministry of Personnel, Public Grievances and Pensions,

Department of Personnel and Training

New Delhi

Dated the 30th July, 2007

OFFICE MEMORANDUM

Subject: Setting up of Search Committees/Search-cum-Selection Committees

As the various administrative Ministries/Departments are aware, the circumstances under which Search Committees can be constituted and their composition etc. are presently regulated by the instructions issued under this Department's OM NO. AB-14017/36/74-Estt.(RR) dated 25.10.1994, reiterated under a subsequent OM No. AB.14017/56/2003-Estt.(RR) dated 4.12.2003. These instructions are primarily applicable to posts in the Government but also apply *mutatis mutandis* in the case of posts in autonomous/statutory organizations. Separately, instructions have been issued by the EO's Division of this Department, on policy and procedure for appointments in autonomous institutions through the ACC which contain, inter alia, guidelines on constitution of Search-cum-Selection Committees for posts in such bodies, their constitution etc., the latest guidelines, in this regard, being those issued under OM No. 28/13/2006-EO (SM.II) dated 3.7.06.

2. It has come to the notice of this Department that the principles brought out in the instructions of this Department, as referred to above, have not been kept in view fully, while setting up Search Committees/Search-cum-Selection Committees, in some cases. There exist also some shortcomings on the composition of the Search-cum-Selection Committees for posts in autonomous organizations/institutions.

3. The matter has, therefore, been reviewed in its entirety and it has been decided that, henceforth, the principles, as set forth in the ensuing paragraphs, shall be kept in view by all concerned while setting up Search Committees and Search-cum-Selection Committees (for posts in autonomous organizations).

4. Search Committees for posts in Government

In accordance with the guidelines of this Department, immediately after a post is created, the Recruitment Rules for the same should be

framed, if the post is likely to continue for one year or more. Action to fill up the post, as per the provisions in the Recruitment Rules, has to be initiated as the procedure of Search Committee cannot be a substitute for the normal recruitment process.

4.1 Situations in which Search Committees may be constituted, their composition etc.

- (i) The post involved should not fall under the purview of the UPSC;
- (ii) Since, as a rule, appointments in Government are to be made on the basis of open advertisement, this requirement has to be followed without fail, and it is only in situations where advertisement may not result in adequate response, that a Search Committee should normally be appointed;
- (iii) Constitution of Search Committees cannot be a substitute for advertisement of posts and their role is only to supplement the recruitment effort through advertisements;
- (iv) A minimum period of atleast four weeks may be given to the candidates to respond to the circular/advertisement for appointment under this mechanism;
- (v) Search Committees should be constituted only for sufficiently senior posts at the level of Director (in the scale of Rs. 14300-18300) or above, which require specialized scientific/technical knowledge and experience;
- (vi) The composition of the Search Committee needs to be approved by the Department of Personnel and Training in each case, if the post proposed to be filled by this procedure is in the scale of Rs. 18400-22400 or above.
- (vii) The Committee should be chaired by the Secretary of the Ministry/Department concerned. Where it is constituted for a Secretary-level post, a senior and distinguished academician may be invited to chair the Committee. The Committee should normally consist of not more than 5 members including the Chairman;

- (viii) Where officers of Government, Autonomous Bodies, PSUs etc. are nominated as Members, they should be atleast one level above the post to which recruitment is being made;
- (ix) No person who is a recipient of grants/funding from the Ministry concerned or who is closely related to a recipient should be invited to join the Search Committee;
- (x) The composition of the Committee should be well-balanced. It should invariably include persons of appropriate standing having acknowledged expertise in the relevant field of specialization. At least half the number of such experts should be from outside the Department;
- (xi) The tendency, repeatedly to rely on the same experts for several recruitments over long periods of time, is to be avoided. It is necessary to infuse fresh blood in such Committees in order to ensure that they identify the right personnel engaged in research in frontiers of the relevant field;
- (xii) The panel recommended by the Committee will remain valid for one year. If no selection is made from the panel within a period of one year, a fresh Committee shall be constituted to prepare a fresh panel. Such a Committee may also consider the names of persons recommended in the earlier panel;
- (xiii) In some cases, the Rules themselves prescribe Search Committee/Search-cum Selection Committee and in such cases, it should be ensured that the composition is strictly as per the Rules. Wherever it is necessary, amendments to the Rules may be carried out to ensure that the composition of the Committee is in conformity with these instructions.

5. Search-cum-Selection Committees for posts in autonomous/statutory bodies etc.

Though the principles applicable for posts in Government as in para 4 *ibid* would generally apply, the following principles would specifically apply to Search-cum-Selection Committees for posts in autonomous/statutory bodies, entities registered under the Societies Registration Act, etc:-

- (i) Each Ministry/Department shall constitute a Search-cum-selection committee, with the concurrence of the DOPT, for (a) all appointments to the post of Chief Executives and (b) for all

appointments carrying a pay scale of Rs. 18400-22400 and above.

- (ii) Ministries/Departments will have the discretion to choose the Chairman of the Committee. They may, however, ensure that the person, so chosen, is distinguished and of sufficiently high standing commensurate with the level of the post for which selection is to be recommended by the Committee;
- (iii) The Committee should normally consist of not more than 5 members including the Chairman and at least one outside expert of eminence. The Committee should also include the Chief Executive of the autonomous institution even if the scale of pay of the post of Chief Executive is same as of the post for which selection is being made unless the selection is for the post of the Chief Executive;
- (iv) The panel recommended by the Committee will be valid for one year. If no selection is made from the panel within a period of one year, a fresh Committee shall be constituted to prepare a fresh panel. Such a Committee may also consider the names of persons recommended in the earlier panel;
- (v) The panel recommended by the Committee will have to be accepted *in toto* by the Ministry/Department. Any deviation in the matter will require the prior approval of the ACC;
- (vi) Extension in tenure of persons other than the Chief Executives shall also be considered by the Search-cum-Selection committee and its recommendations shall be accepted by the Ministry/Department. Any proposal to reject the recommendations will require the approval of the ACC. Authority for approval of extension in tenure of Chief Executives will rest with the ACC;
- (vii) All appointments, which are covered by specific statutes, are to be carried out on the basis of the statutory provisions. Wherever the statutes provide for appointment to a post with the approval of the Central Government, the appointment to the post of Chief Executives of the pay scale of Rs. 18400-22400 and above, will be within the purview of ACC and the Search-cum-Selection Committee mechanism envisaged in these instructions will apply;

- (viii) Appropriate Recruitment Rules/Regulations for the post involved shall be formulated by the administrative Ministry, wherever the relevant statutes do not incorporate the eligibility conditions. The norms and criteria for selection, shall, in any case, be finalized by the autonomous institution, with the concurrence of the Ministry concerned and the same shall be made widely known well in advance of the selection;
- (ix) The vacancy shall be given wide publicity through open advertisement/circulation among various Ministries/Departments/State Governments/ Autonomous bodies/Research institutes etc., as also made available on the website of the Ministry/Department;
- (x) A minimum period of atleast four weeks may be given to the candidates to respond to the circular/advertisement for appointment under this mechanism;

6. All autonomous institutions, which are not set up under their own statutes, shall modify their Memoranda and Articles of Association, Bye-laws, etc. in order to incorporate fully these guidelines. The institutions shall report compliance to the DOPT through their administrative Ministry/Department alongwith copies of their revised Memoranda/Articles of Association, Bye-laws etc. These institutions, thereafter, shall not be required to take approval of DOPT each time for the Search-cum-Selection Committee constituted by them. The institutions shall, however, send a copy of the Search-cum-Selection Committees constituted by them to the DOPT.

7. The above exercise may be completed by all institutions within a period of three months.

8. Hindi version will follow.


(Smita Kumar)
Director
Tel. 2309 2479

To

All Ministries/Departments of Government of India

Copy to:

1. The President's Secretariat, New Delhi.

No. AB-14017/11/2004-Estt(RR)
Government of India
Ministry of Personnel P.G.& Pensions
Department of Personnel & Training

North Block, New Delhi
Dated: 21.10.2015

OFFICE MEMORANDUM

Subject: Setting up of Search Committees/Search-cum-Selection Committee.

The guidelines on constitution of Search Committees for posts in Government and Search-cum-Selection Committees for posts in autonomous organizations have been issued vide this Department's OM of even number dated 30th July, 2007.

2. The guideline stipulates that Search Committees should be constituted only for sufficiently senior posts at the level of Director (in the scale of Rs. 14300-18300)(Revised PB-4, GP 8700) or above, which require specialized scientific/technical knowledge and experience. It further provides that the Committee should be chaired by the Secretary of the Ministry/Department concerned. Where it is constituted for a Secretary-level post, a senior and distinguished academician may be invited to chair the Committee.

3. As regards constitution of Search-cum-Selection Committees for posts in autonomous/statutory bodies etc., the guidelines stipulates that each Ministry/Department shall constitute a Search-cum Selection Committee, with the concurrence of the DOPT, for (a) all appointments to the post of Chief Executives and (b) for all appointments carrying a pay scale of Rs. 18400-22400 (revised as PB-4 with GP of Rs. 10000/) and above. Ministries/Departments will have the discretion to choose the Chairman of the Committee. They may, however, ensure that the person, so chosen, is distinguished and of sufficiently high standing commensurate with the level of the post for which selection is to be recommended by the Committee.

4. These guidelines have been reviewed and with the approval of the competent authority it has been decided that henceforth Cabinet Secretary shall be the Chairperson of Search Committee/Search-cum Selection Committee meetings wherever retired Secretaries to Govt. of India are eligible for appointment to a post/an assignment.

G. Jayanthi

(G. Jayanthi)
Director

To

All Ministries/Departments of Government of India

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
बायोटेक्नोलॉजी विभाग

GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY



ब्लॉक-2, 7वां तल, सीओ जीओ ओओ कॉम्प्लेक्स
लोधी रोड, नई दिल्ली-110003
Block-2, 7th Floor, C.G.O. Complex
Lodhi Road, New Delhi-110003

No. BT/AI/26020/1/2014

Dated: 11.02.2019

OFFICE MEMORANDUM

Subject: - Instructions for OCI (Overseas Citizen of India) cardholders appointed and taking up research in Autonomous Institutes under Department of Biotechnology -reg.

The Department of Biotechnology has referred the issue of OCI cardholders who have been appointed in the Autonomous Institutes under this Department, to Ministry of External Affairs and Foreigners Division – OCI Cell, Ministry of Home Affairs.

2. It was clarified by Ministry of External Affairs vide No. OI-15013/01/2016-OIA. II. D dated 29th March 2017 that the appointment in an Autonomous Institution under Department of Biotechnology cannot be treated as appointment to posts in connection with the affairs of the Union and hence no special orders of exemption under Section 7B (2) of the Citizenship Act, 1955 are required from Ministry of External Affairs.

3. However, if an OCI Cardholder is to be appointed on a Scientific position involving research activity in an Autonomous Institution under Department of Biotechnology, he/she will have to apply in Form "G" (Annexed) to concerned Foreigners Regional Registration Office, Bureau of Immigration, Ministry of Home Affairs, for seeking special permission to undertake research work.

4. This issues with the approval of competent authority.

Encl: As above

(Banumathi G.)

Deputy Secretary to the Govt. of India
Tel: 011-2436 1813

To

1. All Scientific Coordinators/Nodal Officers of AIs under DBT (As per list attached) – for information please
2. Sr. PPS to SBT/PS to JS(A), DBT.

Copy to

1. The Director(s)/ Executive Director(s)/ CEO of Autonomous Institutes under the Department for compliance.

BROCHURE

OVERSEAS CITIZEN OF INDIA (OCI) CARDHOLDER

1. Eligibility criteria:

Following categories of foreign nationals are eligible for registration as Overseas Citizen of India (OCI) Cardholder:-

- (1) Who was a citizen of India at the time of, or at any time after the commencement of the Constitution i.e. 26.01.1950; or
- (2) who was eligible to become a citizen of India on 26.01.1950; or
- (3) who belonged to a territory that became part of India after 15.08.1947; or
- (4) who is a child or a grandchild or a great grandchild of such a citizen; or
- (5) who is a minor child of such persons mentioned above; or
- (6) who is a minor child and whose both parents are citizens of India or one of the parents is a citizen of India; or
- (7) spouse of foreign origin of a citizen of India or spouse of foreign origin of an Overseas Citizen of India Cardholder registered under section 7A of the Citizenship Act, 1955 and whose marriage has been registered and subsisted for a continuous period of not less than two years immediately preceding the presentation of the application.

Note : No person, who or either of whose parents or grandparents or great grandparents is or had been a citizen of Pakistan, Bangladesh or such other country as the Central Government may, by notification in the Official Gazette, specify, shall be eligible for registration as an Overseas Citizen of India Cardholder.

2. Application Form and Procedure:

Applications for registration as OCI Cardholder is to be submitted only on the online system. For this purpose, please log on to <http://ociservices.gov.in>

(A) Documents to be submitted with the application

1. Proof of present citizenship – Copy of present valid passport (applicable in all cases), with validity of minimum 6 months at the time of submission of application.
2. In case application is submitted in India, copy of any type of Visa (other than Missionary Visa and Mountaineering Visa)/ Residential Permit with 3 months validity as on the date of application.

- (4) The applicant may collect the OCI booklet from the concerned Indian Mission/FRRO either in person or through a duly authorized person. However, the condition is that the applicant should be physically present in the country of issuance of OCI cardholder registration booklet when it is collected through an authorized person. If a person is not in a position to travel to the country of issuance of the OCI cardholder registration booklet, he/she could procure it through the concerned Indian Mission/ FRRO of their present place of stay by making a formal request to the office issuing the OCI Cardholder registration booklet.

5. Cancellation of OCI Registration:

If it is found that the registration as an OCI Cardholder was obtained by means of fraud, false representation or concealment of any material fact or the registered OCI Cardholder has shown disaffection towards the Constitution of India or comes under any of the provisions of section 7D of the Citizenship Act, 1955, the registration of such person will not only be cancelled forthwith but he/she will also be blacklisted preventing his/ her future entry into India.

6. Benefits to an OCI Cardholder:

- (i) Multiple entry lifelong visa for visiting India for any purpose (However OCI Cardholders will require a special permission to undertake research work in India for which they may submit the application to the Indian Mission/ Post/ FRRO concerned).
- (ii) Exemption from registration with Foreigners Regional Registration Officer (FRRO) or Foreigners Registration Officer (FRO) for any length of stay in India.
- (iii) Parity with Non-Resident Indians (NRIs) in respect of all facilities available to them in economic, financial, and educational fields **except in matters relating to the acquisition of agricultural or plantation properties.**
- (iv) Registered Overseas Citizen of India Cardholder shall be treated at par with Non-Resident-Indians in the matter of inter-country adoption of Indian children.
- (v) Registered Overseas Citizen of India Cardholder shall be treated at par with resident Indian nationals in the matter of tariffs in air fares in domestic sectors in India.

Department of Personnel and A.R. O.M. No. 9/2/73-Estt.(SCT)
dated the 23rd June, 1975 to all Ministries etc.

Subject :—Reservation in services for Scheduled Castes and Scheduled Tribes—Exemption of scientific and technical posts.

According to the Ministry of Home Affairs O.M. No. 9/2/63-SCT(I), dated 2nd November, 1963 and No. 9/2/63-SCT(I), dated 17th July, 1964 read with O.M. No. 9/4/69-Estt.(SCT), dated 6th October, 1969, 'scientific and technical' posts required for conducting research or for organising, guiding and directing research which satisfy the conditions laid down therein, can be exempted from the purview of the orders relating to reservations for Scheduled Castes and Scheduled Tribes. Under the above orders, exemption in respect of gazetted posts which fulfil conditions laid down in the O.M. referred to above, can be given by the Ministries/Departments themselves after obtaining the orders of the Minister concerned whereas in respect of non-gazetted posts of similar nature, the Department of Personnel & Administrative Reforms is to be consulted before exemption is granted. The question whether reservations should be introduced in respect of the scientific and technical posts which are so exempt from the purview of the reservations for Scheduled Castes and Scheduled Tribes under the existing orders has been under examination in this Department. In partial modification of the instructions referred to above, it has now been decided that the same scheme of reservations for Scheduled Castes and Scheduled Tribes should cover appointments made to scientific and technical posts up to and including the lowest grade of Class I in the respective services wherever they have been hitherto exempt from the purview of the scheme of reservations so far on the ground that the posts were intended for conducting/directing, guiding research work. It has also been decided that the reserved vacancies in scientific and technical posts which would thus be brought within the purview of the scheme of reservations for candidates from Scheduled Castes and Scheduled Tribes need be advertised only once, instead of twice, as prescribed in Ministry of Home Affairs O.M. No. 1/1/70-Estt.(SCT), dated 31-7-70. In the event of non-availability of candidates belonging to the reserved communities, the reserved vacancies may be treated as dereserved by the administrative Ministry/Department concerned without obtaining the approval of the Department of Personnel & Administrative Reforms.

2. To give effect to the decisions mentioned in para 1 above, Ministries/Departments are requested to review the lists of scientific and technical posts under their control which are at present exempt from the purview of the orders relating to reservations for Scheduled Castes and Scheduled Tribes. Only such of the scientific and technical posts as satisfy all the following conditions should hereafter be exempted from the purview of the reservation orders :—

- (i) The posts should be in grades above the lowest grade in Class I 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; and
- (iii) There should be posts for conducting research or for organising, guiding and directing research

Orders of the Minister concerned should be obtained before exempting any post satisfying the above conditions from the purview of the scheme of reservations.

3. Exemption, if any, in operation at present, from the purview of the reservation orders in respect of the scientific and technical posts up to and inclusive of the lowest grade of Class I of a service should be treated as cancelled with immediate effect and reservations should be provided for Scheduled Castes and Scheduled Tribes candidates in such posts also with immediate effect. Reserved vacancies in such posts need be advertised only once and not twice as provided in this Department's O.M. No. 1/1/70-Estt.(SCT), dated 31-7-70. In the event of non-availability of candidates belonging to reserved communities, vacancies in such posts may be treated as dereserved by the administrative Ministry/Department concerned and prior approval of this Department will not be necessary for such dereservation. However, the Commissioner for Scheduled Castes and Scheduled Tribes

and this Department should be informed about the dereservation made together with details and reasons necessitating the dereservation.

4. The decisions mentioned in para 1-3 above will not however apply to posts in the Department of Space and in the Department of Electronics and in regard to the recruitment of trainees to the training school under the Department of Atomic Energy. In these Departments, scientific and technical posts for research will continue to be exempt from the purview of the orders regarding reservations for Scheduled Castes and Scheduled Tribes under the orders in MHA OM, dated 2-11-1963, 17-7-1964 and 6-10-1959.

5. Ministry of Finance etc. are requested to bring the above decision to the notice of all authorities under them for appropriate action.

No.36039/1/2019-Estt (Res)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
dated the 31st January, 2019

OFFICE MEMORANDUM

Subject: Reservation for Economically Weaker Sections (EWSs) in direct recruitment in civil posts and services in the Government of India.

In continuation of this Department's Office Memorandum of even number dated 19.01.2019, the following instructions are issued in consultation with Ministry of Social Justice and Empowerment and Department of Legal Affairs regarding reservation for EWSs not covered under the reservation scheme for SCs/STs/OBCs in respect of direct recruitment in civil posts and services in the Government of India.

2. QUANTUM OF RESERVATION

The persons belonging to EWSs who are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation in direct recruitment in civil posts and services in the Government of India.

3. EXEMPTION FROM RESERVATION:

3.1 "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 [OM No. 85/11/CF-61(1) dated 28.12.1961], according to which scientific and technical posts for which qualifications 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.

G. Sivasan

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

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

4. CRITERIA OF INCOME & ASSETS:

4.1 Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below **Rs. 8.00 lakh (Rupees eight lakh only)** are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

4.2. The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

4.3 The term "**Family**" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

5. INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE:

5.1 The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure-I** shall only be accepted as proof of candidate's claim as belonging to EWS: -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendary

G. Jeyaram

- 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 or the area where the candidate and/or his family normally resides.

5.2 The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the respective State/UT.

5.3 The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

5.4 The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause :-

"The appointment is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/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 fake/false certificate."

The appointing authority should verify the veracity of the Income and asset certificate submitted by the candidate through the certificate issuing authority.

5.5 Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure employment on the basis of a false claim and if any person gets an appointment on the basis of such false claim, her/his services shall be terminated invoking the conditions contained in the offer of appointment.

6. EFFECTING RESERVATION - MAINTENANCE OF ROSTERS:

6.1 Department of Personnel and Training had circulated Office Memorandum No.36012/2/96-Estt(Res) dated July 2, 1997 regarding implementation of post based reservation roster. The general principles for making and operating post

G. S. Subramanian

based reservation roster would be as per the principles laid down in the said Office Memorandum.

6.2 Every Government establishment shall now recast group-wise post-based reservation roster register for direct recruitment in accordance with format given in **Annexure II, III, IV and V**, as the case may be, for effecting 10% reservation for EWSs interpolating them with the SCs, STs and OBCs. While fixing roster point, if the EWS roster point coincides with the roster points of SCs/STs/OBCs the next available UR roster point has been allotted to the EWSs and also the principle of "squeezing" has been kept in view. While drawing up the rosters, the cadre controlling authorities may similarly "squeeze" the last points of the roster so as to meet prescribed 10% reservation.

6.3 Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog.

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

7. ADJUSTMENT AGAINST UNRESERVED VACANCIES:

A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

8. FORTNIGHTLY/ANNUAL REPORTS REGARDING REPRESENTATION OF EWS:

The Ministries/Departments shall send single consolidated fortnightly report including their attached/subordinate offices beginning from 15.2.2019 as per format at **Annexure-VI**.

From 01.01.2020, the Ministries/Departments shall upload data on representation of EWSs 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 already been provided respective usercode and password with guidelines for operating the URL.

G. Jeyaraj

9. MAINTENANCE OF REGISTER OF COMPLAINTS BY THE GOVERNMENT ESTABLISHMENT:

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

9.2 Any person aggrieved with any matter relating to discrimination in employment against any EWS may file a complaint with the Grievance Redressal Officer of the respective Government establishment. The name, designation and contact details of the Grievance Redressal Officer may be displayed prominently on the website and in the office of the concerned establishment.

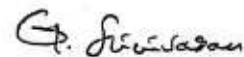
10. LIAISON OFFICER:

Ministries/Departments/Attached and Subordinate Offices shall appoint Liaison Officer to monitor the implementation of reservation for EWSs.

11. The above scheme of reservation will be effective in respect of all direct recruitment vacancies to be notified on or after 01.02.2019.

12. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control. In case of any difficulty with regard to implementation of the provisions of this OM, the concerned authorities may consult DOP&T through their administrative Ministry/Department.

Encl.: As above.



(G. Srinivasan)

Director

Ph.No.011-23093074

To

- (i) The Secretaries of all Ministries/Departments of the Govt. of India
- (ii) Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi
- (iii) Department of Public Enterprises, CGO Complex, Lodhi Road, New Delhi
- (iv) Railway Board, Rail Bhavan, Delhi.

- (v) Supreme Court of India/ Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/ Prime Minister's Office/NITI Aayog
- (vi) Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi
- (vii) Staff Selection Commission, CGO Complex, Lodi Road, New Delhi
- (viii) The Secretary, Department of Social Justice and Empowerment, Shastri Bhavan, New Delhi
- (ix) National Commission for Scheduled Castes, Lok Nayak Bhavan, New Delhi
- (x) National Commission for Scheduled Tribes, Lok Nayak Bhavan, New Delhi.
- (xi) National Commission for Backward Classes, Trikot, Bhikaji Cama Place, R.K. Puram, New Delhi.
- (xii) Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- (xiii) Information and Facilitation Centre, DOPT, North Block, New Delhi.
- (xiv) Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi-110067.
- (xv) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.

Copy to: 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.

G. Srinivasan

F. No. 3-25/2020-E.IIIA
Government of India
Ministry of Finance
Department of Expenditure

Dated the 9th December, 2020

Office Memorandum

Subject: Regulation of Remuneration in case of Contract Appointment of Retired Central Government Employees.

The undersigned is directed to say that Ministries/Departments appoint retired Central Government employees on contract basis, including as Consultants on contract basis. However, at present there are no uniform guidelines for regulation of remuneration in such cases.

2. The existing instructions of Department of Personnel and Training, as contained in their Central Civil Services (Fixation of Pay of Re-employed Pensioners) Orders, 1986, as amended from time to time, provide for regulation of pay in case of re-employment. However, the instructions of Department of Personnel & Training as contained in their OM No. 26012/6/2002- Estt (A) dated 9.12.2002 provides that re-employment beyond the age of superannuation of 60 years shall not be permissible. Also, as per their OM No. 3(3)/2016-Estt (Pay II) dated 1.5.2017, the pay plus gross pension on re-employment is not to exceed Rs.2,25,000/-, i.e. Pay Level 17 as applicable to an officer of the level of Secretary to the Government of India.

3. Aforementioned instructions of Department of Personnel & Training on pay fixation in case of re-employment apply only to persons appointed on re-employment. These are not applicable to persons employed on contract basis except where the contract provides otherwise. Accordingly, in cases of appointment of retired Central Government employees on contract basis after the age of superannuation at 60 years, the instructions on pay fixation on re-employment will not directly apply.

4. Department of Personnel & Training has also informed that they are in the process of drafting a Note for Committee of Secretaries (CoS) regarding guidelines for engagement of retired Government servants as Consultant in Government Ministries and Department. In view of this, till Department of Personnel and Training finalizes their guidelines, there is a need to regulate remuneration in such cases of contract appointment of retired Central Government employees on a uniform basis. The matter has, therefore, been considered and it has been decided that regulation of remuneration in case of appointment of retired Central Government employees on contract basis, including as consultants, shall be regulated as provided hereinafter.



5. At the outset, such appointments shall not be made as a matter of practice and must be kept at a bare minimum. Such appointments may be made only in the justified exigencies of the official work where public interest is served by appointment of the retired employee. While making such appointments, adequate functional necessity with clear grounds must be placed before the appointing authority.

6. Remuneration

6.1 A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.

Example

An employee retired in the Pay Level 13 and the pay at the time of retirement was Rs. 1,55,900. Thus, the basic pension will be Rs. 77,950. If the employee is appointed on contract basis, including as Consultant, the remuneration shall be fixed at Rs.77,950 (1,55,900-77950).

6.2 The basic pension to be deducted from the last pay drawn shall be the pension as fixed at the time of retirement and as such, if the employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted. Thus, in the above example, if 40% of pension was commuted, the commuted portion shall be Rs. 31,180 (40% of 77,950) and the pension actually drawn shall be Rs. 46,770. However, the amount of pension to be deducted from the last salary shall be Rs 77,950.

6.3 No Increment and Dearness Allowance shall be allowed during the term of the contract.

7. Allowances

7.1 House Rent Allowances

No HRA shall be admissible.

7.2 Transport Allowance

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.



7.3 **Leave of absence**

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

8. **Term of Appointment**

8.1 The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.

8.2 The consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.

9. **Exemptions**

The terms of appointment provided for in these orders shall not apply to cases and to the extent where the Appointments Committee of Cabinet has allowed special terms OR where special provisions have been allowed with the approval of the Department of Personnel & Training OR Department of Expenditure.

10. These orders shall apply to appointments made in the Central Government and shall be effective from the date of issue of the orders, until further orders or until instructions are issued by DoPT regulating remuneration of retired Government employees on their engagement as consultants. The past cases shall not be reopened in the light of these orders until the normal term of those past cases. Any relaxation of the above will be required to be referred to Department of Expenditure.



(B.K. Manthan)
Deputy Secretary

To,

All the Ministries and Departments of the Government of India as per the standard list.

No.4/3/2017-Estt(Pay-I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

List of earlier OMs on the
subject
DoE's OM No.F.2(78)-
E.III(A)63 dated 02.02.1966

DoP&T's OM No.4/7/92-
Estt(Pay-I) dated 04.11.1993

North Block, New Delhi,
Dated the 26th October, 2018

OFFICE MEMORANDUM

Subject:- Stepping up of pay-Consolidated guidelines-reg.

The undersigned is directed to say that the issue of anomaly relating to senior Government employees drawing less pay than their juniors due to application of provisions of FR 22(I)(a)(1) is considered on merits for allowing stepping up pay of the seniors so as to bring it at par with that of the junior in accordance with the guidelines scattered in various OMs noted in the margin. A need has been felt to consolidate guidelines on stepping up of pay at one place keeping in view the provisions of the Central Civil Services (Revised Pay) Rules, 2016, [in short CCS(RP)Rules, 2016] as the frequent references on such issues continue to be received in this Department.

2. Consequent upon implementation of CCS(RP)Rules, 2016, the President is pleased to decide the following:

(i) In order to remove the anomaly of a Government servant promoted or appointed to a higher post on or after 1-1-2016 drawing lower pay in that post than another Government servant junior to him in the lower grade and promoted or appointed subsequently to another identical post, the pay of the senior Government servant in the higher post should be stepped up to a figure equal to the pay as fixed for the junior Government servant in that higher post. The stepping up should be done with effect from the date of promotion or appointment of the junior Government servant and will be subject to the following conditions, namely:

- (a) both the junior and the senior Government servants should belong to the same cadre and the posts in which they have been promoted are identical in the same cadre;
- (b) the Level in the Pay Matrix of the lower and higher posts in which they are entitled to draw pay should be identical;

.....2/-
A. Bahree
26/10/18

(c) the anomaly is directly as a result of the application of the provisions of Fundamental Rule 22(I)(a)(1) read with Rule 13 of CCS(RP)Rules, 2016. For example, if the junior officer was drawing more pay in the existing pay structure than the senior by virtue of any advance increments granted to him, the provisions of this sub-rule should not be invoked to step up the pay of the senior officer.

(ii) The order relating to re-fixation of the pay of the senior officer in accordance with clause (i) shall be issued under Fundamental Rule 27 and the senior officer shall be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

3. The following instances/events wherein juniors draw more pay than seniors, do not constitute anomaly and, therefore, stepping up of pay will not be admissible in such events:

- (a) Where a senior proceeds on Extra Ordinary Leave which results in postponement of his Date of Next Increment in the lower post and consequently he starts drawing less pay than his junior in the lower grade itself. He, therefore, cannot claim pay parity on promotion even though he may be promoted earlier to the higher grade than his junior(s);
- (b) If a senior forgoes/refuses promotion leading to his junior being promoted/appointed to the higher post earlier and the junior draws higher pay than the senior.
- (c) If the senior is on deputation while junior avails of the ad-hoc promotion in the cadre, the increased pay drawn by the junior due to ad-hoc/officiating and/or regular promotion following such ad-hoc promotion in the higher posts vis-à-vis senior, is not an anomaly in strict sense of the term;
- (d) If a senior joins the higher post later than the junior, for whatsoever reasons, whereby he starts drawing less pay than the junior. In such cases, senior cannot claim stepping up of pay at par with that of his junior.
- (e) If a senior is appointed later than the junior in the lower post itself whereby he is in receipt of lesser pay than the junior, in such cases also the senior cannot claim pay parity in the higher post if he draws

P. Bahar
26/1/183/-

less pay than his junior though he may have been promoted earlier to the higher post.

- (f) Where an employee is promoted from lower post to a higher post, his pay is fixed with reference to the pay drawn by him in the lower post under FR22(I)(a)(1) read with Rule 13 of CCS(RP)Rules, 2016 and due to his longer length of service in the lower grade, his pay may get fixed at a higher stage than that of a senior direct recruit appointed to the same higher grade and whose pay is fixed under different set of rules. For example a Senior Secretariat Assistant (SSA) on promotion to the post of Assistant Section Officer (ASO) gets his pay fixed under FR 22(I)(a)(1) with reference to the pay drawn in the post of SSA, whereas the pay of ASO(DR) is fixed under Rule 8 of CCS(RP)Rules, 2016 at the minimum pay or the first Cell in the Level, applicable to ASO to which he is appointed. In such a case, the senior ASO (DR) cannot claim pay parity with that of the promotee junior ASO.
- (g) Where a senior is appointed in higher post on ad-hoc basis and is drawing less pay than his junior who is appointed in the same cadre and in same post on ad-hoc basis subsequently, the senior cannot claim pay parity with reference to the pay of that junior since the ad-hoc officiating service in higher post is reversible and also since full benefits of FR22(I)(a)(1) are not available on ad-hoc promotion but only on regular promotion following such ad-hoc promotion without break.
- (h) Where a junior gets more pay due to additional increments earned on acquiring higher qualifications.

Note: The above instances/events are only illustrative and not exhaustive.

4. These orders shall be in supersession of D/o Expenditure's OM No.F.2(78)-E.III(A)63 dated 2nd February, 1966 and DOP&T's OM No.4/7/92-Estt(Pay-I) dated 4th November, 1993.

5. This OM is effective from 01.01.2016.

6. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders have been issued after consultation with the Comptroller and Auditor General of India.

P. Sahasr
26/11/18

.....4/-

7. Hindi version will follow.

R Bahree
26/11/18

(Rajeev Bahree)

Under Secretary to the Government of India.

To

1. All Ministries / Departments of Government of India.
2. NIC, DO&PT – with a request to upload this OM on the Department's website under OMs & Orders (Establishment → Pay Rules) and also under "What is New".

Copy also forwarded to:

1. Office of Comptroller & Auditor General of India
2. Secretary General, Supreme Court of India, Secretaries to Union Public Service Commission /Lok Sabha Sectt./Rajya Sabha Sectt./Cabinet Sectt./Central Vigilance Commission/ President's Sectt./Vice-President's Sectt./Prime Minister's Office / Niti Ayog.
3. Controller General of Accounts, Ministry of Finance.
4. Department of Personnel and Training (AIS Division) / JCA / Admn. Section.
5. Governors of all States/Lt. Governors of all Union Territories.
6. Secretary, National Council of JCM (Staff Side), 13-C, Feroz Shah Road, New Delhi.
7. All Members of Staff Side of the National Council of JCM / Departmental Council
8. All Officers/Sections of DoPT/Deptt. Of Administrative Reforms & Public Grievances/Department of Pensions & Pensioners Welfare/ PESB.
9. Joint Secretary (Pers), Ministry of Finance, D/o Expenditure.
10. Additional Secretary(Union Territories), Ministry of Home Affairs

R Bahree
26/11/18

(Rajeev Bahree)

Under Secretary to the Government of India

9. वित्त मंत्रालय अधिसूचना सं.1(9)-ई-III(ए)/74, तारीख 30.10.1974;
10. गृह मंत्रालय अधिसूचना सं.1(6)-पी.यू.आई/79 तारीख 23.11.1979;
11. कार्मिक और प्रशासनिक सुधार विभाग अधिसूचना सं.एफ-1(8)-पी.यू.आई/80 तारीख 29.01.1981;
12. गृह मंत्रालय अधिसूचना सं.1/9/79-स्था. (वेतन-1), तारीख 06.10.1983;
13. गृह मंत्रालय अधिसूचना सं.13/5/84-स्था. (वेतन-1), तारीख 17.08.1984;
14. कार्मिक और प्रशिक्षण विभाग अधिसूचना 13/5/84-स्था.(वेतन-1), तारीख 24.9.1985;
15. कार्मिक और प्रशिक्षण विभाग अधिसूचना सं.11/1/85-स्था.(वेतन-1), तारीख 24.04.1986; तथा
16. कार्मिक और प्रशिक्षण विभाग अधिसूचना सं. 1/10/89-स्था.(वेतन-1), तारीख 30.08.1989.

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

New Delhi, the 19th November, 2018

G.S.R.370.— 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 the persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Fundamental Rules, 1922, namely:-

1. (1) These rules may be called the Fundamental (Amendment) Rules, 2018.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Fundamental Rules, 1922, in rule 22. in sub-rule (I), in clause (a), for sub-clause (1), the following sub-clause shall be substituted, namely:-

“(1) where a Government servant holding a post, other than a tenure post, in a substantive or temporary or officiating capacity is promoted or appointed in a substantive, temporary or officiating capacity, as the case may be, subject to the fulfillment of the eligibility conditions as prescribed in the relevant Recruitment Rules, to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, his initial pay in the time-scale shall be fixed by giving one increment in the level from which the Government servant is promoted and he or she shall be placed at a cell equal to the figure so arrived at in the level of the post to which promoted or appointed and if no such cell is available in the level to which promoted or appointed, he shall be placed at the next higher cell in that level.

Save in cases of appointment on deputation to an *ex cadre* post, or to a post on *ad hoc* basis or on direct recruitment basis, the Government servant shall have the option, to be exercised within one month from the date of promotion or appointment, as the case may be, to have the pay fixed under this rule from the date of such promotion or appointment or to have the pay fixed initially at the next higher cell in the level of the post to which he or she is promoted on regular basis and subsequently, on the date of accrual of next increment in the level of the post from which Government Servant is promoted, his pay shall be re-fixed and two increments (one accrued on account of annual increment and the second accrued on account of promotion) shall be granted in the level from which the Government Servant is promoted and he or she shall be placed, at a cell equal to the figure so

arrived, in the level of the post to which he or she is promoted; and if no such cell is available in the level to which he or she is promoted, he or she shall be placed at the next higher cell in that level.

In cases where an *ad hoc* promotion is followed by regular appointment without break, the option is admissible from the date of initial appointment or promotion, to be exercised within one month from the date of such regular appointment.

In cases where an officer has retired as *ad hoc* before being regularised to that post and later on has been assessed during the process of regularisation and found fit by the competent authority along with his or her juniors, who are still in service and are eligible to avail of the option facility from a date on which the retired employee was still in service, the same option facility shall also be extended to the retired employee, to be exercised within three months from the date when his or her junior became eligible to avail of option facility and in cases where such retired employee was himself the junior most, he or she may exercise the option facility within three months from the date when his or her immediate senior became eligible to avail of option facility:

Provided that where a Government servant is, immediately before his promotion or appointment on regular basis to a higher post, drawing pay at the maximum of the level of the lower post, his initial pay in the level of the higher post shall be fixed at the cell equal to the figure so arrived at in the level of the post to which promoted or appointed by increasing his pay in respect of the lower post held by him on regular basis by an amount equal to the last increment in the level of the lower post and if no such cell is available in the level to which he is promoted or appointed, he shall be placed at the next higher cell in that level."

[F.No. 13/1/2017-Estt.(Pay-I)]

RAJEEV BAHREE, Under Secy.

Note: The Fundamental Rules came into force from 1st January, 1922 and these rules were amended earlier as per details below:-

1. Ministry of Finance Notification No.2(9)-E.III/61 dated 01.02.1963;
2. Ministry of Finance Notification No.1(1)-E.III(A)/65 dated 20.02.1965;
3. Ministry of Finance Notification No.1(25)-E.III(a)/64 dated 30.11.1965;
4. Ministry of Finance Notification No. F.I(25)-E.III(A)/64 dated 01.10.1966;
5. Ministry of Finance Notification No. 1(3)-E.III(a)/64-Pt.II dated 18.07.1967;
6. Ministry of Finance Notification No. 1(6)-E.III(A)/68 dated 26.04.1968;
7. Ministry of Finance Notification No. 1(25)-E.III(A)/64 dated 27.05.1970;
8. Ministry of Finance Notification No. 18(13)-E.IV(A)/70 dated 29.01.1971;
9. Ministry of Finance Notification No. 1(9)-E.III(A)/74 dated 30.10.1974;
10. Ministry of Home Affairs Notification No. 1(6)-P.U.I/79 dated 23.11.1979;
11. Department of Personnel and Administrative Reforms Notification No. F. 1(8)-P.U.I/80 dated 29.01.1981;
12. Ministry of Home Affairs Notification No. 1/9/79-Estt.(Pay-I) dated 06.10.1983;
13. Ministry of Home Affairs Notification No.13/5/84-Estt.(Pay-I) dated 17.08.1984;
14. Department of Personnel and Training Notification No. 13/5/84-Estt.(Pay-I) dated 24.09.1985;
15. Department of Personnel and Training Notification No. 11/1/85-Estt.(Pay-I) dated 24.04.1986; and
16. Department of Personnel and Training Notification No. 1/10/89-Estt.(Pay-I) dated 30.08.1989.

No.A-27012/02/2017-Estt.(AL)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Block-IV, Old JNU Campus, New Delhi

Dated: 16th July 2018

Office Memorandum

17th

Subject: Recommendations of the Seventh Central Pay Commission –Implementation of decisions relating to the grant of Children Education Allowance (CEA) and Hostel Subsidy – Consolidated instructions –

Consequent upon the decisions taken by the Government to implement the recommendations made by the VII Central Pay Commission, this Department has issued an OM of even number dated 16-8-2017 revising the rates of CEA/Hostel Subsidy and simplifying the procedure for claiming reimbursement of the same. However this Department has been receiving various queries regarding CEA/Hostel Subsidy especially with regard to the applicability of various provision/instructions issued during sixth CPC regime/period. Further references have also been received regarding the difficulty being faced by some government employees in obtaining certificate of the Head of the Institution as mentioned in this Department's OM of even number dated 16-8-2017.

2. Keeping in view the above, it has been decided to issue consolidated instructions in supersession of all earlier OM's on the subject of Children Education Allowance and Hostel subsidy as under:-

a) The reimbursement of Children Education Allowance/Hostel subsidy can be claimed only for the two eldest surviving children with the exception that in case the second child birth results in twins/multiple birth. In case of failure of sterilization operation, the CEA/Hostel Subsidy would be admissible in respect of children born out of the first instance of such failure beyond the usual two children norm.

b) The amount for reimbursement of Children Education allowance will be Rs.2250/- per month (**fixed**) per child. This amount of Rs.2250/- is fixed irrespective of the actual expenses incurred by the Govt. Servant. In order to claim reimbursement of CEA, the Govt. servant should produce a certificate issued by the Head of the Institution for the period/year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year. In case such certificate can not be obtained, self- attested copy of the report card or self attested fee receipt(s){including e-receipt(s)} confirming/indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim CEA. The period/year means academic year i.e. twelve months of complete academic session.

- c) The amount of ceiling of hostel subsidy is Rs.6750/- pm. In order to claim reimbursement of Hostel Subsidy for an academic year, a similar certificate from the Head of Institution confirming that the child studied in the school will suffice, with additional requirement that the certificate should mention the amount of expenditure incurred by the Government servant towards lodging and boarding in the residential complex. In case such certificate cannot be obtained, self- attested copy of the report card and original fee receipt(s)/e-receipt(s) which should indicate the amount of expenditure incurred by the Government servant towards lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy. The expenditure on boarding and lodging or the ceiling of Rs.6750/- as mentioned above, whichever is lower, shall be paid to the employee as Hostel Subsidy. The period/year will mean the same as explained above in clause (b) of this para.
- d) The reimbursement of Children Education Allowance for Divyaang children of government employees shall be payable at double the normal rates of CEA prescribed above in clause (b) i.e. Rs.4500/- per month (**fixed**).
- e) The above rates/ceiling would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.
- f) The Hostel Subsidy and Children Education Allowance can be claimed concurrently.
- g) In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance and Hostel Subsidy.
- h) The reimbursement of CEA and Hostel Subsidy will be done just once in a financial year after completion of the financial year.
- i) Hostel subsidy is applicable only in respect of the child studying in a residential educational institution located at least 50 kilometers from the residence of the Government servant.
- j) The reimbursement of Children Education Allowance and Hostel Subsidy shall have no nexus with the performance of the child in his class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance/Hostel Subsidy shall not be stopped. However, if the child is admitted in the same class in another school, although the child has passed out of the same class in previous school or in the mid-session, CEA shall not be reimbursable.

k) If a Government servant dies while in service, the Children Education Allowance or hostel subsidy shall be admissible in respect of his/her children subject to observance of other conditions for its grant provided the wife/husband of the deceased is not employed in service of the Central Govt., State Government, Autonomous body, PSU, Semi Government Organization such as Municipality, Port Trust Authority or any other organization partly or fully funded by the Central Govt./State Governments. In such cases the CEA/Hostel Subsidy shall be payable to the children till such time the employee would have actually received the same, subject to the condition that other terms and conditions are fulfilled. The payment shall be made by the office in which the Government servant was working prior to his death and will be regulated by the other conditions, laid down in this OM.

l) In case of retirement, discharge, dismissal or removal from service, CEA/Hostel Subsidy shall be admissible till the end of the academic year in which the Government servant ceases to be in service due to retirement, discharge, dismissal or removal from service in the course of an academic year. The payment shall be made by the office in which the government servant worked prior to these events and will be regulated by the other conditions laid down in this OM.

m) The upper age limit for Divyaang children has been set at 22 years. In the case of other children the age limit will be 20 years or till the time of passing 12th class whichever is earlier. There shall be no minimum age.

n) Reimbursement of CEA and Hostel Subsidy shall be applicable for children from class nursery to twelfth, including classes eleventh and twelfth held by Junior Colleges or schools affiliated to Universities or Boards of Education.

o) CEA is allowed in case of children studying through "Correspondence or Distance Learning" subject to other conditions laid down herein.

p) The CEA and Hostel Subsidy is admissible in respect of children studying from two classes before class one to 12th standard and also for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10th standard and the Government servant has not been granted CEA/Hostel Subsidy in respect of the child for studies in 11th and 12th standards.

q) In respect of schools/institutions at nursery, primary and middle level not affiliated to any Board of education, the reimbursement under the Scheme may be allowed for the children studying in a recognized school/institution. Recognized school/institution in this regard means a Government school or any education institution whether in receipt of Govt. Aid or not, recognized by the Central or State Government or Union Territory Administration or by University or a recognized educational authority having jurisdiction over the area where the institution/school is situated.

r) In case of a Divyaang child studying in an institution i.e. aided or approved by the Central/State Govt. or UT Administration or whose fees are approved by any of these authorities, the Children Education Allowance paid by the Govt. servant shall be reimbursed irrespective of whether the institution is 'recognized' or not. In such cases the benefits will be admissible till the child attains the age of 22 years.

s) The CEA is payable for the children of all Central Government employees including citizens of Nepal and Bhutan, who are employees of Government of India, and whose children are studying in the native place. However, a certificate may be obtained from the concerned Indian Mission that the school is recognized by the educational authority having jurisdiction over the area where the institution is situated.

t) The Children Education Allowance or hostel subsidy shall be admissible to a Govt. servant while he/she is on duty or is under suspension or is on leave (including extra ordinary leave). Provided that during any period which is treated as 'dies non' the Govt. servant shall not be eligible for the CEA/Hostel subsidy for that period.

3. These above instructions would come into effect from 1st July, 2017.

Hindi version follows.

Sd/- 17th July, 2018

(Sandeep Saxena)

Under Secretary to the Government of India

Tel: 26164316

To

1. Ministries/Departments of the Government of India.
2. NIC with a request to upload the OM on the website of DoPT.

No. 21011/08/2013-Estt.(AL)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Establishment (Allowances) Section		
Children Education Allowance Scheme (CEA)		
Sl. No.	Frequently asked Questions	Answer
1.	Whether Reimbursement of Children Education Allowance (CEA) for 3 rd child is permissible if CEA has not been claimed for 1 st and or 2 nd child? As per OM dated 2.9.2008 CEA is admissible for two school going children does it mean any two school going children?	No. Reimbursement of CEA is not permissible for third child even if reimbursement has not been claimed in respect of first and/or second child. However, as per OM No.12011/03/2008-Estt.(AL) dated 11.11.2008, the Children Education Allowance would be admissible for more than two children where as a result of the second child birth results in birth of twins or multiple children. Further, reimbursement of CEA for the 3 rd child is also admissible in case of failure of sterilization operation. Such reimbursement is admissible only for the first child birth after failure of sterilization operation . This point was further clarified vide O.M. No.12011/16/2009-Allowance) dated 13.11.2009.
2.	What types of fee are reimbursable? Whether Annual Charges and Transportation fees are reimbursable? Whether reimbursement towards purchase of school bag, water bottle, uniform, shoes and stationery is admissible?	As per OM No.12011/03/2008-Estt.(AL) dated 2.9.2008, tuition fee, admission fee, laboratory fee, special fee charged for agriculture, electronics, music or any other subject, fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliances by the child, library fee, games/sports fee and fee for extra-curricular activities are reimbursable subject to the condition that the aforementioned fee are charged by the school directly from the student. No reimbursement is permissible for Annual Charges and Transportation fees. Besides, reimbursement for purchase of one set of text books and notebooks, two sets of uniforms prescribed by the school in which the child is studying, one pair of shoes, in an academic year are reimbursable. Uniform include all items of clothing prescribed for a day, as uniform by the school, irrespective of colours/winter/summer/PT uniforms. Reimbursement of school bags, pens/pencils, water bottle, stationery etc., may not be allowed. O.M. No.12011/08/2010-Estt.(AL) dated 30.12.2010 and O.M. No.12011/07(i)/2011-Estt.(AL) dated 21.02.2012 refers
3.	Whether CEA has been increased by 25% as a result of	This Department's OM No. 12011/03/ 2008-Estt.(AL) dated 2.9.2008 clearly indicates that the

	enhancement of Dearness Allowances beyond 50%?	limits "would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%". There is no need for any separate order from this Department to effect enhancement of CEA as a result of increase in DA by 50%. However, O.M. No.12011/01/2011-Estt.(Allowance) dated 4 th May, 2011, has been issued to clarify this further.
4.	Whether CEA can be claimed for the child for the same class twice?	The reimbursement of CEA is not linked to the performance of the child in his class. Even if a child fails in a particular class, the reimbursement is permissible. However, if the child is admitted in the same class in another school, although the child has passed out of the same class in previous school or in the mid-session, CEA shall not be reimbursable.
5.	Whether CEA/Hostel Subsidy is allowed for initial two years of Diploma Courses?	Children Education Allowance/Hostel Subsidy is allowed for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10 th standard and the Government servant has not been granted CEA/Hostel Subsidy in respect of the child for studies in 11 th and 12 th standards. This is further subject to fulfillment of other conditions laid down in the O.M. No.12011/03/2008-Estt.(AL) dated 2.9.2008 and subsequent instructions issued from time to time.
6.	What is hostel subsidy?	The term Hostel Subsidy would mean expenses incurred by the Government servant if he/she keeps his/her children in a hostel of a residential school/institution located beyond a distance of 50 kilometers from his/her residence.
7.	Whether Hostel subsidy is reimbursable irrespective of transfer liability?	Hostel Subsidy is reimbursable to all Central Government Employees covered by the scheme, for keeping their ward in the Hostel of a residential school away from the station in which the employee is posted or residing irrespective of any transfer liability.
8.	Whether Hostel subsidy can be reimbursed if the child is staying in a Hostel which is not part of residential school where he is studying?	No. Hostel subsidy is reimbursable only in case of child studying in a residential school and staying in hostel of the said residential school.
9.	What are the components of hostel subsidy?	Hostel subsidy includes fee charged for boarding, lodging in addition to fee as mentioned in para 1(e) of OM No. 12011/03/ 2008-Estt.(AL) dated 2.9.2008.
10.	Whether a Government servant is allowed to get 50% of the	Reimbursement of 50% of the entitled amount for the academic year can be allowed in the first

	total amount subject to the overall annual ceiling in the first quarter and the remaining amount in third and/or fourth quarter?	and/or second quarter and the remaining amount can be reimbursed in the third and/or fourth quarter. The entire entitled amount can also be reimbursed in the last quarter. However, frontloading of the entire admissible amount is not permissible. O.M. No.12011/07(i)/2011-Estt.(AL) dated 21.02.2012 refers.
11.	Whether any age limit has been prescribed for reimbursement of CEA in respect of children studying in nursery classes?	There is no minimum age prescribed for reimbursement of CEA in respect of children admitted in nursery classes. However, with regard to physically challenged children the minimum age of 5 (five) years was prescribed for disabled children undergoing non-formal/vocational education. With effect from 21st February, 2012, the minimum age stipulated as 5 years for disabled children stand removed. Hence, there is no minimum age of child for whom reimbursement is claimed irrespective of the fact whether the child is disabled or not. The maximum age for normal child is 20 years and for physically challenged children the maximum age is 22 years. O.M. No.12011/07(ii)/2011-Estt.(AL) dated 21.02.2012 refers.
12.	Whether the school/institution should be recognized?	The school/institution has to be recognized by the Central or State Government or UT administration or by University or a recognized educational authority having jurisdiction over the area where the institution is situated. This also applies in respect of children studying in two classes prior to Class-I, i.e., nursery/LKG/UKG, etc. OM No. 12011/03/ 2008-Estt.(AL) dated 23.11.2009.
13.	Whether CEA is payable for the children of Central Government employees and studying abroad, including children of citizens of Nepal/Bhutan but working in Government of India, and their children are studying in the schools in their native place?	The CEA is payable for the children of all Central Government employees including citizens of Nepal and Bhutan, who are employees of Government of India, and whose children are studying in the native place. However, a certificate may be obtained from the concerned Indian Mission that the school is recognized by the educational authority having jurisdiction over the area where the institution is situated.
14.	What constitutes "Fee" as per para 1(e) of the O.M. dated 2/9/2008 and whether fee paid	"Fee" shall mean fee paid to the school in which the child is studying, directly by the parents/guardian for the items mentioned in para

	for extra-curricular activities to some other institute and reimbursement of, school bags, pens/pencils, etc., can be allowed? Is there any item-wise ceiling?	1(e) of the O.M. dated 2/9/2008. Reimbursement of school bags, pens/pencils, etc., may not be allowed. There is no item-wise ceiling. O.M. No.12011/07(i)/2011-Estt.(AL) dated 21.02.2012 refers.
15.	Whether reimbursement can be allowed in case the original receipts are misplaced and duplicate receipts are produced by the Government servant? Are the original receipts required to be attested/ countersigned/ rubber stamped by the school authorities?	In case of misplacement of receipts given by the school/institution towards charges received from the parents/guardian, reimbursement may be allowed if the Government servant produces a duplicate receipt, duly authenticated by the school authorities. Receipts from private parties, other than the school, if misplaced shall not be entertained, even if a duplicate receipt is produced. Original receipts from school authorities need not be attested/ countersigned/rubber stamped by the school authorities. O.M. No.12011/07(i)/2011-Estt.(AL) dated 21.02.2012 refers.
16.	Whether Development Fee/Parents' Contribution charged by the school/institution is reimbursable?	Reimbursement of Development Fee/Parents' Contribution is allowed w.e.f. 21 st February, 2012, vide O.M. No.12011/07(ii)/2011-Estt.(AL) dated 21.02.2012, on pro-rata basis, subject to the condition that the Government servant will have to certify that the school does not charge tuition fee. However, in respect of children studying in Kendriya Vidyalaya, the Vidyalaya Vikas Nidhi is reimburseable as it forms part of para 1(e) of O.M. No.12011/3/2008-Estt.(Allowance) dated 2.9.2008. O.M. No.12011/16/2009-Estt.(Allowances) dated 13.11.2009 refers.
17.	Whether reimbursement of fee charged directly by the school for catering to the special needs of the child with disabilities duly certified by the concerned school authorities, in addition to items mentioned in para 1(e) of O.M. dated 2.9.2008, is permissible?	Reimbursement of fee charged directly by the school for catering to the special needs of the child with disabilities duly certified by the concerned school authorities, in addition to items mentioned in para 1(e) of O.M. dated 2.9.2008, is allowed w.e.f. 21 st February, 2012.

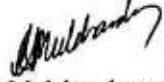
Joining Time Rules		
Sl. No.	Frequently asked Questions	Answer
1.	Whether Joining time//Joining Time pay is admissible in case of technical resignation of a Government servant to join another Government organization.	For appointment to posts under the Central Government on the results of a competitive examination 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. A Government servant shall be treated on duty during the period of joining time and shall be entitled to joining time pay equal to the pay and allowances like DA, HRA, CCA, drawn before relinquishment of charge at the old post. But temporary Central Government employees with less than 3 years of regular continuous service, though entitled to joining time would not be entitled to joining time pay. {Rule 4 (4) of CCS(JT) Rules}
2.	When can the unutilized joining time be credited as Earned Leave?	Rule 6 (1) of the CCS (Joining Time) Rules provides that when a Government servant joins a new post without availing full joining time by reasons that— (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 Travelling Allowance for the family, then the number of days of joining time admissible under sub-rule (4) of Rule 5 of the Central Civil Services (JT) Rules, 1979, subject to a maximum of 15 days reduced by the number of days of joining time actually availed of shall be credited to his leave account as earned leave.
3.	Whether joining time can be combined with leave?	Rule 6(2) of the CCS (Joining Time) Rules provides that Joining time may be combined with vacation and/or regular leave of any kind or duration except casual leave.

Honorary		
Sl. No.	Frequently asked Questions	Answer
1.	Upto what amount the Head of Department can grant honorarium?	The Ministries/Departments can grant honorarium upto '5000/- per annum per employee and the Head of Department can grant honorarium upto '2500/- per annum per employee. O.M. No.1711/9/85-Estt. (Allowance) dated 23.12.1985 refers.
2.	What are the rates of honorarium for translation work from regional language to English/Hindi and vice versa?	The rates for translation from regional languages to English/Hindi and vice-versa is '120/- per thousand words of Ordinary Material and '130/- per thousand words of Technical Material (including Codes/Manuals, etc.). This is subject to a

		maximum of `5000/- per annum in each case, whether recurring or non-recurring. O.M. No.17011/04/2011-Estt.(AL) dated 1.4.2011 refers.
--	--	---

Special Allowance for child care for women with disability		
Sl. No.	Frequently asked Questions	Answer
1.	Whether the women employees with disabilities are entitled for special allowance for child care at double the rates for multiple births at the time of first child birth?	No. In case of multiple births at the time of first child birth, the woman employee shall not be entitled to this allowance at double the rates for multiple births.
2.	Whether the allowance would be admissible for the 3 rd child in case either of the first two children i.e. first child or the 2 nd child expires before the attaining the age of two years?	It is clarified that the grant of Special Allowance for the child care for women with disabilities is admissible for two years from the birth of the child so long as the woman employee does not have more than two surviving children.


 (S. G. Mulchandaney)
 Under Secretary
 Tel:26164316

No. 25(12)/E.Coord-2018
Government of India
Ministry of Finance
Department of Expenditure
(E. Coord. Branch)

North Block, New Delhi
Dated: 3rd April 2018

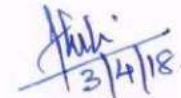
OFFICE MEMORANDUM

Subject: Reimbursement in respect of Newspapers purchased/ supplied to officers at their residence-guidelines regarding.

Department of Expenditure, Ministry of Finance, vide order no. 1(24)/E.IIA/96 dated 13th September, 1996, had issued guidelines on the subject cited above. It has been felt that these guidelines are dated and need to be updated. It has therefore, been decided that in place of the existing practice of getting monthly reimbursement of newspaper on production of newspaper bills, reimbursement for newspaper may be made at the rates mentioned below based on the certification given by the entitled officer:

S.No	Level of Officers	Reimbursement to be made per month (In Rs.)
1.	Secretary/Secretary equivalent	As per actuals
2.	Additional Secretary/ Additional Secretary equivalent	Rs.1100
3.	Joint Secretary/Joint Secretary equivalent	Rs. 850
4.	Director/ Deputy Secretary / Under Secretary/Section Officer or equivalent	Rs. 500

2. A certificate as per the Annexure, to the effect that expenditure has been incurred on newspaper shall be provided by the officers on half yearly basis to the office for reimbursement.
3. This issues in supersession to all earlier guidelines of Department of Expenditure on the subject.
4. The orders will be effective with immediate effect.


(H.Atheli)
Director

To:

1. All Ministries/ Departments of the Government of India
2. All Financial Advisors of Ministries/ Department of the Government of India
3. Office of Comptroller & Auditor General of India

Annexure

Government of India
Ministry of _____
Department of _____

[Statement to be furnished on half-yearly basis by the Government Officer to Administration]

Name of the Applicant: _____

Designation: _____

Department: _____

Pay Level & Basic Pay (Rs.): _____

I certify that I have spent Rs. _____ towards purchase of Newspaper(s) for the months of :

- i) Jan-June, 20__
OR
ii) July-December, 20__

[only one option is to be ticked]

I further declare that : i) The Newspaper (s) in respect of which reimbursement is claimed, is/are purchased by me. ii) The amount for which reimbursement is being claimed has actually been paid by me and has not/will not be claimed by any other source.

Date: _____

Signature:
Name:

F.No. 24(3)/E.Coord/2018
Ministry of Finance
Department of Expenditure

New Delhi, the 26th March 2018

OFFICE MEMORANDUM

Subject : - Provision of telephone facilities and reimbursements to officers of Government of India.

The Department of Expenditure has from time to time issued instructions on provision of telephone facilities, monetary ceilings on reimbursement to the officers of the Government of India. Given the increasing dependence on telecommunication technology including mobile telephones for carrying out official work, the existing instructions have been comprehensively reviewed, revised and the following instructions are hereby circulated for compliance by all Ministry/Departments, in supersession of all earlier instructions issued by this Department on the subject.

1. Official Telephones

- 1.1 All officers of the level of Deputy Secretary equivalent and above are entitled for office telephone with STD facility. For officers of the level below Deputy Secretary, Ministry/Departments may decide in consultation with the Financial Advisers on providing STD facility depending on their functional requirements.
- 1.2 ISD facility is allowed on official telephones in respect of Administrative Secretaries only.
- 1.3 All other cases for providing ISD facility on official telephone for officers of the level below Secretary to the Government of India may be decided by the Administrative Secretary in consultation with the concerned Financial Adviser.
- 1.4 Administrative Secretary/ Head of Departments may in consultation with the concerned Financial Adviser provide officers below the level of Deputy Secretary official telephones with STD facility on functional basis. This facility should not be given in a routine manner but extreme caution and austerity should be exercised.
- 1.5 Financial Advisors shall submit a half-yearly report to D/o Expenditure on the number of ISD facility concurred/approved during a financial year.

2. Residential telephones

- 2.1 All officers of the level of Deputy Secretary equivalent and above are entitled for one official residential landline telephone with STD facility.
- 2.2 Residential telephone can be allowed to officials below the rank of Deputy Secretary equivalent on functional basis subject to the condition that this facility shall be restricted to 25% of the sanctioned strength of Group 'A' officers in a Ministry/Department. This limit will equally apply to Attached and Subordinate offices.



2.3 ISD facility shall not be allowed on residential telephones.

2.4 Personal staff of Ministers [Private Secretary, Additional Private Secretary and 1st PA of Ministry] and Administrative Secretary [Principal Staff Officer (PSO)/ Senior Principal Private Secretary/ Principal Private Secretary/Private Secretary], Section Officer (Parliament) and Assistant Section Officer (Parliament) are entitled to the facility of one residential landline telephone.

3. Mobile Phone Handsets

3.1 Officers of the level of Secretary and equivalent will be entitled to reimbursement for one mobile handset costing not more than Rs.25,000/- (Rupees Twenty Five thousand only) once during the whole tenure. Global roaming facility shall not be allowed on the mobile connection.

4. Reimbursement of telephone call charges

4.1 Reimbursement of telephone call charges of residential telephone/ mobile phone/broadband/mobile data/data card shall be as per entitlement given below:

Sl. No.	Level/Designation	Limit on reimbursement
1.	Secretary to the Government of India and equivalent level	Rs. 4200/- per month + taxes as applicable
2.	Additional Secretary to the Government of India and equivalent level	Rs. 3000/- per month + taxes as applicable
3.	Joint Secretary to the Government of India and equivalent level	Rs. 2700/- per month + taxes as applicable
4.	Director/Deputy Secretary to the Government of India and equivalent level	Rs. 2250/- per month + taxes as applicable
5.	Below the rank of Deputy Secretary and equivalent to the Government of India (restricted to 25% of the sanctioned strength of Group 'A' officers in a Ministry/ Department/Attached/Subordinate office)	Rs. 1200/- per month + taxes as applicable

4.2 No SIM/data-card will be provided by office.

4.3 There will be no separate ceiling for the landline/ mobile/broadband/mobile data/data card. The amount reimbursable will cover landline and / or mobile /broadband/mobile data/data card connection and shall be limited to the ceiling prescribed or as per actuals whichever is lower. Call charges over and above the ceiling prescribed along with taxes thereon shall be paid by the officers

4.4 The amount shall be reimbursed on submission of bills/receipt by the concerned officer. Officers are at liberty to choose the service provider and the tariff package for residential landline/mobile phones.

4.5 In case where husband and wife are sharing the same residential landline telephone and both are entitled for reimbursement, only one of them will be allowed reimbursement against the residential landline telephone. The claim for mobile phone charges shall be treated separately for each of the officer subject to the entitled ceiling.

4.6 Reimbursement for mobile will be restricted to the officer in whose name the mobile connection is registered.

4.7 The entitlement of an officer drawing pay in a scale intervening between that of Director and Joint Secretary would be at par with that of Deputy Secretary/Director.

4.8 Excess expenditure upto 30% of the ceiling amount (applicable to the officer) can be reimbursed to officers of Joint Secretary equivalent and above and also to Private Secretary/ Officers on Special Duty to the Ministers subject to their submitting a certificate, duly justifying that excess expenditure incurred was for official purpose and unavoidable. This reimbursement would require the concurrence of the Financial Adviser concerned and sanction of the Administrative Secretary/ Secretary Equivalent of the Department/ Organization. In so far as Secretary/ Secretary equivalent officer are concerned, they shall be competent to exercise the aforesaid powers in their own cases. The power to sanction this expenditure shall not be delegated.

4.9 Telephone reimbursement will not be admissible in cases of Leave (of any nature) and trainings which are for more than one calendar month (s).

5. **Mobile Facility during official visits abroad**

5.1 Officials and delegations visiting abroad for the purpose of short official visits/meeting/conferences/workshops may be provided SIM card by our Mission / Embassy. In case SIM card is not provided by our Mission / Embassy, there will be a monetary ceiling of Rs.2000/- per day for officer above the level of Additional Secretary and equivalent and Rs.1000/- per day for other officers towards reimbursement of call charges.

5.2 No mobile phone facility shall be provided during training period whatsoever including training abroad.

6. These orders shall be effective from the date of issue of this Office Memorandum.


126/3/18.

(H. Atheli)

Director

Tel. 011 - 2309 2604

To:

1. All Ministries/Departments of the Government of India
2. All Financial Advisers of Ministries/Department of the Government of India
3. Office of Comptroller & Auditor General of India

Copy to:

NIC Unit, M/o Finance with the request to upload the Office Memorandum on Department of Expenditure website

IMMEDIATE
CONFIDENTIAL

No.004/VGL/87
Government of India
Central Vigilance Commission

Satarkta Bhawan, Block-A,
GPO Complex, INA,
New Delhi- 110 023
Dated the 25th October 2004

Office Order No.67/10/04

Subject: Foreign visits by the Government employees.

The High Court of Delhi, in its judgment dated the 28th May, 2004 in the Criminal Writ Petition No. 1004/03, (Shri C.K. Jain v/s Union of India) has observed that a Govt. servant who had visited Dubai & Singapore 161 times on private visits without permission was never ever questioned by any authority like Customs and Immigration and other. In a subsequent direction based on the reply filed by the Government, the High Court directed that the "Central Vigilance Commission may collect information about Government servants going abroad on private visits and possibly a data bank should be kept on them".

2. Keeping in view the directives of the High Court, all the Chief Vigilance Officers are requested to collect information about government servants/employees in their respective Organizations, who had gone abroad on private visits during 2003 (January to December) and 2004 (till October 2004), in the enclosed proforma and send the same to the Commission immediately so that the Hon'ble High Court may be intimated timely.

3. Information of such Foreign visits on private account by Government employees be sent in consolidated form (calender year wise) in January of every year.

Sd/-

(Anjana Dube)
Deputy Secretary

- (i) All Chief Vigilance Officers of Ministries/Departments/Autonomous Organisations/Public Sector Undertakings/Public Sector Banks/Insurance Companies/Societies
- (ii) President's Secretariat/Vice-President's Secretariat/Lok Sabha Secretariat/Rajya Sabha Secretariat/Prime Minister's Office.

No. 4(4)/E.Coord/2015
Government of India
Ministry of Finance
Department of Expenditure

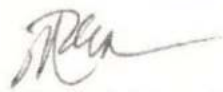
North Block, New Delhi.
Dated 25th January, 2016.

OFFICE MEMORANDUM

Subject : Instructions for processing foreign visits of officers of the Government of India for approval of Screening Committee of Secretaries (SCoS).

This Department has been receiving references seeking clarification on certain issues with reference to this Department's OM of even number dated 05-01-2016 on the above subject. Accordingly the following clarification is issued :-

- a) Approval of SCoS is not required in case of foreign visits of upto Joint Secretary level officers as part of foreign training component, Mid-Career Training Programme (MCTP) or any other training, irrespective of number of members and days".
- b) The provision of seeking approval of Cabinet Secretary for condoning delay in submission of proposals sent less than 15 days before the date of departure of delegation has been done away with.
- c) Calculation of number of foreign visits in respect of any officer will be with reference to calendar year.


(N. Radhakrishnan)
Director (E. Coord)
Tel. : 2309 2769

All Secretaries to the Government of India.
All Financial Advisors of Ministries / Departments.

Copy for kind information to :-

Additional Secretary, PMO
Staff Officer to Cabinet Secretary
PSO to Finance Secretary

F. No. 11013/8/2015-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment A-III Desk

North Block, New Delhi – 110001
Dated June 29th, 2015

OFFICE MEMORANUDM

Subject: Requirement of taking prior permission for leaving station/ headquarters
from going abroad while on leave.

Undersigned is directed to say that a need for further streamlining the procedure for grant of permission for going abroad on private visit has been felt. A draft of instructions and the formats for grant of permission are attached. Comments/ views, if any, in this regard may be sent to the e-mail address mp.ramarao@nic.in latest by 10th July, 2015.



(M. P. Rama Rao)

Under Secretary to the Government of India
Tel: 23040264

To

All Ministries/ Department of the Government of India.

Copy to:

✓ NIC, DoP&T with the request to place the above O.M. alongwith its enclosures on the website of this Ministry on the homepage for 15 days (what is New?).

F. No. 11013/8/2015-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Establishment Division)

North Block, New Delhi - 110001
Dated, 2015

OFFICE MEMORANDUM

Subject: Requirement of taking prior permission for leaving station/headquarters for going abroad while on leave.

1.No.11013/7/2004-
Estt(A) dt the 1st
September, 2008

2.No.11013/7/2004-
Estt(A) dt the 15th
December, 2004

3.No.11013/8/2000-
Estt(A) dt the 7th
November, 2000

4.No.11013/7/94-
Estt(A) dt the 18th
May, 1994

Undersigned is directed to refer to the Office Memoranda mentioned in the margin and to say that as per the existing instructions, when Government servant applies for leave for going abroad on a private visit, separately prior permission of the Competent authority for such visit is also required. While granting such permission, many factors are required to be kept in view. For example, permission may be denied in the interest of security. Individuals facing investigation/inquiry on serious charges, who may try to evade apprehension by police authorities, or facing the inquiry, may also not be permitted to leave the country. On the other hand, it is also desirable that requests of Government servants for such permission are dealt with expeditiously.

2. Keeping the above in view, it has been decided that requests for permission for private visits abroad may be processed in the attached formats. As clarified vide the OM dated 1st September, 2008, the competent authority for granting permission will be as per instructions issued by the Cadre Authority/administrative Ministry/Department. In the absence of any such instructions, it is the leave sanctioning authority. In case due to specific nature of work in a Department, administrative exigencies, or some adverse factors against the Government servant etc., it is not expedient to grant permission to the Government servant, such decision for refusal should not be taken below the level of Head of Department. It may be ensured that the decisions are conveyed to the Government servants within 15 days of receipt of complete application. Any lacunae in the application should be brought to the notice of the Government servant within one week of the receipt of the application.

3. If in case some modifications are considered necessary due to specialised nature of work handled by any organisation, changes may be made with the approval of this Department.

(M P Rama Rao)
Under Secretary to the Government of India

(As per standard mailing list)

**PROFORMA FOR TAKING PRIOR PERMISSION BY
GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD**

Part A – To be filled by the Government servant applying for visit abroad

1. Name and Designation
2. Pay
3. Ministry/ Department
4. Passport No.
5. Details of private foreign travels to be undertaken;

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, misc., etc.)	Source of funds

6. Details of private foreign travel undertaken during the last four years

Period of travel	Name of foreign countries visited	Purpose

Signature

Name and Designation

Part B – To be filled by the Administration

1. Whether the Government servant is handling large amounts of government cash.
2. Whether the Government servant is dealing with secret/ top secret matters.
3. Whether any case involving serious charges against the Government servant is under investigation (Details)
4. Whether any disciplinary proceeding is pending against the Government servant (Details).

Signature

Date:

Name and Designation

MOST IMMEDIATE / OUT TODAY

**No. 12/33/2011-FA (UN)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training**

.....

North Block, New Delhi, the 16th May, 2011

OFFICE MEMORANDUM

Subject: - Checklist for clearance in respect of Group 'A' officers working under the Central Staffing Scheme, visiting abroad-reg.

Please refer to this Department's O.M. No. 26/22/2003-FAS, dated 23/05/2003, regarding delegation of powers to the Central Ministries in case of officers of Gp. 'A' Central Services serving under the Central Staffing Scheme for their visit abroad for attending trainings, study tours, seminars, workshops etc. As per para '4' of the aforesaid O.M., clearance of this Department is required for the following category of official visits/tours/study tours/seminars/workshops etc. abroad: -

- (i) All cases of more than three (3) weeks duration.
- (ii) All cases where the invitation is direct to the officer and the State Government is not bearing the expenditure, irrespective of the duration of the visit.
- (iii) All cases where the foreign hospitality from a private agency is involved.
- (iv) All cases where an officer is getting any remuneration / fees for the work performed by him.

2. It has been noted that proposals for grant of cadre clearance to officers of the Gp. 'A' Central Services serving under the Central Staffing Scheme for the above category of foreign visits, are received in this Department without complete details leading to avoidable delay. In order to ensure that all the relevant details are made available in one go, a Checklist has been prescribed for the purpose.

3. It is requested that all proposals for grant of Cadre clearance to officers of the Gp. 'A' Central Services serving under the Central Staffing Scheme for their visit abroad, may kindly be sent to this Department in the enclosed **Checklist format**, giving complete details required to process the case.

4. It is also requested to submit the proposals to this Department at least 15 days before the commencement of the proposed foreign visit. It is to be informed that in case the proposal is found incomplete, the same will not be considered by this Department and no action will be taken thereon. Neither, any back reference will be made to seek additional information. However, the implication of para 8 of DOP&T O.M. No 26/22/2003-FAS, dated 23/05/2003, will hold good and the onus to get the clearance from DOP&T in time will lie on the Ministries / Departments of the Govt or the officer concerned, before proceeding abroad.


(G. Srinivasan)

Under Secretary to the Government of India

To,

The Secretaries,
All Ministries / Departments of the Government of India.

Copy to:

✓ 1. NIC Cell, DOP&T, for placing it under the 'Instructions on Foreign Assignments' category of the Circulars of EO Division.

Checklist for clearance in respect of Group 'A' officers working under the Central Staffing Scheme, visiting abroad

1. Name and designation of the officer
2. Date of birth
3. Details of the training programme/ workshop/seminar etc. with a copy of the invitation/admission
 - (i) Name of the course/workshop/seminar etc.
 - (ii) Name of the institution/country
 - (iii) Duration
 - (iv) Details of the cost of the training/workshop/Seminar
4. Expenditure
 - (i) Details of expenditure on the visit abroad (including travel, hospitality etc.)
 - (ii) Source of funding
5. Agency that bears the cost of the training/ workshop/seminar
 - (i) Details of such cost
 - (ii) Details of the Agency
6. Service/cadre to which the officer belongs
7. Year of allotment to the cadre
8. Job description of the officer
9. Relevance of the training/workshop/seminar to the job of the officer
10. Whether the officer is clear from vigilance angle
11. Recommendation of the Cadre Controlling State Government/Ministry
12. No objection/approval of Deptt. of Personnel & Trg. will be subject to clearance by Ministry of External Affairs from political angle, MHA in FCRA and Ministry of Finance if need be from Screening Committee etc.



No. BT/AI/14013/3/2017

Dated 26.06.2018

OFFICE MEMORANDUM

Sub.: Foreign Visits of all officials of DBT-aided Autonomous Institutions (AIs) –framing of consolidated guidelines for AIs under DBT- *reg.*

Kind attention is drawn towards Department of Expenditure OM No. 4(4)/E.Coord/2015 dated 5/1/2016, 25.01.2016, OM No 19036/2/2016-E.IV dated 26.10.2016 and, to state that the following guidelines are hereby issued for necessary compliance by all DBT-aided Autonomous Institutions with respect to foreign visits for all officials of DBT-aided Autonomous Institutions (AIs).

- (1) Each Autonomous Body shall create a separate budget sub-head of Visits and Air-travel (Foreign and Domestic) and an annual plan prepared and submitted for the approval of the Governing Body before 30th of June each financial year. Once funds are sanctioned for the sub-head including foreign visits, no increase shall be permitted without prior concurrence of the Governing Body.
- (2) Delegation of powers authorizing sanction of foreign visit:

Delegation of powers authorizing sanction of foreign visit.

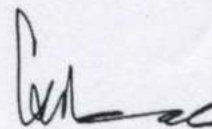
FOREIGN VISIT*	For officials in Level 13-A and below of 7 th CPC Pay Matrix approval required from	For officials in Level-14 and above of 7 th CPC Pay Matrix approval required from	For Head of the Institute/ in any level.) approval required from
(a) Not more than four visits in a calendar year and each visit not exceeding 05 days* (excluding travel time)(Prefixing or suffixing of holidays/Sat-Sunday is allowed)(Maximum of 04 days of ex India leave on personal account can also be sanctioned which can be suffixed or prefixed).	Head of Institute	Head of Institute with Chairman/GB informed.	Chairman/GB
b) In case of any visit which is more than four visits in a calendar year or any visit which is exceeding 05 days excluding travel time (Prefixing or suffixing of holidays/Sat-Sunday is allowed) (Leave not exceeding 50% of duration of foreign stay on personal account can also be sanctioned)	The case will be referred to the Department for decision of Secretary, Department of Biotechnology as per the exigencies and merits (as per Proforma-A enclosed)		
(* Cases of foreign visits of all the officials of DBT aided Autonomous Institutions on invitations from outside agencies with whom the Institute has a collaboration/ agreement or the domain expertise of the official concerned and where no expenditure is borne by the Institute will classify as non-institutionally funded visits and will <u>not</u> count in this calculation, <u>however</u> . 1. the permission to leave station shall be required to be taken from the competent authority as per delegation and. 2. the visit shall be regulated by instructions issued vide this Departments OM No.			

BT/Vig./06/01(A)/2013-PPVC DATED 13.04.2015 (Copy enclosed).

3. Prior permission for all such visits shall be necessary which shall only be granted by the Department after clearances from all agencies.
4. The period of stay on such non institutionally funded visits shall be treated as decided by the Department and permissions for such travel shall be applied in prescribed application (Proforma-A, copy enclosed) and forwarded to the Department well in advance (at least 08 weeks)

- (4) For foreign visit requiring approval of Secretary, Deptt. of Biotechnology, the proposals should be sent to the Nodal Officer in DBT well in advance for processing the cases in the proforma at annexed.
- (5) The detail of all cases of foreign travel (irrespective of the source of funding) shall be put up before Governing body as an agenda item for information. A copy of information shall be forwarded to CVO-DBT (in Proforma -B copy enclosed) in terms of CVC Office Order No 67/10/04 dated 25.10.2004.

This issues with the approval of Secretary, Dept. of Biotechnology.



(Chandra Prakash Goyal)
Joint Secretary to Government of India
Tel.: 011-24362982

Encl: As above.

26.06.2015

To,

All Directors/CEOs/Executive Directors

NABI, CIAB, NII, NIPGR, THSTI, NBRC, RCB, NCCS, CDFD, NIAB, RGCB, SCSRMI (InStem), ILS, IBSD, NIBMG, ICGB

Copy to:

1. AS&FA
2. PSO to SBT
3. All Nodal Officer of Autonomous Institutes /DBT

Name of Official					
Designation					
Scale of pay and grade pay/Level in 7 th Pay Matrix and since in present pay level					
Country/City to be visited					
Purpose of visit					
Please state how the visit is proposed to be Financed with details. (In case of Non Institutionally funded visit pl. provide complete details in terms of FCRA guidelines)					
Period of stay	From				
	To				
	No of Days of stay abroad				
Prefixing or Suffixing of Holiday/SAT-SUN	Yes/No				
	Mention Dates				
Whether availing any leave on personal account, if yes, mention dates					
Detailed visit programme					
Details of foreign visits undertaken during the calendar year. (Please also mention previous non institutionally funded foreign visits in the calendar year)	S.No	Country & Place of Visit	Purpose of Visit	Period of Stay (Mention dates incl. any leave/ weekend availed)	Whether visit funded institutionally or not

Whether permission to leave station taken from Competent Authority	
Whether Officer clear from Vigilance Clearance (pl connect clearance granted by CVO of the institute)	
Whether the Officer had filed annual immovable property returns as on 31 st December of a calendar year by 31 st January of next calendar year (attach copy of AIPR filed)	

This has approval of Head of Institute vide No.....dated.....

Forwarded for approval of Department of Biotechnology

(ADMINISTRATIVE OFFICER)

Nodal Officer/DBT

JS(A)/DBT

Proforma-B

Details of Foreign Visits undertaken by Officials of Autonomous Institutions
(To be sent Quarterly by 10th of following month)

1. Name of the Organization:

2. Position for Quarter ending on:

3. Number of Foreign Visits undertaken in previous Calendar year:

S. No	Institutionally Funded Foreign Visits				Non Institutionally Funded Foreign Visits			TOTAL		REMARKS
	No of visits sanctioned		Expenditure incurred		No of visits sanctioned	Expenditure incurred	Whether FCRA compliant and prior Departmental permission obtained	No of visits sanctioned (sum of Col.2 + Col.3 + Col.6)	Expenditure incurred (sum of Col.4 + Col.5 + Col.7)	
1	≤04 visits in CY/no Visit exceeding 05 days	>04 visits/ any visit exceeding 05 days	≤04 visits in CY/no Visit exceeding 05 days	>04 visits/ any visit exceeding 05 days						
1	2	3	4	5	6	7	8	9	10	

4. Details of Foreign Visit Undertaken by Individual in last Quarter

Sl.No	Name and Designation of the Officer	Name of the Country Visited and Purpose of Visit	Duration of Stay	Source of Funding	REMARKS

DIRECTOR

No. 19036/2/2016-E-IV
Government of India
Ministry of Finance
E-IV Section

North Block, New Delhi
Dated: 26th October, 2016

OFFICE MEMORANDUM

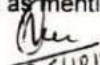
Subject: Deputation/Delegations abroad of Officials and /or non-Official sponsored by Government of India – ex-India leave - regarding.

The undersigned is directed to refer to this Department's O.M. No.19036/7/75-E-IV (B) dated 05.08.1976 on the subject mentioned above. As per Para 11 of the said O.M. "An officer may, subject to the exigencies of public service, be granted leave while abroad for the period not exceeding 50% of the actual period of the duty abroad (excluding the transit time from India to the country of deputation and back and enforced halt) or a fortnight, whichever is less, for personal reasons ". Subsequently, it was clarified vide this Department's O.M. No.19036/2/2008-E-IV dated 04.07.2008 that "during such ex-India leave the closed holidays "Saturday and Sunday" etc. may be allowed to be pre-fixed/ suffixed as the case may be, subject to the condition that no extra financial implications like payment of hotel charges/ per diem allowance etc. are involved".

2. References are being received in this Department seeking clarification on applicability of Department of Personnel & Training instructions issued vide letter No. 11019/06/2001-AIS-III dated 05.12.2007 regarding "Delegation of Powers to the State Governments and Ministries/Departments of the Government of India in cases of Members of All India Services proceeding abroad on ex-India leave (excluding Study Leave)" wherein it is provided that ' in case of official visits of a duration less than 8 days, the limit of 50% may be relaxed and ex-India leave upto a maximum 4 days may be granted '.

3. The matter has been considered in the Department of Expenditure and it has been decided that in case of official visit/ tour abroad (including training and excluding Study Leave) where the period of deputation is less than eight (08) days, the Government Official may be granted ex-India leave for a maximum period of four (04) days). In respect of official visit/ tour abroad including training for more than eight days, the limit of 50% ex-India leave will continue. During ex-India leave, the closed holidays "Saturday and Sunday" etc. may be allowed to be pre-fixed / suffixed as the case may be, subject to the condition that no extra financial implications like payment of hotel charges/ per-diem allowance etc. are involved.

4. Para 11 of this Department's O.M. No.19036/7/75-E-IV (B) dated 05.08.1976 and O.M. No.19036/2/2008-E-IV dated 04.07.2008 will stand modified to the extent as mentioned in Para 3 above.


26/10/2016
(Nirmala Dev)

Deputy Secretary to the Government of India
Telefax. 23093276

All Ministries/ Departments of Government of India.

Copy to: NIC for uploading on Official Website of Department of Expenditure.



BT/AI/14013/28/2018

Dated: 27th June, 2018

To

The Director(s)/Executive Director(s)/CEO/Managing Director(s):-

1. Centre for DNA Fingerprinting & Diagnostics (CDFD), Hyderabad
2. National Brain Research Centre (NBRC), Manesar
3. Institute of Life Science (ILS), Bhubaneswar
4. National Institute of Immunology (NII), New Delhi
5. National Centre for Cell Science (NCCS), Pune
6. Institute of Bioresources & Sustainable Development (IBSD), Manipur
7. National Institute for Plant Genome Research (NIPGR), New Delhi
8. Rajiv Gandhi Centre For Biotechnology (RGCB), Thiruvananthapuram
9. National Institute of Animal Biotechnology (NIAB), Hyderabad
10. Translational Health Science and Technology Institute (THSTI), Gurgaon
11. Regional Centre for Biotechnology (UNESCO) (RCB), Gurgaon
12. National Institute of Biomedical Genomics (NIBMG), Kalyani
13. National Agri-Food Biotechnology Institute (NABI), Mohali, Punjab
14. Stem Cell Science & Regenerative Medicine Institute (InStem), Bangalore
15. Center of Innovation and Applied Bioprocessing (CIAB), Mohali, Punjab
16. International Centre for Genetic Engineering & Biotechnology (ICGEB), New Delhi.
17. Bharat Immunologicals and Biologicals Corporation Limited (BIBCOL), Bulandshahr
18. Biotechnology Industry Research Assistance Council (BIRAC), New Delhi
19. Indian Vaccine Corporation Limited (IVCOL), New Delhi

Subject:- Compliance of Foreign Contribution (Regulation) Act, 2010 (FCRA) guidelines - reg.

Sir/Madam,

Please refer to this Department letter No. BT/Vig/06/01(A)/2013-PPVC dated 13.04.2015 on the above mentioned subject and to state that the directions issued by the above referred letter are not being complied with by some of the Autonomous Institutions and CPSEs of this Department. It has been brought to the notice of this Department that some officials working in the Autonomous Institutions/CPSEs under the Department are still accepting Foreign Hospitality without prior permission of the Government and are thus violating the provisions of Foreign Contribution (Regulation) Act, 2010 (FCRA).

2. A copy of O.M. No. II/21022/58(97)/2011-FCRA-I dated 20.09.2011 issued by Ministry of Home Affairs regarding 'Guidelines for consideration of proposals for acceptance of foreign hospitality under the Foreign Contribution (Regulation) Act, 2010', is enclosed, for information and strict compliance by all the officials of your respective organization.

3. Please ensure strict compliance of these instruction.

Encl: As above

(Chandra Prakash Goyal)
Joint Secretary to the Govt. of India
Tel. : 011-24362982

Copy to:-

- (i) Nodal Officers of AIs and CPSEs under DBT.
- (ii) PSO to SBT.

27.06.2018

Most Immediate

No. II/21022/58(97)/2011-FCRA-I
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
Foreigners Division
(FCRA Wing)

Jaisalmer House
26 Mansingh Road
New Delhi – 110003

Dated: the 20th September, 2011

OFFICE MEMORANDUM

Subject: Guidelines for consideration of proposals for acceptance of foreign hospitality under the Foreign Contribution (Regulation) Act, 2010.

The Foreign Contribution (Regulation) Act, 2010 (FCRA, 2010) and the Foreign Contribution (Regulation) Rules, 2011 (FCRR, 2011) have come into force with effect from 01.05.2011. The provisions under the Act/Rules relating to 'foreign hospitality' and guidelines to be followed for consideration of proposals for acceptance of the same are hereby circulated for information and compliance by all concerned.

2. Statutory Provisions: The relevant provisions of FCRA, 2010 are reproduced below:

Section 2 (1) (i): "Foreign Hospitality" means any offer, not being a purely casual one, made in cash or kind by a foreign source for providing a person with the costs of travel to any foreign country or territory or with free boarding, lodging, transport or medical treatment.

Section 2 (1) (j): "Foreign source" includes -

- (i) the Government of any foreign country or territory and any agency of such Government;
- (ii) any international agency, not being the United Nations or any of its specialized agencies, the World Bank, International Monetary Fund or such agency as the Central Government may, by notification, specify in this behalf;
- (iii) a foreign company;
- (iv) a corporation, not being a foreign company, incorporated in a foreign country or territory;
- (v) a multi-national corporation referred to in sub-clause (iv) of clause (g)*;
- (vi) a company within the meaning of the Companies Act, 1956, and more than one-half of the nominal value of its share capital is held, either singly or in the aggregate, by one or more of the following, namely:-

- (A) the Government of a foreign country or territory;
- (B) the citizens of a foreign country or territory;
- (C) corporation incorporated in a foreign country or territory;
- (D) trusts, societies or other associations of individuals (whether incorporated or not), formed or registered in a foreign country or territory;

- (E) foreign company;
- (vii) a trade union in any foreign country or territory, whether or not registered in such foreign country or territory;
- (viii) a foreign trust or a foreign foundation, by whatever name called, or such trust or foundation mainly financed by a foreign country or territory;
- (ix) a society, club or other association of individuals formed or registered outside India;
- (x) a citizen of a foreign country.

*A corporation incorporated in a foreign country or territory shall be deemed to be a multi-national corporation if such corporation –

- (a) has a subsidiary or branch or place of business in two or more countries or territories; or
- (b) carries on business, or otherwise operates, in two or more countries or territories.

Section 2 (1) (k): “Legislature” means -

- (A) either House of Parliament;
- (B) the Legislative Assembly of a State, or in the case of a State having a Legislative Council, either House of the Legislature of that State;
- (C) Legislative Assembly of a Union Territory constituted under the Government of Union Territories Act, 1963;
- (D) Legislative Assembly for the National Capital Territory of Delhi referred to in the Government of National Capital Territory of Delhi Act, 1991;
- (E) Municipality as defined in clause (e) of article 243P of the Constitution;
- (F) District Councils and Regional Councils in the States of Assam, Meghalaya, Tripura and Mizoram as provided in the Sixth Schedule to the Constitution;
- (G) Panchayat as defined in clause (d) of article 243 of the Constitution; or
- (H) Any other elective body as may be notified by the Central Government.

Section 2 (1) (m): “person” includes:-

- (i) an individual;
- (ii) a Hindu undivided family;
- (iii) an association;
- (iv) a company registered under section 25 of the Companies Act, 1956.

Section 2 (1) (n): “political party” means:-

- (i) an association or body of individual citizens of India –
 - (A) to be registered with the Election Commission of India as a political party under section 29A of the Representation of the People Act, 1951; or
 - (B) which has set up candidates for election to any Legislature, but is not so registered or deemed to be registered under the Election Symbols (Reservation and Allotment) Order, 1968;
- (ii) a political party mentioned in column 2 of Table 1 and Table 2 to the notification of the Election Commission of India No. 56/J&K/02, dated the 8th August, 2002, as in force for the time being

Section 6 - Restriction on acceptance of foreign hospitality:

No member of a Legislature or office-bearer of a political party or Judge or Government servant or employee of any corporation or any other body owned or controlled by the Government shall, while visiting any country or territory outside India, accept, except with the prior permission of the Central Government, any foreign hospitality:

Provided that it shall not be necessary to obtain any such permission for an emergent medical aid needed on account of sudden illness contracted during a visit outside India, but, where such foreign hospitality has been received, the person receiving such hospitality shall give, within one month from the date of receipt of such hospitality an intimation to the Central Government as to the receipt of such hospitality, and the source from which, and the manner in which, such hospitality was received by him.

Section 9 - Power of the Central Government to prohibit receipt of foreign hospitality in certain cases –

The Central Government may –

....

(b) require any person or class of persons, not specified in section 6, to obtain prior permission of the Central Government before accepting any foreign hospitality;

....

(e) require any person or class of persons, not specified in section 6, to furnish intimation, within such time and in such manner as may be prescribed, as to the receipt of any foreign hospitality, the source from which and the manner in which such hospitality was received;

Provided that no such prohibition or requirement shall be made unless the Central Government is satisfied that the acceptance of foreign contribution by such person or class of persons, as the case may be, or the acceptance of foreign hospitality by such person, is likely to affect prejudicially –

- (i) the sovereignty and integrity of India; or
- (ii) public interest; or
- (iii) freedom or fairness of election to any Legislature; or
- (iv) friendly relations with any foreign State; or
- (v) harmony between religious, racial, social, linguistic or regional groups, castes or communities.

3. **Provisions under the Rules:** The relevant provisions of FCRR, 2011 are reproduced below:

Rule 7 - Receiving foreign hospitality by specific categories of persons. –

- (1) Any person belonging to any of the categories specified in Section 6 who wishes to avail of foreign hospitality shall apply to the Central Government in Form FC-2 for prior permission to accept such foreign hospitality.
- (2) Every application for acceptance of foreign hospitality shall be accompanied by an invitation letter from the host or the host country, as the case may be, and administrative clearance of the Ministry or Department concerned in case of visits sponsored by a Ministry or Department of the Government.
- (3) The application for grant of permission to accept foreign hospitality must reach the appropriate authority ordinarily two weeks before the proposed date of onward journey.

- (4) In case of emergent medical aid needed on account of sudden illness during a visit abroad, the acceptance of foreign hospitality shall be required to be intimated to the Central Government within sixty days of such receipt giving full details including the source, approximate value in Indian Rupees, and the purpose for which and the manner in which it was utilized.

Provided that no such intimation is required if the value of such hospitality in emergent medical aid is upto one lakh rupees or equivalent thereto.

4. Copy of Form FC-2 is available on MHA's web-site – <http://mha.nic.in/jcr/forms/fc-2.pdf>

5. List of agencies of the United Nations and other International Organisations, which are **not** treated as "foreign source", are available on MHA's website <http://mha.nic.in/jcr/intro-FCRA-exemptedAgenciesUN.pdf>

6. The following cases need **not** be submitted to this Ministry for grant of permission to accept foreign hospitality:-

- (i) Where the entire expenditure on the proposed foreign visit is being met by the Central/ State Government or any Central/State PSU etc.
- (ii) Where the proposed foreign visit is being undertaken by a person in his/her personal capacity and the entire expenditure thereon is being met by the person concerned.
- (iii) Where the foreign hospitality is being provided by an Indian national living in a foreign country or territory.
- (iv) Cases involving acceptance of an assignment on salary, fee or remuneration etc.
- (v) Cases involving funding offered by an agency/organization mentioned in Annexure-2.
- (vi) Cases involving visits undertaken by the Members of an Indian Parliamentary delegation under bilateral exchange.
- (vii) Cases involving visits undertaken in pursuance of a bilateral agreement between the Government of India and the Government of the country concerned, approved by the Ministry of Finance (Department of Economics Affairs).
- (viii) Cases involving long term/short term foreign training courses approved by the Ministry of Personnel, Training and Public Grievances.

7. The responsibility of ensuring full compliance with the provisions FCRA, 2010 lies with the person proposing to avail the foreign hospitality. It should, therefore, be ensured that the foreign visit involving acceptance of foreign hospitality is undertaken only after obtaining the requisite permission under the said Act.

8. Permission accorded under FCRA, 2010 to accept foreign hospitality should not be construed as equivalent to administrative clearance, which has to be obtained separately by the person concerned from the competent authority in the concerned Ministry/Department.

9. All Ministries/Departments are requested to ensure that the following points have been complied with while forwarding application to the Ministry of Home Affairs, Foreigners Division:

- (i) All columns in Form FC-2 must be filled up.
- (ii) All proposals for acceptance of foreign hospitality should be accompanied with a specific recommendation of the Administrative Ministry/Department.

- (iii) The Administrative Ministry /Department should certify the essentiality of the foreign visit. It should also be clearly indicated whether the proposal has the approval of the Ministry of External Affairs, the cadre controlling authority (applicable in respect of training programme/workshop/seminar/study tour organized by international agencies), and the competent authority.
- (iv) A copy of the offer/invitation containing details of the foreign hospitality being offered should be invariably enclosed with each application.
- (v) Each application for grant of permission to accept foreign hospitality, complete in all respects, should reach the Ministry of Home Affairs, Foreigners Division at least **10 working days before** the scheduled date of departure of the person(s) concerned.

(J.K. Chattopadhyay)
Deputy Secretary to the Government of India
Tel: 23071157

To:

- 1. All Ministries/Department of Government of India
- 2. The Chief Secretaries/Administrators of all States/UTs.
- 3. Resident Commissioners of all States/UTs
- 4. Cabinet Secretariat, New Delhi
- 5. Spare Copies -5

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.]
- (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;
- (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' Affairs, 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.

- (a) 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):

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.

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 at his credit subject to a maximum of 300 days(w.e.f.1-7-1997) and also in respect of all the half pay leave at his credit. The cash so granted shall be a sum equal to the leave salary as admissible for earned leave and/or leave salary as admissible for half pay leave plus dearness allowance admissible on that leave salary at the rates in force on the date the Government servant ceases to be governed by the provision of the Central Civil Services (Leave) Rules, 1972. From the leave salary paid for the period of half pay leave, if any, for which the cash is payable, deductions shall be made equal to the pension, which he would have got had he retired from service on that date and pension equivalent of other retirement benefits and ad hoc relief/graded relief on pension. If the leave salary for the half pay leave component falls short of the deemed pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted:

Provided that the earned leave and the half pay leave so granted does not exceed the period between the date on which he is appointed in an

industrial establishment and the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service:

Provided further 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 compensation against the terminal leave under Rule 39 will be modified as under –

- (a) On superannuation.- Encashment of unutilized earned leave on that date will be subject to the condition that the number of days of earned leave for which encashment has already been allowed under this rule and the number of days of earned leave to be encashed on superannuation does not exceed 300days(w.e.f.1-7-1997). Cash equivalent of half pay leave already made under this rule shall be recovered.
- (b) On premature retirement.- Cash equivalent of unutilized earned leave and half pay leave applied for by way of terminal leave under Rule 39 would be subject to the condition that the number of days of earned leave for which the encashment had already been allowed under this rule and the number of days of earned leave applied for as terminal leave do not exceed 300days(including the number of days for which encashment has been allowed along with Leave Travel Concession while in service. Deduction of pension and pension equivalent of other retirement benefits shall be made from the cash equivalent in lieu of half pay leave component of terminal leave:

Provided that the earned leave and the half pay leave so granted together with the earned leave and the half pay leave for which cash equivalent of leave salary was granted to him on the earlier occasion does not exceed the period between the date from which he is to retire prematurely and the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service.

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.

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 or resignation.

(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

Unless the President, in view of the exceptional circumstances of the case otherwise determines, no Government servant shall be granted leave of any kind for a continuous period exceeding five years.

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
 - (c) 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.
- (4) Deleted.

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.

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.

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.

(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.

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

I[(1) An application for leave on medical certificate made by-

- (i) a Gazetted Government servant, shall be accompanied by a medical certificate in Form 3 given by a Central Government Health Service (CGHS) Doctor if such a Government servant is a CGHS beneficiary or by a Government Hospital or by an Authorized Medical Attendant if he is not a CGHS beneficiary; and by an Authorized Doctor of the private hospital recognized under CGHS/Central Services (Medical Attendance) Rules, 1944, in case of hospitalization or indoor specialized treatment duly approved by Competent Authority 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 Service beneficiary, if at the time of illness, is away from CGHS area or proceeds on duty outside the Headquarters will produce Medical Certificate (MC) or Fitness Certificate (FC) 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 Form 4 given by a CGHS Doctor if such a Government servant is a CGHS beneficiary or by Government Hospital or by an Authorized Medical Attendant if he is not a CGHS beneficiary; and by an Authorized Doctor of the private hospital, recognized under CGHS/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

CGHS area or proceeds on duty outside the Headquarters will produce M.C. or F.C. in Form 4 or 5, as the case may be, given by an Authorized Medical Attendant (AMA) or by Registered Medical Practitioner (RMP) if there is no AMA available within a radius of 8 kilometers (kms) from his residence or place of temporary stay outside his Headquarters and also in the circumstances when he finds it difficult to obtain MC or FC from a CGHS Doctor or an AMA;

defining as clearly as possible 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.

(2) A Medical Officer shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Government servant concerned will ever be fit to resume his duties and in such case, the opinion that the Government servant is permanently unfit for Government service shall be recorded in the medical certificate.

(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 will never again be fit for service, leave not exceeding twelve months in all 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 a Medical Authority to be completely and permanently incapacitated for further service, leave or an extension of leave may be granted to him after the report of the Medical Authority has been received, provided the amount of leave as debited to the leave account together with any period of duty beyond the date of the report of the Medical Authority does not exceed six months.

1[(2) A Government servant who is declared by a Medical Authority to be completely and permanently incapacitated for further service shall –

- (a) if he is on duty, shall not be invalidated from service during his service period;
- (b) if he is already on leave, the period of leave or an extension thereafter to the extent permissible under sub-rule (1) of this rule and even beyond that may be granted as per relevant rule(s).]

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
- (d) 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—

- (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.

(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.

(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.

For rules governing the drawal of traveling allowance for a journey on recall from leave, see Supplementary Rules 142 and 143.

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) (Not printed)

*(c) (Not printed)

- (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.

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 instalments of 15 days each on the first day of January and July of every calendar year.

(ii) When a Government servant joins a new post without availing full joining time by reasons that -

(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 1[300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)].

(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 1[300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)].

Provided that where the earned leave at the credit of Government servant as on the last day of December of June is 1[300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)] or less but more than 2[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 1[300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)].

- (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) Not printed.

NOTE.- Not printed.

- (e) 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.- Not printed.

(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

- (ii) Not printed.

(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 300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)] 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 $2\frac{1}{2}$ 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 the service shall be afforded only at the rate of $2\frac{1}{2}$ days per completed calendar month up to the date of retirement or resignation.

(b) When a Government servant is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of $2\frac{1}{2}$ 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 of dies in service.

(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 $1/10^{\text{th}}$ of the period of such leave and/or dies non subject to maximum of 15 days.

(4) While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.

28. Earned leave for persons serving in Vacation Departments

(1)(a) The leave account of a Teacher, Principal, Headmaster, Librarian, Laboratory Assistant or a Waterman working in a school shall be credited in advance with earned leave in two instalments of five days each on the first day of January and July, of every year.

(b) If a Teacher, Principal, Headmaster, Librarian, Laboratory Assistant or a Waterman working in a School has availed of extraordinary leave and/or some period of absence has been treated as dies non during a half year, the credit to be afforded to his leave account at the commencement of the next half-year shall be reduced by $1/10^{\text{th}}$ of the period of such leave and/or dies non subject to a maximum of 5 days.

(c) The credit for the half-year in which a Teacher, Principal, Headmaster, Librarian, Laboratory Assistant or a Waterman working in a school is appointed/ceases to be in service shall be allowed at the rate of $5/6^{\text{th}}$ day for each complete month of service which he had rendered or is likely to render in the half year in which he is appointed/ceases to be in service.

(2) Subject to provisions of sub-rule (1), a Government servant (other than a military officer) serving in a Vacation Department shall not be entitled to any earned leave in respect of duty performed in any year in which he avails himself of the full vacation.

(3)(a) In respect of any year in which a Government servant avails himself of a portion of the vacation, he shall be entitled to earned leave in such proportion of 30 days or 45 days when governed by the exception to sub-rule (1) of Rule 26, as the number of days of vacation not taken bears to the full vacation:

Provided that no such leave shall be admissible to a Government servant not in permanent employ or quasi-permanent employ in respect of the first year of his service.

(b) If, in any year, the Government servant does not avail himself of any vacation, earned leave shall be admissible to him in respect of that year under Rule 26.

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 himself of 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 vacation 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.

NOTE 3.- In the case of a Teacher, Principal, Headmaster, Librarian, Laboratory Assistant or a Waterman working in a school, the earned leave, if any, admissible under sub-rule (3) will be in addition to the earned leave admissible under sub-rule (1).

(4) 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.

(5) 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 do not exceed the maximum limit of 300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service].

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.

29. Half pay leave

(1) The half pay leave account of every Government servant (other than a military officer and those covered by Rule 28) 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 or dies while in 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 or dies in service.
- (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 not subject to a maximum of ten days.

(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.

(5) While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day:

Provided that in the case of Government servant not in permanent employ or quasi-permanent employ, no half pay leave shall be granted unless the authority competent to grant leave has reasons to believe that the Government servant will return to duty on its expiry except in the case of a Government servant who has been declared completely and permanently incapacitated for further service by a Medical Authority.

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.

(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 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:-

- (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.
- (2)(a) Where a Government servant who has been granted Leave Not Due resigns form 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(i)

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.
- (f) 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.

36. Deleted.

37. Deleted.

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 1[300 days] together with half pay leave due, subject to the condition that such leave extends up to and includes the date of retirement.

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.

(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.

(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

A Government servant may be permitted to encash earned leave up to 10 days at the time of availing of Leave Travel Concession while in service, subject to the conditions that:

(i) earned leave of at least an equivalent duration is also availed of simultaneously by him;

- (ii) a balance of at least 30 days of earned leave may be available to his credit after taking into account the period of encashment as well as leave;
- (iii) the total leave so encashed during the entire career does not exceed 60 days in the aggregate;
- (iv) the cash equivalent 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 X	Number of days EL subject to the maximum 10 days at one time
-------------------	---	--

No House Rent Allowance or City Compensatory Allowance shall be payable;

- (v) the period of leave encashed shall be deducted from the quantum of leave that can normally be encashed by him under Rules 6,39,39-A,39-B,39-C and 39-D.

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 earned leave, if any, at the credit of the Government servant on the date of his retirement, subject to a maximum of 1[300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)].

(b) The cash equivalent under Clause (a) shall be calculated as follows and shall be payable in one lump sum as a one-time settlement.

No House Rent Allowance or Compensatory (City) Allowance shall be payable-

Cash equivalent =	** Pay admissible on the date of retirement plus dearness allowance admissible on that date 30 X	Number of days of unutilized earned leave at credit on the date of retirement subject to the maximum of 1[300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)].
-------------------	--	--

(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.

(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/1[300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)] as the case may be, as prescribed in Rule 26.
- (ii) after expiry of the period of extension, cash equivalent in the manner provided in sub-rule (2) in respect of earned leave at credit on the date of retirement, plus the earned leave earned during the period of extension, reduced by the earned leave availed of during such period, subject to a maximum of 1[300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)].

- (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 © 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 earned leave at his credit subject to a maximum of 1[300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)] and also in respect of all the half pay leave at his credit, provided this period does not exceed the period between the date on which he so retires or is retired from service and the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent shall be equal to the leave salary as admissible for earned leave and/or equal to the leave salary as admissible for half pay leave plus dearness allowance admissible on the leave salary for the first 1[300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)] at the rates in force on the date the Government servant so retires or is retired from service. The pension and pension equivalent of other retirement benefits and ad hoc relief/graded relief on pension shall be deducted from the leave salary paid for the period of half pay leave, if any, for which the cash equivalent is payable. The amount so calculated shall be paid in one lumpsum as a one-time settlement. No House Rent Allowance or Compensatory (City) Allowance shall be payable.

Provided that if leave salary for the half pay leave component falls short of pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted.

(5-A) Where a Government servant is compulsorily retired as a measure of penalty under the provisions of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, and the disciplinary authority has not imposed any reduction in the amount of his pension (including gratuity) under Rule 40 of the Central Civil Services (Pension) Rules, 1972, the authority competent to grant leave shall suo motu issue an order granting cash equivalent of leave salary for earned leave, if any, at credit of the Government servant on the date of such retirement, subject to a maximum of 1[300 days (including the number of days for which cash equivalent has been allowed while in service)] in the manner indicated in Clause (b) of sub-rule (2).

- (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 earned leave at his credit on the date on which he ceases to be in service subject to a maximum of 1[300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)].
- (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 2[150 days].
- (iii) A Government servant, who is re-employed after retirement may, on termination of his re-employment, 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 termination of re-employment subject to a maximum of 1[300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)] including the period for which encashment was allowed at the time of retirement.
- (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.

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 1[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.

39-B. Cash equivalent of leave salary in case of invalidation from service

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 leave due and admissible, on the date of his invalidation from service, provided that the period of leave for which he is granted cash equivalent does not extend beyond the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent thus payable shall be equal to the leave salary as calculated under sub-rule (5) of Rule 39. 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.

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-

- (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 brother below the age of eighteen years;
- (viii) failing (i) to (vii) above, to the eldest surviving unmarried sister;
- (ix) 1[failing (i) to (viii) above], to the eldest surviving widowed sister;
- 1(x) [failing (i) to (ix) above, to the eldest surviving married daughter; and
- (x) 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

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 (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)]. This will be calculated in the same manner as indicated in Clause (b) of sub-rule (2) of Rule 39.

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.

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.

(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.

(7) (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.

(8) In the case of a person to whom the Employees' State Insurance Act, 148 (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 overpayment of leave salary shall be recovered in such cases.

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.

NOTE 1. Leave salary advance may also be allowed to Central Government servants transferred temporarily to posts other than under Central Civil Departments. The borrowing authority should be informed of this by making a suitable provision in the terms of the transfer of the Government servants concerned.

NOTE 2:- The concession may be allowed also to State Government servants transferred temporarily to posts under Central Civil Departments.

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 (135 days) from the date of its commencement.
- (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:

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 Rule 31, 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 one 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.

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.

(1) During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(2) The paternity Leave may be combined with leave of any other kind.

(3) The paternity leave shall not be debited against the leave account.

(4) 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-B. Leave to a female Government servant on adoption of a child.

A female Government servant on adoption of a child, may be granted 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 or till such time the child is one year old, whichever is earlier. However, this facility will not be admissible in case she is already having two surviving children at the time of adoption.

44. Special disability leave for injury intentionally inflicted

(1) The authority competent to grant leave may grant special disability leave to a Government servant (whether permanent or temporary) who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position.

(2) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice:

Provided that the authority competent to grant leave may, if it is satisfied as to the cause of the disability, permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

(3) The period of leave granted shall be such as is certified by an Authorized Medical Attendant and shall in no case exceed 24 months

(4) Special disability leave may be combined with leave of any other kind.

(5) Special disability leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at later date, but not more than 24 months of such leave shall be granted in consequence of any on disability.

(6) Special disability leave shall be counted as duty in calculating service for pension and shall not, except the leave granted under the proviso to Clause (b) of sub-rule(7), be debited against the leave account.

(7) Leave salary during such leave shall:-

- (a) for the first 120 days of any period of such leave, including a period of such leave granted under sub-rule (5), be equal for leave salary while on earned leave;
- (b) for the remaining period of any such leave, be equal to leave salary during half pay leave:

Provided that a Government servant may, at his option, be allowed leave salary as in sub-rule (a) for a period not exceeding another 120 days, and in the event the period of such leave shall be debited to his half pay leave account.

NOTE :- Leave salary in respect of special disability leave granted to a Government servant who has rendered service under more than one Government may be apportioned between the Governments in accordance with the normal rules.

- (8) (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.

(9) (a) The provisions of this rule shall also apply-

- (i) to a civil Government servant disabled in consequences of service with a military force, if he is discharged as unfit for further military service, but is not completely and permanently incapacitated for further civil service; and
- (ii) to a civil servant not so discharged who suffers a disability which is certified by a Medical Board to be directly attributed to his service with a military force.

(b) In either case, any period of leave granted to such a person under military rules in respect of that disability shall be reckoned as leave granted under this rule for the purpose of calculating the period admissible.

45. Special disability leave for accidental injury

(1)The provisions of Rule 44 shall apply also to a Government servant whether permanent or temporary, who is disabled by injury accidentally incurred in, or in consequence of, the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty, which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the civil post which he holds.

(2) The grant of special disability leave in such case shall be subject to the further conditions :-

(i)That the disability, if due to disease, must be certified by an Authorized Medical Attendant to be directly due to the performance of the particular duty;

(ii)that, if the Government servant has contracted such disability during service otherwise than with a military force, it must be, in the opinion of the authority competent to sanction leave, exceptional in character and

(iii)that the period of absence recommended by an Authorized Medical Attendant may be covered in part, by leave under this rule and in part by any other kind of leave, and that the amount of special disability leave granted on leave salary equal to that admissible on earned leave shall not exceed 120 days.

46.Hospital leave

(1)The authority competent to grant leave may grant hospital leave to

(a) Class IV Government servants ,and

(b)such Class III Government servants whose duties involve the handling of dangerous machinery, explosive materials, poisonous drugs and the like, or the performance of hazardous tasks,

while under medical treatment in a hospital or otherwise, for illness or injury if such illness or injury is directly due to risks incurred in the course of their official duties.

(2)Hospital leave shall be granted on the production of medical certificate from an Authorized Medical Attendant.

(3)Hospital leave may be granted for such period as the authority granting it may consider necessary, on leave salary –

(i) equal to leave salary while on earned leave, for the first 120 days of any period of such leave; and

(ii) equal to leave salary during half pay leave, for the remaining period of any such leave.

(4) Hospital leave shall not be debited against the leave account and may be combined with any other kind of leave which may be admissible provided the total period of leave, after such combination, does not exceed 28 months.

(5)(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 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.

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 caused 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. Deleted

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.

(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:

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 should 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.

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 barest with modern development in the field of his duty, improve his technical standards and competence and thus substantially benefit the Department or Ministry.

(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.

(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 three years 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 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

The maximum amount of study leave, which may be granted to a Government servant 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).

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.

(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 and subject to the other conditions laid down in Rule 57 being satisfied, draw study allowance in respect thereof

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 (3), 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, House Rent Allowance

and Study Allowance as admissible in accordance with the provisions of Rules 57 to 60.

- (2) (a) Except as provided in sub-rule (3), 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.

(b) Payment of leave salary at full rate under Clause (a) 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.

(c) The amount, if any, received by a Government servant during the period of Study leave as scholarship or stipend or remuneration in respect any part-time employment as envisaged in sub-rule (2) of Rule 57, 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.

(d) No study allowance shall be paid during Study Leave for courses of study in India.

- (3) 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. Conditions for grant of study allowance

- (1) A study allowance shall be granted to a Government servant who has been granted study leave for studies outside India for the period spent in prosecuting a definite course of study at a recognized institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study.
- (2) Where a Government servant has been permitted to receive and retain, in addition to his leave salary, any scholarship or stipend that may be awarded to him from a Government or non-Government sources, or any other remuneration in respect of any part-time employment-
- (a) no study allowance shall be admissible in case the net amount of such scholarship or stipend or remuneration (arrived at by deducting the cost of fees, if any, paid by

the Government servant from the value of the scholarship or stipend or remuneration) exceeds the amount of study allowance otherwise admissible:

- (b) In case the net amount of scholarship or stipend or remuneration is less than the study allowance otherwise admissible, the difference between the value of the net scholarship or stipend or any other remuneration in respect of any part-time employment and the study allowance may be granted by the authority competent to grant leave.

- (3) Study allowance shall not be granted for any period during which a Government servant interrupts his course of study to suit his own convenience:

Provided that the authority competent to grant leave or the Head of Mission may authorize the grant of Study Allowance for a period not exceeding 14 days at a time during such interruption if it was due to sickness.

- (4) Deleted.

- (5) Study Allowance shall also be allowed for the entire period of vacation during the course of study subject to the conditions that

- (a) The Government servant attends during vacation any special course of study or practical training under the direction of the Government or the authority competent to grant leave, as the case may be; or
- (b) In the absence of any such direction, he produces satisfactory evidence before the Head of the Mission or the authority competent to grant leave, as the case may be, that he has continued his studies during the vacation:

Provided that in respect of vacation falling at the end of the course of study, it shall be allowed for a maximum period of 14 days.

- (6) The period for which Study Allowance may be granted shall not exceed 24 months in all.

58. Rates of Study Allowance

- (1) The rates of Study Allowance shall be as follows:-

Name of the Country	Study allowance per diem
Australia	£ 1.00 (Sterling)
Continent of Europe	£ 1.65 „

New Zealand	£ 1.20	„
United Kingdom	£ 2.00	„
United States of America	£ 2.75	„

- (2) The rates of Study Allowance prescribed in sub-rule (1) may be revised by the Central Government from time to time.
- (3) The rates of Study Allowance to be granted to a Government servant who takes study leave in any country other than the one specified in sub-rule (1) shall be such as may be specially determined by the President in each case.

59. Procedure for payment of study allowance

- (1) Payment of study allowance shall be subject to the furnishing of a certificate by the Government servant to the effect that he is not in receipt of any scholarship, stipend or any other remuneration in respect of any part-time employment.
- (2) Study Allowance shall be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the Government servant that he would refund to the Government any overpayment consequent on his failure to produce the required certificate of attendance or on his failure to satisfy the authority competent to grant leave about the proper utilization of the time spent for which Study Allowance is claimed.
- (3) (a) In the case of a definite course of study at a recognized institution, the Study Allowance shall be payable by the authority competent to grant leave, if the study leave availed of is in a country where there is no Indian Mission, and by the Head of the Mission in other cases, on claims submitted by the Government servant from time to time, supported by proper certificates of attendance.

(b) The certificate of attendance required to be submitted in support of the claims for Study Allowance shall be forwarded at the end of the terms, if the Government servant is undergoing study in an educational institution, or at intervals not exceeding three months if he is undergoing study at any other institution.
- (4) (a) When the programme of study approved does not include, or does not consist entirely of, such a course of study, the Government servant shall submit to the authority competent to grant leave direct or through the Head of the Mission a diary

showing how his time has been spent and a report indicating fully the nature of the methods and operations which have been studied and including suggestions as to the possibility of adapting such methods or operations to conditions obtaining in India.

(b) The authority competent to grant leave shall decide whether the diary and report show that the time of the Government servant was properly utilized and shall determine accordingly for what periods Study Allowance may be granted.

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.

(2) Except for house rent allowance as admissible under sub-rule (1) and the Dearness Allowance and the Study Allowance, where admissible, no other allowance shall be paid to a Government servant in respect of the period of study leave granted to him.

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 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-

- (i) the actual amount of leave salary, Study Allowance, cost of fees, traveling and other expenses, if any, incurred by the Government of India; and
- (ii) the actual amount, if any, of the cost incurred by other agencies such as foreign Government, 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 servant.

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.

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, may be 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.

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.



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 897]

नई दिल्ली, शुक्रवार, दिसम्बर 14, 2018/अग्रहायण 23, 1940

No. 897]

NEW DELHI, FRIDAY, DECEMBER 14, 2018/AGRAHAYANA 23, 1940

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
(कार्मिक और प्रशिक्षण विभाग)

अधिसूचना

नई दिल्ली, 11 दिसम्बर, 2018

सा.का.नि. 1209(अ).—राष्ट्रपति, संविधान के अनुच्छेद 148 के खंड (5) के साथ पठित अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और भारत के लेखा परीक्षा और लेखा विभाग में कार्यरत व्यक्तियों के संबंध में भारत के नियंत्रक और महालेखा परीक्षक से परामर्श करने के पश्चात् केंद्रीय सिविल सेवाएं (छुट्टी) नियम, 1972 का निम्नलिखित और संशोधन करती है, अर्थात् :-

1. (1) इन नियमों का संक्षिप्त नाम केंद्रीय सिविल सेवाएं (छुट्टी) (चौथा संशोधन) नियम, 2018 है।

(2) ये राजपत्र में प्रकाशन की तारीख को प्रवृत्त होंगे।

2. केंद्रीय सिविल सेवाएं (छुट्टी) नियम, 1972 में, --

(अ) नियम 28 के उपनियम (1) के खंड (क), (ख) और (ग) के स्थान पर निम्नलिखित खंड रखे जाएंगे, अर्थात् :-

“(क) प्रत्येक सरकारी सेवक (मिलिट्री अधिकारी से भिन्न) जो प्रावकाश विभाग में कार्य कर रहे हैं के छुट्टी खाते में प्रत्येक कलेंडर वर्ष के जनवरी और जुलाई के प्रथम दिन पांच दिनों की दो किश्तों में अर्जित छुट्टी अग्रिम में जमा की जाएगी।

(ख) किसी ऐसे वर्ष के संबंध में जिसके लिए कोई सरकारी सेवक अवकाश के एक भाग का उपभोग कर लेता है तो वह पूर्ण अवकाश दिनों में से उपभोग नहीं किए गए अवकाश दिनों के बीस दिन के अनुपात में अतिरिक्त अर्जित छुट्टियों का हकदार होगा, परंतु एक कलेंडर वर्ष में जमा की गई कुल अर्जित छुट्टी तीस दिन से अधिक नहीं होगी।

(ग) यदि, किसी वर्ष में किसी सरकारी सेवक ने कोई अवकाश नहीं लिया है, तो अर्जित छुट्टी खंड (क) और (ख) के बजाए नियम 26 के अनुसार होगी।”;

(आ) नियम 29 के उपनियम(1) के स्थान पर निम्नलिखित नियम रखा जाएगा, अर्थात्:-

“(1) प्रत्येक सरकारी सेवक (मिलिट्री अधिकारी और प्रावकाश विभाग में कार्यरत सरकारी सेवक से भिन्न) के अर्द्धवेतन छुट्टी खाते में प्रत्येक कलेंडर वर्ष के जनवरी और जुलाई के प्रथम दिन दस दिनों की दो किश्तों में अग्रिम में अर्द्धवेतन छुट्टी जमा की जाएगी।”;

(इ) नियम 43-ग,-

(क) के उपनियम (1) के स्थान पर निम्नलिखित उप-नियम रखा जाएगा, अर्थात्:-

“(1) इस नियम के उपबंधों के अध्यधीन किसी महिला सरकारी सेवक और एकल पुरुष सरकारी सेवक को अपने दो ज्येष्ठ जीवित बालकों की देखभाल के लिए चाहे वह पालनपोषण के लिए हो अथवा उनकी किसी भी जरूरत जैसे कि शिक्षा, बीमारी और ऐसी ही अन्य जरूरत के लिए उसके संपूर्ण सेवाकाल में छुट्टी स्वीकृत करने वाले सक्षम प्राधिकारी द्वारा अधिकतम सात सौ तीस दिनों की संतान देखभाल छुट्टी स्वीकृत की जा सकती है।”

(ख) उपनियम (3) और (4) के स्थान पर निम्नलिखित उप-नियम रखा जाएगा, अर्थात्:-

“(3) उपनियम (1) के अधीन किसी महिला सरकारी सेवक और एकल पुरुष सरकारी सेवक को संतान देखभाल की स्वीकृति निम्नलिखित शर्तों के अधीन होगी, अर्थात्:-

(i) यह किसी कलेंडर वर्ष में अधिकतम तीन बार स्वीकृत की जाएगी;

(ii) एकल महिला सरकारी सेवक की दशा में एक कलेंडर वर्ष में तीन बार में छुट्टी को प्रदान करने को एक कलेंडर वर्ष में छह बार तक बढ़ाया जायेगा;

(iii) कतिपय विशेष परिस्थितियां जिसमें छुट्टी मंजूरी प्राधिकारी परिवीक्षार्थी को संतान देखभाल छुट्टी देने के बारे में संतुष्ट हो, को छोड़कर सामान्तया परिवीक्षा के दौरान स्वीकृत नहीं की जाएगी परंतु अवधि जिसके लिए छुट्टी स्वीकृत की जाती हो, न्यूनतम हों।

(iv) संतान देखभाल छुट्टी एक साल में पांच दिन से कम की अवधि के लिए नहीं प्रदान की जाएगी।”;

“(4) संतान देखभाल छुट्टी के दौरान, महिला सरकारी सेवक और एकल पुरुष सरकारी सेवक को पहले तीन सौ पैसठ दिन के लिए वेतन के सौ प्रतिशत, लेकिन अगले तीन सौ पैसठ दिन के लिए वेतन के अस्सी प्रतिशत का भुगतान किया जाएगा।”

स्पष्टीकरण : ‘एकल पुरुष सरकारी सेवक से – एक अविवाहित या विधुर या परित्यक्त सरकारी सेवक अभिप्रेत है।’;

(ई) नियम 44 के स्थान पर निम्नलिखित नियम रखा जाएगा, अर्थात् :-

‘44— कार्य से संबंधित बीमारी और क्षति (डब्ल्यू आर आई आई एल):-

यह किसी सरकारी सेवक (चाहे स्थायी हो या अस्थायी), जो ऐसी बीमारी या क्षति से पीड़ित है कि जो उसकी शासकीय कर्तव्यों के पालन के कारण हुई है या गम्भीर हुई है या उसकी शासकीय स्थिति के परिणामस्वरूप हुई है को निम्नलिखित शर्तों पर, इन नियमों के नियम 19 के उपनियम (1) में अंतर्विष्ट उपबंधों के अध्यधीन रहते हुए ऐसे प्राधिकारी जो छुट्टियां प्रदान करने के लिए सक्षम है, द्वारा कार्य से संबंधित बीमारी और क्षति छुट्टी (जिसे इसे इसमें इसके पश्चात् डब्ल्यूआरआईआईएल कहा गया है) प्रदान की जा सकेगी, अर्थात्

- (1) डब्ल्यूआरआईआईएल के कारण अस्पताल में भर्ती होने की संपूर्ण अवधि के दौरान सभी कर्मचारियों को पूर्ण वेतन और भत्ते प्रदान किए जाएंगे।
- (2) अस्पताल में भर्ती के पश्चात्, डब्ल्यूआरआईआईएल निम्न प्रकार शासित होगी:
- (क) एक सरकारी कर्मचारी (मिलिट्री अधिकारी से भिन्न)- को अस्पताल में भर्ती के परे अव्यवहित छह माह के लिए पूर्ण वेतन और भत्ते और उक्त छह माह की अवधि के पश्चात् बारह माह के लिए आधा वेतन दिया जाएगा। अर्द्धवेतन अवधि को कर्मचारी छुट्टी खाते से विकलित अर्द्धवेतन छुट्टी के दिनों की तत्स्थानी संख्या के साथ पूर्ण वेतन में परिवर्तित किया जा सकेगा।
- (ख) केंद्रीय सशस्त्र पुलिस बलों के अधिकारियों के लिए - अस्पताल में भर्ती के परे अव्यवहित छह माह के लिए पूर्ण वेतन और भत्ते, और केवल अगले चौबीस माह के लिए पूर्ण वेतन।
- (ग) केंद्रीय सशस्त्र पुलिस बलों के अधिकारियों की पंक्ति से नीचे के कार्मिकों के लिए- पूर्ण वेतन और जिनकी अवधि के संबंध में कोई सीमा नहीं है।
- (3) ऐसे व्यक्तियों की दशा में जिन पर कर्मकार प्रतिकर अधिनियम, 1923 लागू होता है को डब्ल्यूआरआईआईएल के अधीन संदत्त छुट्टी वेतन की रकम में से अधिनियम के अधीन देय प्रतिकर की रकम घटा दी जाएगी।
- (4) जब कर्मचारी डब्ल्यूआरआईआईएल पर है उस अवधि के दौरान कोई अर्जित छुट्टी या अर्द्धवेतन छुट्टी जमा नहीं होगी।
- (उ) नियम 45 और 46 का लोप किया जाएगा।

[फा. सं. 11020/01/2017-स्था.(एल)]

जानेन्द्र देव त्रिपाठी, संयुक्त सचिव

टिप्पण : मूल नियम भारत के राजपत्र, भाग II, खण्ड 3, उप-खण्ड (i), तारीख 8 अप्रैल, 1972 में अधिसूचना सं. का.आ.

940 तारीख 15 मार्च, 1972 द्वारा प्रकाशित किए गए थे और तत्पश्चात् निम्नलिखित द्वारा संशोधित किए गए :-

क्र.सं.	अधिसूचना संख्यांक	तारीख	सा.का.नि. सं.	सा.का.नि.तारीख
1.	16(3)-ई.IV(ए)/71	11.1.1972	2724	4.11.1972
2.	4(7)-ई.IV(ए)/72	30.4.1973	1399	19.5.1973
3.	5(15)-ई.IV(ए)/73	13.7.1973	821	14.8.1973
4.	14(10)-ई.IV(ए)/73	11.6.1974	आसानी से उपलब्ध नहीं	
5.	5(8)-ई.IV(ए)/73	19.7.1974	818	3.8.1974
6.	14(8)-ई.IV(ए)/74	2.11.1974	1242	23.11.1974
7.	16(3)-ई.IV(ए)/74	20.12.1974	1374	28.12.1974
8.	16(5)-ई.IV(ए)/74	11.4.1975	526	26.4.1975
9.	16(8)-ई.IV(ए)/74	26.5.1975	686	7.6.1975
10.	4(1)-ई.IV(ए)/74	24.6.1975	834	12.7.1975
11.	16(8)-ई.IV(ए)/74	20.9.1975	2876	27.12.1975
12.	5(7)-ई.IV(ए)/75	2.12.1975	2877	27.12.1975
13.	5(16)-ई.IV(ए)/73	15.1.1976	आसानी से उपलब्ध नहीं	
14.	16(6)-ई.IV(ए)/73	31.7.1976	1184	14.8.1978
15.	16(3)-ई.IV(ए)/76	7.10.1976	1587	13.11.1976
16.	4(9)-ई.IV(ए)/76	14.3.1977	611	14.5.1977
17.	14(11)-ई.IV(ए)/76	12.9.1978	1159	23.9.1978
18.	14025/1/78-ई.IV(ए)	4.10.1978	1255	15.9.1979

67.	13018/6/2013-स्था.(एल)	09.10.2014	711(अ)	09.10.2014
68.	13026/2/2016-स्था.(एल)	15.3.2017	251(अ)	15.03.2017
69.	13023/1/2017-स्था.(एल)	1.1.2018	08(अ)	03.01.2018
70.	18017/1/2014-स्था.(एल)	3.4.2018	438(अ)	09.05.2018
71.	13018/6/2013-स्था.(एल)	6.6.2018	554(अ)	13.06.2018

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

NOTIFICATION

New Delhi, the 11th December, 2018

G.S.R. 1209(E).— In exercise of the powers conferred by the proviso to article 309 read with 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 further to amend the Central Civil Services (Leave) Rules, 1972, namely:-

1. (1) These rules may be called the Central Civil Services (Leave) (Fourth Amendment) Rules, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Central Civil Services (Leave) Rules, 1972, —

(A) in rule 28, in sub-rule (1) for clauses (a), (b) and (c), the following clauses shall be substituted, namely:-

“(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 installments 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).”;

(B) in rule 29, for sub-rule (1), the following sub-rule shall be substituted, namely:—

“(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 installments of ten days each on the first day of January and July of every calendar year.”;

(C) in rule 43-C. (a) ~~for~~ sub-rule (1), the following sub-rule shall be substituted, namely”;

“(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.”;

(b) for sub-rules (3) and (4), the following sub-rules shall be substituted, namely:-

“(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:-

(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 percent of the salary for the first three hundred and sixty five days, and at eighty percent 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.”;

(D) for rule 44, the following rule shall be substituted, namely:-

“44. Work Related Illness and Injury Leave:-

The authority competent to grant leave may grant Work Related Illness and Injury Leave (herein after referred to as WRIL) to a Government servant (whether permanent or temporary), who suffers illness or injury that is attributable to or aggravated in the performance of her or his official duties or in consequence of her or his official position subject to the provisions contained in sub-rule (1) of rule 19 of these rules, on the following conditions, namely :

(1) Full pay and allowances shall be granted to all employees during the entire period of hospitalisation on account of WRIL.

(2) Beyond hospitalization, WRIL shall be governed as follows:

(a) A Government servant (other than a military officer) full pay and allowances for the six months immediately following hospitalisation 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 hospitalisation 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 WRIL 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 WRIL.”.

(E) rules 45 and 46 shall be omitted.

[F. No. 11020/01/2017 -Estt(L)]

GYANENDRA DEV TRIPATHI Jt. Secy.

Note : The principal rules were published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i), dated 8th April, 1972 *vide* number S.O. 940 dated the 15th March, 1972 and have been subsequently amended *vide*:

S. No.	Number of the notification	Date	GSR. No.	GSR date
1	16(3)-E.IV(A)/71	11.1.1972	2724	4.11.1972
2	4(7)-E.IV(A)/72	30.4.1973	1399	19.5.1973
3	5(15)-E.IV(A)/73	13.7.1973	821	14.8.1973
4	14(10)-E.IV(A)/73	11.6.1974	Not readily available	
5	5(8)-E.IV(A)/73	19.7.1974	818	3.8.1974
6	14(8)-E.IV(A)/74	2.11.1974	1242	23.11.1974
7	16(3)-E.IV(A)/74	20.12.1974	1374	28.12.1974
8	16(5)-E.IV(A)/74	11.4.1975	526	26.4.1975

No. 31011/8/2017-Estt.A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-IV Desk

North Block New Delhi.
Dated October 18, 2018

OFFICE MEMORANDUM

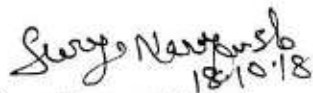
Subject: Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission - clarification reg.

The undersigned is directed to refer to this Department's O.M. of even no. dated 19.09.2017 on the subject noted above, which inter-alia provides that the travel entitlements of Government servants for the purpose of LTC shall be the same as TA entitlements as notified vide Ministry of Finance's O.M. No. 19030/1/2017-E.IV dated 13.07.2017, except the air travel entitlement for Level 6 to Level 8 of the Pay Matrix, which is allowed in respect of TA only and not for LTC.

2. It is observed that many Government employees in Level 6 to Level 8 of the Pay Matrix had inadvertently travelled by air on LTC during the intervening period from 13.07.2017 to 19.09.2017 (i.e. post issue of MoF's O.M. dated 13.07.2017 and before the issue of DoPT's O.M. dated 19.09.2017) under the impression that they were entitled for air travel as per the revised TA rules. This Department is in receipt of references from the Government employees and various Ministries/Departments seeking relaxation in respect of such Government employees in view of the hardships faced by them in settlement of their LTC claims.

3. The matter has been examined in this Department in consultation with Department of Expenditure. In relaxation to this Department's O.M. of even no. dated 19.09.2017, it has been decided to allow the claims of the Government employees in Level 6 to Level 8 of the Pay Matrix, who had travelled by air as per the revised TA rules while availing LTC during 13.07.2017 to 19.09.2017. This shall be subject to the fulfillment of other conditions of air travel on LTC such as booking of air tickets through the authorised modes, fare limit of LTC-80, etc.

4. Hindi version will follow.


(Surya Narayan Jha)

Under Secretary to the Government of India

To

The Secretaries
All Ministries/Departments of Government of India
(As per the standard list)

No. 31011/2/2018-Estt (A.IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment A-IV Desk

North Block, New Delhi-110 001
Dated: December 10, 2018

OFFICE MEMORANDUM

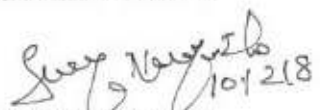
Subject:- **Procedure for booking of air-tickets on LTC – compliance of instructions regarding.**

The undersigned is directed to refer to this Department's O.M. No. 31011/5/2014-Estt.A-IV dated 24.09.2014, 23.09.2015 and 21.08.2017 on the procedure for booking of air tickets on LTC and to say that as per the extant instructions, whenever a Government servant claims LTC by air, he/she is required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the services of the authorized travel agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC' (to the extent IRCTC is authorized as per DoPT O.M. No. 31011/6/2002-Est(A) dated 02.12.2009) while undertaking LTC journey(s).

2. In this regard, it is observed that despite reiterating the above instructions from time to time, this Department still continues to receive numerous references from various Ministries/Departments and individuals seeking relaxation for booking of air tickets for the purpose of LTC through private travel agents. In most of the cases, the common reasons cited by the Government employees are lack of awareness of the rules and work exigencies.

3. Therefore, all the Ministries/Departments are advised to ensure wide circulation and strict compliance of the guidelines stated in para 1 of this OM. This point may also be emphasized by the Administration whenever any advance is sought or intention to avail LTC is conveyed by the Government servant. It is stated that henceforth only those cases, where it is established that bonafide mistake has occurred and the Administrative Ministry/Department is satisfied that undue hardship is being caused to the Government servant, shall be considered by this Department for relaxation provided that the information is received in the **Proforma** enclosed along with supporting documents.

Encl.: As above


(Surya Narayan Jha)

Under Secretary to the Government of India

To

The Secretaries
All Ministries/Departments of Government of India

From pre-page:

Copy to:-

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigations, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/Rajya Sabha Secretariat.
8. All attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi section for Hindi version.

Proforma for sending the request for seeking relaxation for booking of air tickets for the purpose of LTC from private travel agents.

The Administrative Ministry/Department needs to examine each case on the following parameters and where the Ministry/Department is satisfied that a bonafide mistake has occurred and undue hardship is being caused in any particular case, it may be sent to this Department in the following Proforma along with supporting documents:-

S.No.	Criteria	Response
1.	Whether booking of air tickets on LTC has been done according to the prescribed procedure. If no, reasons thereof.	
2.	Whether the employee has travelled by Air India flight or any other airlines as authorised by the Government for the purpose of LTC from time to time?	
3.	If answer to s.no. 1 above is 'No', then such cases shall not be considered for relaxation.	
4.	Whether the tickets were purchased at LTC-80 fare or less?	
5.	It may be confirmed/ verified from the concerned airlines whether the tickets were booked at the same price on the date of booking as indicated on the ticket?	
6.	Whether the Govt. servant has availed of any tour package or other facility from the travel agent except the tickets?	
7.	The tickets may be checked for any additional, hidden or superfluous charges. If yes, the same shall not be admissible.	
8.	Government servant shall submit a self-certification to his office/Administration that he has not availed of any tour package or any other facility from the travel agent except the tickets.	

*N.B. – If it is found that any fraudulent attempt has been made by the Government servant to inflate the LTC claim, it shall make him/her liable for appropriate action under Rule 16 of CCS(LTC) Rules, 1988 and the relevant disciplinary rules.

P.O. No. 180507 /2017, A1
Government of India
Ministry of Civil Aviation
New Delhi

Copy Given: Dhawan,
at Varanasi Airport,
New Delhi-110002.
Dated: 05/06/2017

OFFICE MEMORANDUM

Subject: Permission to travel by private airlines on the sectors where Air India does not operate its flight.

The under signed is directed to refer to Department of Expenditure's D.O. No. 1734/1/2016-P19, dated 19th May, 2017 regarding grant of General/Direct relaxation to travel by private airlines other than Air India in the four sectors i.e. Jaipur-Jodhpur/Jipur, Jaipur-Delhi/Jodhpur, Jaipur-Bikaner/Jipur, Mangalore-Bengaluru/Mangalore, which have not been mentioned in the list of sectors for which general/direct relaxation has been accorded by Ministry of Civil Aviation.

A. The request for general/direct relaxation for above sectors has been examined in this Ministry. It has been decided that in any sector where Air India is not operating, the officers are permitted to travel by Airfare other than Air India and the approval for conveyance accommodation is required for this purpose.

B. This is issued with the approval of Secretary (Civil Aviation).



(Chandra Kishore Singh, J)
Joint Secretary to Government of India
Date: 24/06/2017

Ms Annie G Mathew,
Joint Secretary (Pers.)
Department of Expenditure
Ministry of Finance,
North Block,
NEW DELHI

Copy for: All Secretaries, Govt. of India
All Financial Advisors, Govt. of India

P.No. 12621/2020-EM(A)
Ministry of Finance
Department of Expenditure
SII(A) Branch

North Block, New Delhi
13th October, 2020

Office Memorandum:

Sub: Special cash package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the Block 2018-21.

In view of Covid-19 pandemic and resultant nationwide lockdown as well as disruption of transport and hospitality sector, as also the need for observing social distancing, a number of Central Government employees are not in a position to avail themselves of LTC for travel to any place in India or their Hometowns in the current Block of 2018-21.

2. With a view to compensate and incentivise consumption by Central Government employees thereby giving a boost to consumption expenditure, it has been decided that cash equivalent of LTC, comprising Leave Encashment and LTC fare of the entitled LTC may be paid by way of reimbursement, if an employee opts for this in lieu of one LTC in the Block of 2018-21 subject to the following conditions:

- a) The employee spends the money of a larger sum than the entitlement on account of LTC on actual expenditure.
- b) Cash equivalent of full leave encashment will be allowed, provided the employee spends an equal sum. This will be counted towards the number of leave encashment on LTC available to an employee.
- c) The deemed LTC fare for this purpose is given below :-

Category of employees	Deemed LTC fare per person (Round Trip)
Employees who are entitled to business class of airfare	Rs. 30,000
Employees who are entitled to economy class of airfare	Rs. 20,000
Employees who are entitled to Rail fare of any class	Rs. 0,000

- d) The cash equivalent may be allowed if the employee spends a sum 3 times of the value of the fare given above.

B. M. Singh

Contd...2/-

e) The amount both on account of leave encashment and fare shall be admissible if the employee spends (i) an amount equal to the value of leave encashment and; (ii) an amount 3 times of the cash equivalent of deemed fare, as given above on purchase of such items / availing of such services which carry a GST rate of not less than 12% from (i) registered vendors / service providers through digital mode and obtains a voucher indicating the GST number and the amount of GST paid.

f) The admissible payment shall be restricted to the full value of the package (leave encashment as admissible for LTC and deemed fare) or depending upon the spending as per example given at Annexure-A.

g) While TDS is applicable in the case of leave encashment, since the cost reimbursement of LTC fare is in lieu of deemed actual travel, the same shall be allowed exemption on the lines of existing income-tax exemption available to LTC fare. The legislative amendment to the provisions of the Income Tax Act, 1961 for this purpose shall be proposed in the due course. Hence, TDS shall not be required to be deducted on the reimbursement of deemed LTC fare.

3. Head of the Departments / DDOs may make reimbursement under this package as per the details given above on receipt of invoices of purchases made / services availed during the period post the issuance of this order from the employees who are desirous to avail this package. It may be noted that in order to avail this package an employee should opt for both leave encashment and LTC fare.

4. An amount upto 100% of leave encashment and 300% of the value of deemed fare may be paid as advance into the bank account of the employee which shall be settled based on production of receipts towards purchase and availing of goods and services as given in Para 2(c). The claims under this package (with or without advance) are to be made and settled within the current financial year. Non-utilization / under-utilization of advance is to be accounted for by the DDOs in accordance with the extant provisions relating to LTC advance i.e. immediate recovery of full advance in the case of non-utilization and recovery of unutilized portion of the advance with penal interest.

5. These orders will take effect from the date of issuance of this Office Memorandum and will be in force during the current financial year till 31st March, 2021.

6. All the Ministries/Departments are requested to bring the contents of this OM to the notice of all its Attached and Subordinate offices for their information.

Hindi version of this Office Memorandum will follow



(B.K. Manthan)
Deputy Secretary to the Govt. of India

To

- All the Ministries/ Departments of the Government of India.

Example:

Pay of an employee: Rs 1,38,500 and has family of 4 eligible for economy class air travel.

$$\text{Leave Encashment} = \frac{(1,38,500 \times 1.17) \times 10}{30} = \text{Rs. 54,015}$$

$$\text{Pure Value} = \text{Rs. } 80,000 \times 4 = \text{Rs. 3,20,000}$$

$$\text{Total Value} = \text{Rs. 1,54,015}$$

$$\text{Amount to be spent for O.D cash benefit} = \text{Rs. 54,015} + 2,40,000^* = \text{Rs. 2,94,015}$$

$$\text{(a) Share of Leave Encashment in total} = \frac{54,015 \times 100}{2,94,015} = 18\%$$

$$\text{(b) Share of Pure in total} = \frac{80,000 \times 100}{2,94,015} = 27\%$$

$$^* 3 \text{ times of economical airfare } (80,000 \times 3 = 2,40,000)$$

• Thus, if an employee spends Rs. 2,94,015 or above, he will be allowed cash amount of Rs. 1,34,015.

• However, if the employee spends Rs. 2,40,000 only, then he may be allowed 18% on account of Leave Encashment (Rs. 49,200) and 27% on account of pure value (Rs. 61,800). The total amount payable shall be Rs. 1,11,000.

-***

B. K. Singh

Sl. No. 180507 /2017, A1
Government of India
Ministry of Civil Aviation
New Delhi

Copy Given: Director,
at Varanasi Airport,
New Delhi-110002.
Dated: 05/06/2017

OFFICE MEMORANDUM

Subject: Permission to travel by private airlines on the sectors where Air India does not operate its flight.

The undersigned is directed to refer to Department of Expenditure's D.O. letter No. 1734/1/2016-P-12, dated 19th May, 2017 regarding grant of general/direct relaxation for travel by private airlines other than Air India in the four sectors i.e. Jaipur-Jodhpur/Jodhpur-Jaipur, Jaipur-Delhi/Jaipur-Jaipur, Jaipur-Bikaner/Jaipur-Bikaner, Mangalore-Bengaluru/Bengaluru-Mangalore, which have not been mentioned in the list of sectors for which general/direct relaxation has been accorded by Ministry of Civil Aviation.

2. The request for general/direct relaxation for above sectors has been examined in this Ministry. It has been decided that in any sector where Air India is not operating, the officers are permitted to travel by Airfare other than Air India and the approval for conveyance accommodation is required for this purpose.

3. This is issued with the approval of Secretary (Civil Aviation).



(Chandra Kishan Singh)
Joint Secretary to Government of India
Date: 24/05/2017

Ms Annie G Mathew,
Joint Secretary (Pers.)
Department of Expenditure
Ministry of Finance,
North Block,
NEW DELHI

Copy for: All Secretaries, Govt. of India
All Financial Advisors, Govt. of India

F.No.104/76/2011-AVD-I
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, dated the 08th October, 2018

OFFICE MEMORANDUM

Subject: Guidelines regarding handling of complaints in Ministries/
Departments.

The undersigned is directed to say that instructions regarding dealing with anonymous and pseudonymous complaints were issued vide this Department's Office Memorandum of even number dated 18.10.2013 prescribing that no action is required to be taken on anonymous complaints, irrespective of the nature of the allegations and that such complaints need to be simply filed. Subsequently, the said Office Memorandum has been clarified vide Office Memorandums of even number dated 18.06.2014 and 31.03.2015. In this regard, the Central Vigilance Commission's Circular No.07/11/2014 dated 25.11.2014 may also be referred to. A copy each of the DOP&T's aforesaid Office Memorandums and CVC's Circular are enclosed herewith.

2. The instructions contained therein are reiterated and all Ministries/Departments are requested to follow the same while handling complaints received in their respective Ministry/Department.

Encl: as above.


(K.C. Raju)
Under Secretary to the Government of India
Tele. No. 23094799

To,

1. All Ministries/Departments as per standard circulation list.
2. Secretary, Central Vigilance Commission.
3. Department of Public Enterprises.
4. All Desks/Sections of DoP&T.
5. Guard File.
- ✓ 6. NIC, DoP&T Cell for placing a copy of this OM on the website of the Ministry.

No.104/76/2011-AVD.I
Government of India
Ministry of Personnel & Public Grievances & Pensions
(Department of Personnel & Training)

New Delhi, Dated October 18, 2013

OFFICE MEMORANDUM

Subject:- Guidelines regarding handling of complaints in Ministries/Departments.

The undersigned is directed to say that the instructions regarding dealing with anonymous and pseudonymous complaints as contained in this Department's OM No. 321/4/91-AVD.III, dated 29th September, 1992 and as reiterated vide DOP&T's OM No. 371/38/97-AVD.III, dated 3/11/1997, being at variance with instructions issued by CVC in this regard vide curricular No.3(V)/99/2 dated 29th June, 1999, No. 98/DSP/9, dated 31st January, 2002 and 11th October, 2002, had been receiving the attention of the Government for the past some time.

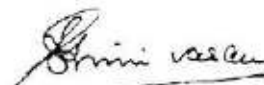
2. The matter was examined afresh in consultation with the Central Vigilance Commission. Subsequent to the Public Interest Disclosure & Protection of Informers' Resolution - 2004 (PIDPI), the Commission has created a mechanism for handling complaints where identity of the complainant is kept secret and the complainant is provided protection. This has been endorsed and operationalized by the Central Government with the approval of the competent authority.

3. In view of the fact that complainants who desire to protect their identity now have the protection of the Public Interest Disclosure & Protection of Informers' Resolution - 2004 (PIDPI), the following procedure is laid down for handling anonymous and pseudonymous complaints, in supersession of instructions contained in DoP&T's OM No. 321/4/91-AVD.III dated 29th September, 1992:

- (i) No action is required to be taken on anonymous complaints, irrespective of the nature of allegations and such complaints need to be simply filed.
- (ii) Complaints containing vague allegations could also be filed without verification of identity of the complainant.

(iii) If a complaint contains verifiable allegations, the administrative Ministry/Department may take cognizance of such complaint with the approval of the competent authority to be designated by the Ministry/Department as per their distribution of work. In such cases, the complaint will be first sent to the complainant for owning/disowning, as the case may be. If no response is received from the complainant within 15 days of sending the complaint, a reminder will be sent. After waiting for 15 days after sending the reminder, if still nothing is heard, the said complaint may be filed as pseudonymous by the Ministry/Department.

4. Instructions contained in para-3 above would also be applicable (with appropriate competent authority to be designated under para 3 (iii) above) for dealing with complaints against Secretaries to the Government of India or Chief Executives / CMDs / Functional Director of PSEs/PSBs/FIs, which will continue to be referred to the Cabinet Secretariat for placing before the Group of Secretaries headed by the Cabinet Secretary/Secretary (Co-ordination) in the Cabinet Secretariat, as the case may be, as per procedure given in Department's OM No. 104/100/2009-AVD.I, dated 14/1/2010 and DPE's OM No. 15(1)/2010-DPE(GM), dated 11/3/2010, as amended from time to time.



(G. Srinivasan)

Under Secretary to the Government of India

To,

1. All Ministries/Departments as per standard circulation list
2. Secretary, Central Vigilance Commission
3. Department of Public Enterprises
4. All Desks/Sections of DOP&T
5. Guard File
6. NIC, DOP&T Cell for placing a copy of this OM on the website of the Ministry.

No. 104/76/2011-AVD.1
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training

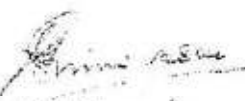
New Delhi, the 18th June, 2014.

Office Memorandum

Subject:- Guidelines regarding handling of complaints in Ministries/Departments.

The undersigned is directed to refer to this Department's O.M. of even number dated 18.10.2013 on the above subject and to say that the Ministries/Departments of the Government of India have been seeking clarifications from this Department on operation of the aforesaid O.M. The matter has been considered and it is clarified as under:-

- (i) **'Anonymous complaints'** are such complaints which do not carry both, **name and address** of the complainant and need to be dealt with in terms of para 3 (i) of the DOP&T O.M. dated 18.10.2013 referred to in para 1 above, irrespective of the nature of allegations.
- (ii) The complaints other than anonymous complaints which contain vague allegations need to be dealt with in terms of para 3 (ii) of the DOP&T O.M. dated 18.10.2013 referred to in sub- para (i) above.
- (iii) The complaints which contain verifiable allegations and are not anonymous, need to be dealt with in terms of para 3 (iii) of the DOP&T O.M. dated 18.0.2013 referred to in para 1 above


(G.Srinivasan)

Under Secretary to the Govt. of India

1. All Ministries/Departments as per standard circulation list.
2. Secretary, Central Vigilance Commission, New Delhi.
3. Department of Public Enterprises.
4. All Desks/Sections of DOP&T.
5. Guard File.

6. NIC, DOP&T Cell for placing a copy of this OM on the website of the Ministry.

No.104/76/2011-AVD.1
Government of India
Ministry of Personnel & Public Grievances & Pensions
(Department of Personnel & Training)

New Delhi, Dated 31st March, 2015

07 APR 2015

OFFICE MEMORANDUM

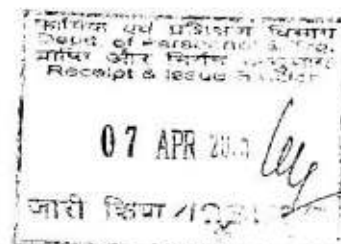
Subject:- Guidelines regarding handling of complaints in Ministries/Departments.

The undersigned is directed to say that instructions regarding dealing with anonymous and pseudonymous complaints were issued vide this Department's Office Memorandum of even number dated 18.10.2013 and subsequently clarified vide Office Memorandum of even number dated 18.6.2014.

2. A copy each of the aforesaid Office Memoranda are enclosed herewith. The instructions contained therein are reiterated and all Ministries/Departments are requested to follow the same while handling complaints received in their respective Ministry/Department.

(Aditya Kumar Joshi)
Director

1. All Ministries/Departments as per standard circulation list
2. Secretary, CVC
3. All Desks/Sections of DOP&T
4. Guard File
5. NIC, DOP&T Cell for placing a copy of this OM on the website of this Department.



Telegraphic Address
SATARKTA New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cve.mc.in

1-PABX
24500203

फ़ोन / टेलीफोन 2451186



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जौ.पी.ओ. कॉम्प्लेक्स
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

98/DSP/9

सं / No 26th November, 2014

दिनांक / Dated

Circular No. 07/11/2014

Subject: Action on anonymous / pseudonymous complaints.

The Commission had vide its circular Nos. 3(v)/99/2 dated 29th June, 1999 and of even number dated 31st January, 2002 prescribed that no action should be taken on any anonymous or pseudonymous complaints. However, an enabling provision was made subsequently, vide circular of even number dated 11th October, 2002, that if any, verifiable facts contained in such complaints are proposed to be looked into, prior concurrence of the Commission is required to be taken by the departments / organizations.

2 The Commission has reviewed the matter and considering all aspects, would prescribe that no action should be taken on anonymous / pseudonymous complaints by Ministries / Departments / Organisations in line with its earlier instructions dated 29th June, 1999 and 31st January, 2002 and such complaints should be filed. Commission's circular of even number dated 11th October, 2002 stands withdrawn with immediate effect. Accordingly, Para 3.8.1 of Chapter -II of Vigilance Manual (Volume-I - Sixth Edition, 2004) would stand modified to that extent.

(J. Vinod Kumar)

Officer on Special Duty

To

1. All Secretaries in Ministries/Departments to the Government of India
2. All Chief Vigilance Officers in the Ministries / Departments / Public Sector Undertakings / Public Sector Banks / Insurance Companies / Societies and other Local Authorities.

No. 11012/11/2007-Estt.A
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, Dated 27th September, 2011

OFFICE MEMORANDUM

Subject: Guidelines regarding grant of 'Vigilance Clearance' to members of Central Civil Services / Posts.

The undersigned is directed to say that it has been decided by the Government that officers who have not submitted the Annual Immovable Property Returns by the prescribed time would be denied vigilance clearance and will not be considered for empanelment for senior level posts in Government of India.

2. Accordingly, in this Department's OM No. 11012/11/2007-Estt.A dated 14.12.2007, laying down guidelines regarding grant of vigilance clearance to members of Central Civil Services / Posts, in para 2 a new sub-para (f) will be inserted as under:

(f) Vigilance clearance shall be denied to an officer if he fails to submit his annual immovable property return of the previous year by 31st January of the following year, as required under Government of India decisions under Rule 18 of the Central Civil Services (Conduct) Rule, 1964.


(U.S. Chattopadhyay)

Under Secretary to the Government of India

All Ministries / Departments

Copy to:

1. Prime Minister's Office (w.r.t. their I.D. No. 600/31/C/33/2011-ES2, dated 15.03.2011)
2. Cabinet Secretariat
3. Secretary, CVC
4. UPSC
5. C&AG
6. ✓ NIC (DOP&T Cell) with the request to upload this O.M. on the website of DOP&T.

Telegraphic Address :
"SATARKTA: New Delhi"

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स / Fax : 24651186



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023
006/PRC/1

सं./No.....

दिनांक / Dated..... 28.11.2017

Circular No. 09/11/2017

Subject: Reference to the Commission for advice – documents / information to be furnished – regarding

Reference: Commission's Circular No. 21/8/09 dated 06.08.2009

The Commission, from time to time, has been emphasising on the need for sending complete documents / information by the Ministries / Departments / Organisations while seeking its advice. Attention of CVOs is invited to the guidelines issued by the Commission in this regard vide its above-said Circular and also to para 7.9.4 and 7.28.4 of the Vigilance Manual 2017.

2. Of late, several instances have come to the notice of the Commission where the guidelines are not being followed scrupulously and references are being made to the Commission without the requisite information / documents which is resulting in avoidable delays in processing of vigilance cases / departmental inquiry reports. Many a time, even the proforma prescribed for bio-data of the Suspect Public Servant (SPS) / Charged Officer (CO) is being sent without duly filling it up, or more precisely, after leaving the column of date of birth / retirement blank. Whether an SPS / CO is in service or has retired is a crucial point for appreciating the case and enabling the Commission to tender its advice appropriately.

3. All CVOs are advised to ensure that the references being made to the Commission for seeking its advice are fully compliant to the guidelines contained in the Circular dated 06.08.2009 and in para 7.9.4 and 7.28.4 of the Vigilance Manual 2017, and include complete information / documents including duly filled-up bio-data as prescribed.


(M. A. Khan)
Under Secretary

No.006/PRC/1
Government of India
Central Vigilance Commission

Satarkta Bhawan, Block 'A',
GPO Complex, INA,
New Delhi- 110 023
Dated the 6th August, 2009

Circular No.21/8/09

Subject: References to the Commission for first stage advice – procedure regarding.

Reference: (i) Commission's circular No.NZ/PRC/1 dated 26.2.2004;
(ii) Commission's circular No.NZ/PRC/1 dated 9.5.2005;
(iii) Commission's circular No. 006/PRC/1 dated 13.3.2006; and
(iv) Commission's circular No.006/PRC/1 dated 1.12.2008

The Commission receives preliminary inquiry reports from the Chief Vigilance Officers (CVOs) of Departments/Organisations, seeking the first stage advice. Reports for similar action also emanate from the CVOs in response to the Commission's directions for investigation issued u/s 8(1)(d) of the CVC Act, 2003. However, these reports are often found lacking in cogent analysis of misconduct or allegations, evidence on record and the recommendation of line of action. The supporting documents catered are also very often disjointed, casually arranged or unduly bulky, making the examination cumbersome and leading to protracted correspondence and delays.

2. With a view to improving the quality and focus of these investigation reports, the Commission has devised a new reporting format. Accordingly, it is directed that henceforth, a vigilance report should broadly conform to the parameters specified in Annexure A. Further, as the Commission lays utmost emphasis on facts, evidence and recommendations made by the CVOs, an investigation report should invariably be accompanied by an Assurance Memorandum (Annexure B) signed by the CVO, taking due responsibility and giving assurance of a comprehensive application of mind while submitting the report.

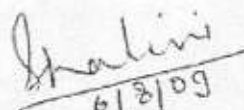
3. In supercession, therefore, of earlier instructions of the Commission on submission of investigation reports, the following instructions should be followed scrupulously while seeking the first stage advice:

- (i) All vigilance reports of the CVOs should conform to the parameters prescribed in **Annexure-A**.
- (ii) They would be accompanied by an Assurance Memo, in the form of **Annexure-B**.

- (iii) Bio-data of suspect officials, figuring in the investigation reports, should be enclosed as per the format provided at **Annexure-C**.
- (iv) Tabular statements, as prescribed vide the Commission's circular dated 1.12.2008, shall continue and be kept objective and precise.
- (v) Draft charge-sheets and imputation of charge in respect of suspect officials where disciplinary action, such as major penalty or minor penalty proceedings, is proposed, would accompany the investigation reports.

4. The CVOs would ensure that all documents/exhibits, constituting the basic evidence for the charge, are systematically identified and arranged. Superfluous and voluminous documents, with little or no relevance to the misconduct under examination, should be retained at the CVOs' end. In case any additional material or evidence is required, it can always be recalled by the Commission before an advice is tendered.

5. The aforesaid reporting procedure would become operative with immediate effect.


(Shalini Darbari)
Director

All Chief Vigilance Officers

Encl: As proposed.

Vigilance Report

Title of the report

1. Source

- Background of the report – whether based on source information, complaint referred to by the CVC, CTE/CTE type inspection or direct enquiry.

2. Gist of allegations

3. Facts

- The relevant facts relating to the issue under examination should be presented in chronological or activity-wise sequence.
- Each fact should be supported by documentary evidence (other forms of evidence may also be presented) denoted as E1, E2, and E3 etc. Since the facts occur in chronological order, the evidence E1, E2, E3, etc., should necessarily be arranged under the report in the same order, thus making it easier for reference.
- While annexing the evidence, the relevant portion of the document should be highlighted and annexed. For example, the evidence for educational qualifications for promotion should consist of the Xerox copy of only the clause prescribing the qualifications and not the whole 20 pages of the promotion policy.
- There may be several issues in a report which may be conveniently arranged as different paras viz. 2.1, 2.2 etc.
- All relevant facts needed to support the observations/conclusion should be gathered and presented. Irrelevant facts, bearing no consequence on the issues under inquiry should be avoided.
- Evidence presented should be credible and adequate.

4. Observations

- Ordinarily, observations are logical deductions arrived at through a set of facts. They are in the nature of objections or anomalies observed with reference to the gathered facts. There may be several observations arising out of the analysis of facts.

- Observations are also arrived at by evaluating the facts against certain criteria viz. rules, regulations, policies, procedures, norms, good practices or normative principles. Evidence of these criteria (extracts of rules, procedures, etc.) should also be presented as E1, E2, etc.

5. Response of the officials concerned

- It is necessary to elicit the reasons and clarifications of the management or the officers concerned for the anomalies pointed out in the observations. Every deviation from rules or procedure cannot be attributed to a malafide/corrupt intent. There may be situations where it may be difficult to achieve the objectives of a task by strictly abiding by the rules. Rules may be circumvented, while expediting the work or in the larger interest of the work, with good intentions. It is, therefore, essential for Vigilance to distinguish between acts of omission and acts of commission. Therefore, obtaining the response of the officers concerned is essential in order to arrive at an objective conclusion.
- Response of the management is also necessary in order to clarify differences in interpretation or an understanding of the issues between vigilance and the management.

6. Counter to the response

- In order to sustain the observations made by Vigilance, it is necessary to counter the defence given by the management/officers concerned with facts and supporting evidence. It should be clearly and convincingly brought out why the explanation given by the management is not tenable.

7. Conclusion

- Conclusion is the logical summation of the observations. The observations denoting various counts of irregularity, lapses or impropriety should finally lead to a logical conclusion on whether the case involves commission of irregularity/impropriety with the intention of corruption.
- Undue favour given to a party or obtained for self and its adverse impact on the government or the citizens in terms of

additional cost, poor quality or delayed service should be clearly highlighted.

8. Responsibility of officials

- Having determined the vigilance angle in the case, the next step is to fix the accountability of the individuals involved in the misconduct. Name of officers should be clearly stated in this para.
- The role of each officer should be judged with reference to his prescribed charter of duties. In case the tender committee is responsible for the misconduct then, as far as possible, all members should be equally and collectively held responsible.
- Comments of Disciplinary Authority should invariably be included.

9. Recommendation for action

- Recommendation for closure of the case in case there is no discernable vigilance angle or criminal misconduct, should be clearly spelt out.
- Bio-data of the officials reported against in the investigation report should be included in the given format.

10. Recommendation for systemic improvement

- Punitive action on detection of corruption does not by itself lead to a logical conclusion unless it is able to prevent recurrence of the lapse. Any fraud, corruption, irregularity or impropriety indicates a failure of control mechanism or gaps in systems and procedures. Therefore, each case throws up an opportunity to identify these control failures and suggest ways of plugging them to prevent recurrence of the lapse. Therefore, at the end of the report the CVO should also try to recommend systemic improvements in order to prevent the risk of a recurrence of the lapse/misconduct.

ASSURANCE MEMO

This is to provide reasonable assurance to the Commission:

- (a) That all necessary facts and relevant evidence have been gathered.
- (b) That all facts and supporting evidence have been duly verified.
- (c) That contested evidence, if any, have been conclusively handled with reference to the facts at the disposal of Vigilance.

Chief Vigilance Officer

Format of Bio-Data of officer(s) against whom Commission's advice is sought

(To be incorporated in the Vigilance Report of the CVO)

1. Name of the officer :
2. Designation
(a) At present :
(b) At the time of alleged misconduct :
3. Service to which belongs :
(Cadre and year of allotment in case of officers of the organized/All India Services)
4. Date of birth :
5. Date of superannuation :
6. Level/group of the present post and pay scale :
7. Date of suspension [if under suspension] :
8. Disciplinary Rules applicable to the officer :

7.9 PROCEDURE FOR OBTAINING COMMISSION'S FIRST STAGE ADVICE

(Refer para 1.6 of Chapter I also)

- 7.9.1 CVOs of the Ministries / Departments and all other organisations are required to seek the Commission's first stage advice after obtaining the tentative views of Disciplinary Authorities (DAs) on the reports of the preliminary inquiry / investigation of all complaints involving allegation(s) of corruption or improper motive; or if the alleged facts prima-facie indicate an element of vigilance angle which are registered in the Vigilance Complaint Register involving Category-A officers (i.e., All India Service Officers serving in connection with the affairs of the Union, Group-A officers of the Central Govt. and the levels and categories of officers of CPSUs, Public Sector Banks, Insurance companies, Financial Institutions, Societies and other local authorities as notified by the Government u / s 8(2) of CVC Act, 2003) before the competent authority takes a final decision in the matter.

- 7.9.2 After enquiry / investigation by the CVO in complaints / matters relating to Category-A officers, as well as composite cases wherein, Category-B officers are also involved, if the allegations, on inquiry do not indicate prima facie vigilance angle / corruption and relate to purely non vigilance / administrative lapses, the case would be decided by the CVO and the DA concerned of the public servant at the level of Ministry / Department / Organisation concerned. The CVO's reports recommending administrative / disciplinary action in non-vigilance / administrative lapses would, therefore, be submitted to the DA and if the DA agrees to the recommendations of the CVO, the case would be finalised at the level of the Ministry / Department / Organisation concerned. In all such matters, no reference would be required to be made to the Commission seeking its first stage advice. However, in case there is a difference of opinion between the CVO and the DA as to the presence of vigilance angle, the matter as also enquiry reports on complaints having vigilance angle though unsubstantiated would be referred to the Commission for first stage advice.
- 7.9.3 The above consultation procedure / dispensation would not apply to the complaints received by the Commission and referred for investigation and report to the CVO of the Ministry / Department / Organisation and CVOs would continue to furnish their investigation reports in all matters ⁵[...] for seeking first stage advice of the Commission irrespective of the outcome of inquiry / investigation.

Similarly, all written complaints / disclosures (Whistle Blower complaints) received under the Public Interest Disclosure and Protection of Informers' Resolution (PIDPI), 2004 or the Whistle Blowers Protection Act, 2011 would also continue to be handled / processed by CVOs in terms of the existing prescribed procedures or as amended from time to time.

[\(CVC Circular No. 07/04/15 dated 27.04.2015 - Consultation with CVC for First stage advice- revised procedure\)](#)

⁵ Deleted words "involving category A officers".

7.9.4 ***Information to be submitted for obtaining Commission's first stage advice:*** While seeking first stage advice of the Commission, following material should be submitted: -

- (a) A self-contained note clearly bringing out the facts and the specific point(s) on which Commission's advice is sought. The self-contained note is meant to supplement and not to substitute the sending of files and records.
- (b) The bio-data of the officer concerned;
- (c) Other documents required to be sent for first stage advice: -
 - (i) A copy of the complaint / source information received and investigated by the CVOs;
 - (ii) A copy of the investigation report containing allegations in brief, the results of investigation on each allegation;
 - (iii) Version of the concerned public servant on the established allegations, the reasons why the version of the concerned public servant is not tenable / acceptable, and the conclusions of the investigating officer;
 - (iv) Statements of witnesses and copies of the documents seized by the investigating officer;
 - (v) Comments of the Chief Vigilance Officer and the Disciplinary Authority on the investigation report {including investigation done by the CBI and their recommendation};
 - (vi) A copy of the draft charge sheet against the SPS along with the list of documents and witnesses through which it is intended to prove the charges;
 - (vii) Assurance memo.

(CVC Circular No. 14/3/ 06 dated 13.03.2006: Reference to the Commission for its advice-Documents including the draft charge sheet to be enclosed for seeking first stage advice and the documents to be enclosed for seeking second stage advice)

(CVC Circular No. 21/8/09 dated 06.08. 2009: References to the Commission for first stage advice- procedure regarding)

(CVC Circular No. 09/11/2017 dated 28.11.2017: Reference to the Commission for advice - documents / information to be furnished-regarding.)

7.9.4A ⁶Timeline for submission of cases involving public servants due to retire shortly:

The Commission, from time to time, has issued guidelines that the CVOs as well as the administrative authorities should prioritise investigation and completion of disciplinary action against delinquent public servants well in advance so that late references for advice are not made to the Commission, especially in respect of officers due for retirement shortly.

It has now been decided that all retirement cases for advice should be received in the Commission, 30 days before the date of the retirement of the officer.

(CVC Office Order No. 13/10/20 dated 01.10.2020: Expeditious disposal of cases involving public servants due to retire shortly)

7.9.5 Commission's advice in Composite cases: If a Government servant falls within the Commission's jurisdiction, the advice of Commission would be required and any decision of the Disciplinary Authority at this juncture may be treated as tentative. Such a reference would be required to be made even in respect of an officer / staff who are not within the Commission's jurisdiction if they are involved along with other officers who are within the jurisdiction of the Commission, as the case would then become a composite case and falls within the Commission's jurisdiction.

7.9.6 A composite case should be processed as 'one' and action against every individual employee should be taken only on Commission's advice, even if there is only one official who comes within Commission's jurisdiction.

(CVC Office order No. 2/1/04 dated 08.01.2004: Obtaining Commission's advice in composite cases)

⁶ New para inserted vide CVC Office Order dated 23.07.2019 & 01.10.2020.

- 7.9.7 ***Making available a copy of CVC's first stage advice to the concerned employee:*** A copy of the Commission's first stage advice may be made available to the concerned employee along with a copy of the charge - sheet served upon him, for his information.

(CVC Circular No. 99/VGL/66 dated 28.09.2000: Consultation with the CVC - Making available a copy of the CVC's advice to the concerned employee)

- 7.9.8 ***Difference of opinion between the CVO and the Chief Executive and between the Vigilance Officers and the Head of Office:*** With regard to category 'A' cases, i.e., the cases which are required to be referred to the Commission for advice, all relevant files, including the file on which the case has been examined, are required to be sent to the Commission. In such cases, the Commission would, thus, be in a position to examine all facts and viewpoints of all the authorities concerned who might have commented on various aspects of the case. However, with regard to category 'B' cases, which are not required to be sent to the Commission for advice, if there is a difference of opinion between the concerned vigilance officer and the Head of Office, the matter may be reported by the Head of Office to the concerned Chief Vigilance Officer for obtaining orders of the Chief Executive in order to resolve the difference of opinion between the vigilance officer and the Head of office. In case of difference of opinion between the CVO and the CMD in respect of corruption case, involving below Board level appointees in public sector undertaking, it is the responsibility of the CMD to bring the case to the Board.

7.28.4 ***Materials to be furnished for second stage advice:*** Following material should be furnished to the Commission while seeking its second stage advice:

- (i) A copy of the charge sheet issued to the public servant;
- (ii) A copy of the Inquiry Report submitted by the Inquiring Authority (along with a spare copy for the Commission's records);
- (iii) The entire case records of the inquiry, viz. copies of the depositions, daily order sheets, exhibits, written briefs of the Presenting Officer and the Charged Officer;
- (iv) Comments of the CVO and the Disciplinary Authority on the assessment of evidence done by the Inquiring Authority and also on further course to be taken on the Inquiry Report.

¹⁴New para inserted vide CVC Circular dated 10.07.2018.

(CVC Circular No. 14/3/06 dated 13.03.2006- Reference to the Commission for its advice- Documents including the draft charge sheet to be enclosed for seeking first stage advice and the documents to be enclosed for seeking second stage advice reg.)

¹⁵7.28.5 ***No reconsideration of Second Stage advice:***

The Commission's second stage advice is tendered based on inputs received from Departments / Organisations which includes all material / information pertaining to the individual disciplinary case. Further in most of the cases, Commission had reiterated its earlier advice tendered at second stage and in almost all such proposals, no new material / additional facts were brought out by the Departments / Organisations to justify any change. Also, in such cases or second stage advice, there is little scope for reconsideration. Such proposals also result in avoidable delays in finalization / issue of final orders by the Disciplinary Authority concerned.

The Commission, therefore, has decided to dispense with consultation for reconsideration of its second stage advice. Hence, no proposal for reconsideration of the Commission's second stage advice would be entertained.

(CVC Office Order No. 10/09/20 dated 09.09.2020: Reference to the Commission for reconsideration of its advice- Dispensing with reconsideration of second stage advice)

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

As amended upto 31.12.2014

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964 (Updated)

S. No.	Rule	Title of the Rules
1.	1	Short title, commencement and application
2.	2	Definitions
3.	3	General
4.	3-A	Promptness and Courtesy
5.	3-B	Observance of Government's policies
6.	3-C	Prohibition of sexual harassment of working women
7.	4	Employment of near relatives of Government servant in companies or firms
8	5	Taking part in politics and elections
9	6	Joining of association by Government servants
10	7	Demonstration and Strikes
11	8	Connection with Press or other media
12	9	Criticism of Government
13	10	Evidence before Committee or any other authority
14	11	Communication of official information
15	12	Subscriptions
16	13	Gifts
17	13-A	Dowry
18	14	Public demonstration in honour of Government servants
19	15	Private trade or employment
20	15-A	Subletting and vacation of Government accommodation
21	16	Investments, lending and borrowing
22	17	Insolvency and habitual indebtedness
23	18	Movable, immovable and valuable property
24	18-A	Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.
25	19	Vindication of acts and character of Government servants
26	20	Canvassing of non-official or other outside influence
27	21	Restriction regarding marriage
28	22	Consumption of intoxicating drinks and drugs
29	22-A	Prohibition regarding employment of children below 14 years of age
30	23	Interpretation
31	24	Delegation of Powers
32	25	Repeal and Saving

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

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.

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

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.
- 44 (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;

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

- (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;
- (xxi) 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;

²³(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.

²⁴Explanation 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.

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

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
 - (i) 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;

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

- (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. 17Employment 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 ¹⁶company 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 ¹⁶company or firm with which he has official dealings or in any other ¹⁶company 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 ¹⁶company or firm, intimate such acceptance to the prescribed authority and shall also intimate whether he has or has had any official dealings with that ¹⁶company 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 ¹⁶company or firm or any other person if any member of his family is employed in that ¹⁶company 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

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

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 ¹⁰⁰or coercion or physical duress in connection with any matter pertaining to his service or the service of any other Government servant.

348. 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.

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

- (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 ³⁴any 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:

³⁴Provided 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.

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

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 not 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) 42 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.

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

- (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.

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

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.

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

- (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).

3515 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,-

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

- (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.

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

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.³³10,000/- 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.- ²⁰Where 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:

²⁷Provided 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 ¹¹Cabinet Secretariat (Department of Personnel).

Explanation I. - For the purposes of this rule -

(1) the expression "movable property" includes-

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

- (a) jewellery, insurance policies, the annual premia of which exceeds Rs. ⁴²two months' basic pay of the Government servant, shares, securities and debentures;
- ³⁰(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.

¹⁴Explanation II.- 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.

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

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.

³⁴Provided 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.

21. 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.

- ¹²(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;

CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

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.

¹³Explanation: 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.

³⁷22-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.

⁶Provided 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.

MOST URGENT

No.G-27014/1/2020-IFD-DBT
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY

e-Office file/Computer No.9299

Lodhi Road, CGO Complex
New Delhi - 110003

Dated 21st July, 2020

OFFICE MEMORANDUM

**Subject: Clarification on continuation of public funded ongoing Schemes
– reg.**

Reference is invited to clarification provided by the Department of Expenditure vide their OM No.42(02)/PFC-I/2014 dated 8.7.2020 on the subject mentioned above(Copy enclosed for ready reference) with reference to the D.O. letter No.BT/Coord.II/08/01/2016 dated 15.6.2020(Copy enclosed for ready reference) addressed by Secretary, DBT to Secretary(Expenditure). The clarification given vide para 2(II) of the DoE OM dated 8.7.2020 has not been found to be specific to the clarification requested.

2. As mentioned in the DO letter dated 15.6.2020 referred to above there are number of ongoing projects sanctioned under two schemes of DBT, namely "Biotechnology Research & Development" and "Industrial Entrepreneurship and Development" duration of most of which extend beyond 31.3.2021(the extended period of the 14th FCC). Similarly, under HRD and Capacity Building component of Biotechnology Research and Development Scheme number of fellowship programmes are sanctioned duration of most of which also extend beyond 31.3.2021. The normal duration of any project or fellowship sanctioned under the DBT Schemes happen to be 3 to 5 years.

3. In the light of the facts given above, while the process of appraisal and approval for continuation of the said two DBT Schemes beyond 14th FCC (beyond 31.3.2021) to 15th FCC is currently under way for seeking of approval of the competent authority, the DoE clarification / relaxation on the following is requested:

- (i) Whether the release of funds can be approved for the already sanctioned project under the said Umbrella Schemes, duration of which extend beyond 31.3.2021, i.e. beyond extended period of 14th FCC subject of the stipulation that continuation beyond 31st March, 2021 will be subject of approval of continuation of the schemes under which these projects are funded.
- (ii) Whether the new projects with project duration extending beyond 31.3.2021 under the said DBT Schemes can also be sanctioned/approved subject to the stipulation that continuation beyond 31st March, 2021 will be subject of approval of continuation of the schemes under which these projects are funded.

Encls. As above



(SUMITA SARKAR)

JOINT SECRETARY and FINANCIAL ADVISER

To

Dr. Shivalli M. Chouhan,
Director, PFC-I,
Department of Expenditure,
North Block, New Delhi

No. 42(02)/PFC-I/2014
Government of India
Ministry of Finance
Department of Expenditure
[Public Finance (Central-I) Division]

North Block, New Delhi,
Dated: 8th July, 2020

OFFICE MEMORANDUM

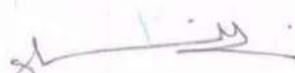
Subject: Clarification on continuation/extension of public funded ongoing Schemes –reg.

Reference is invited to Department of Biotechnology's D.O letter No. BT/Coord.II/08/01/2016 dated 15.06.2020 on the above mentioned subject.

2. The matter has been examined. In this regard, Department of Expenditure has following comments:

- I. Department of Biotechnology has been running two schemes in the 14th FC cycle namely (i) Biotechnology Research and Development and (ii) Industrial and Entrepreneurship Development. It is given to understand that the R&D projects and HRD and Capacity Building component are parts of the ongoing schemes of DBT.
- II. These ongoing schemes will be governed by DoE's OM dated 10.01.2020 by which interim extension for all the ongoing schemes has already been given till 31st March, 2021 or till the date of recommendations of 15th Finance Commission come into effect, whichever is earlier. Hence the Department may support the project proposals of the schemes.
- III. The approval for continuation of the two schemes of DBT for the 15th FC cycle would be based on the evaluation report and outcome review.

3. This issues with the approval of Competent Authority.


(Dr. Shivalli M. Chouhan)
Director, [PFC-I]
Tel. No. 23093109
E-mail: shivalli.chouhan@nic.in

Dr. Renu Swarup,
Secretary,
Department of Biotechnology,
CGO Complex, Lodhi Road,
New Delhi- 110003.

No. AB-14017/37/2008-Estt(RR)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training

New Delhi, the 10th September, 2010

OFFICE MEMORANDUM

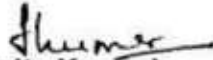
Subject: Modified Flexible Complementing Scheme for Scientists
based on the recommendations of the 6th Central Pay
Commission

A Flexible Complementing Scheme (FCS) for scientists is in position in some of the scientific Ministries/Departments of the Government of India and the same is presently governed by the guidelines issued by this Department under O.M. No.2/41/97-PIC dated the 9th November, 1998. There is also in position a separate, merit based promotion scheme in the DRDO and the Departments of Atomic Energy and Space. The Sixth Central Pay Commission (6th CPC) has examined these schemes in detail and observed that various time-bound promotion schemes may be necessary for scientific organizations as the morale of the scientists has to be kept high in order to keep them motivated and to stop the flight of talent from Government organizations involved in research and scientific activities. In this context, the 6th CPC has recommended that the existing scheme of FCS with necessary modifications has to be continued for R&D professionals in all S&T organizations, and the merit based promotion scheme in the Departments of Atomic Energy, Space and DRDO would also need to be persisted with. The Commission has, however, recommended certain features to be incorporated in the existing schemes of FCS and merit based promotion scheme so as to make them more relevant to the context.

2. The recommendations of the Commission have been examined in detail in the context of FCS and a revised comprehensive scheme is enclosed for immediate necessary action by all concerned Ministries and Departments. All the Ministries / departments shall initiate action for review of the provisions of the Flexible Complementing Scheme and amend the provisions of relevant recruitment rules so that the scheme is brought in conformity with the decision / guidelines being conveyed vide this Office Memorandum. Assessment of Scientists from 01.01.2011 shall be done accordingly.

3. The Ministries/Departments may bring the Scheme to the notice of concerned autonomous Organizations under their control for being placed before their respective Governing Bodies.

4. Hindi version will follow.

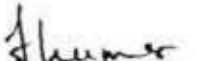

(Smita Kumar)
Director
23092479

To

- (i) Ministry of Science and Technology
- (ii) Department of Biotechnology
- (iii) Ministry of Communications and Information Technology (DIT)
- (iv) Ministry of Environment, Forests & Wild Life
- (v) Ministry of Non-Conventional Energy Sources
- (vi) Ministry of Earth Sciences,
- (vii) Ministry of Home Affairs
- (viii) Ministry of Water Resources
- (ix) Ministry of Health and Family Welfare
- (x) Department of Consumer Affairs
- (xi) All other Ministries/Departments of the Govt. of India

Copy to:

- 1. The President's Secretariat, New Delhi.
- 2. The Vice-President's Secretariat, New Delhi
- 3. The Prime Minister's Office, New Delhi.
- 4. The Cabinet Secretariat, New Delhi.
- 5. The Rajya Sabha Secretariat, New Delhi.
- 6. The Lok Sabha Secretariat, New Delhi.
- 7. The Comptroller and Auditor General of India, New Delhi.
- 8. The Union Public Service Commission, New Delhi.
- 9. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
- 10. Establishment Officer and Secretary, ACC (10 copies).
- 11. All Officers and Sections in the Department of Personnel & Training
- 12. Establishment (RR Division) (200 copies)
- 13. Estt.(D) (20 copies)
- 13. NIC, DOPT for uploading it in the Website of this Department


(Smita Kumar)

Flexible Complementing Scheme

- i. The Flexible Complementing Scheme in position in certain scientific Ministries/ Departments/ Organizations of the Government shall continue, and promotions under the FCS shall be limited to posts carrying a grade pay of Rs.10,000 or lower. The merit based promotion scheme in the Departments of Space, Atomic Energy and DRDO shall also continue and promotions under the scheme shall be limited to posts carrying a grade pay of Rs.12,000 or lower.
- ii. All the posts covered under FCS shall carry the following uniform pay bands/ grade pay, designation and the minimum residency period linked to performance.

	Pay band & grade pay	Designation	Minimum Residency Period linked to Performance
1	PB-3 (Rs.15600-39100) Grade Pay Rs.5400/	Scientist B	3 years.
2	PB-3 (Rs.15600-39100) Grade Pay Rs. 6600/	Scientist C	4 years.
3	PB-3(Rs.15600-39100) Grade Pay Rs. 7600/	Scientist D	4 years
4	PB-4 (Rs.37400-67000) Grade Pay Rs. 8700	Scientist E	5 years
5	PB-4 (Rs.37400-67000) Grade Pay Rs. 8900	Scientist F	5 years
6	PB-4(Rs. 37400-67000) Grade Pay Rs. 10000/	Scientist G	----

- iii. There shall be two level of assessment for FCS. The first one would be at internal level for screening purpose and next level assessment should have majority of external members.
- iv. The assessment board for judging should have majority of external members possessing expertise in the field. Greater

emphasis to be placed on achievement as evaluated by an independent peer group rather than seniority. The revised assessment procedure as prescribed in Annexure I shall henceforth be followed by all scientific Ministries/ Departments for considering advancement under FCS.

- v. Henceforth, the benefits of FCS shall be extended only in such Departments as are involved in creating new scientific knowledge or innovative engineering, technological or medical techniques or which are predominantly involved in professional research and development and / or application of scientific knowledge. The modified criteria for identifying departments as scientific and technical and parameters for determining scientific activities and services, scientists and engineers and scientific posts will be as in the Annexure II to this scheme.
- vi. In order to extend the benefit of the Flexible Complementing Scheme to other scientific departments, the criteria for identifying an organisation as scientific would be decided and notified by the Department of Science and Technology, keeping in view the definition given in this regard. One such definition given by Department of Science and Technology is at Annexure III. The organisations that are demanding the extension of FCS in their case, the administrative Ministry of such organisations shall satisfy itself that such institutions are scientific and technical institutions and the officers are scientists holding scientific posts and are involved in scientific and technical activities as defined in the Annexure II to the FCS scheme and make its recommendations to the Department of Science and Technology. On receipt of such a request the Department of Science & Technology shall set up a Committee, which shall include eminent scientists relevant to the discipline, for examining the proposal referred by the administrative Ministry concerned. Since it is not necessary that all the pay scales under the Flexible Complementing Scheme should be applicable in all the scientific organizations, as the size of the organization may not justify introduction of the entire group of scales, the Committee, while making its recommendation, would take a specific view as to the number of scales that should be operated in the organization as well as the appropriate residency period for ensuring an even pace of promotion. However, the progression under Flexible Complementing Scheme will only be as per scales indicated in

para (ii) of the scheme. The recommendations of the committee shall be processed by the administrative ministry concerned and shall be considered in consultation with DoPT and Department of Expenditure.

vii If FCS is adopted by Autonomous Bodies, its implementation should not require ACC approval, as promotion/up gradation within autonomous Bodies does not come under the purview of ACC.

Viii The modified ACP as approved for Central government civilian employees would also be applicable to scientists covered under FCS. This is expected to provide an alternate channel for development for scientists and is expected to maintain the rigors of assessment required for assessment under FCS. Some illustrations are given below for clarity:

- A scientist 'B' is considered but does not get upgradation under the FCS. He would be entitled to grade of Scientist. 'C', 'D' and 'E' on completion of 10/20/30 years of service subject to provisions of MACP notified vide OM No. 35034/3/2008-Estt. (D) dated 19th May, 2009.
- A Scientist 'B' gets upgradation to Scientist C under FCS in second chance after 4 years. After prescribed residency, he does not qualify under FCS for three successive years for upgradation to Sc. D. After completion of ten years in the grade pay of Scientist 'C' i.e. after 14 years of service he is upgraded to Scientist 'D' under MACPS, subject to provisions of MACP notified vide OM No. 35034/3/2008-Estt. (D) dated 19th May, 2009. After prescribed residency of 4 years in Scientist D, he would again be considered for upgradation to Scientist 'E' under FCS. In case he does not qualify for three successive years, he would be upgraded to Scientist 'E' after completion of 10 years in the grade pay of Scientist 'D' i.e. after 24 years of service. Further upgradation to Scientist F and Scientist 'G' would only be under FCS as the Scientist would have got three upgradations and no further upgradation under MACPS would be permissible.
- If a scientist gets three up-gradations under the FCS scheme, there would be no claim for any further up-gradation under MACPS as the MACP scheme only allows

three financial up-gradation in the hierarchy of Pay bands and grade pay on completion of 10, 20 and 30 years of service respectively.

- ix Scientists/ Technical experts doing management/ administrative work in the Ministries should not be considered for up gradation under FCS, they should only be given benefit of up gradation under MACP.

CRITERIA FOR CONSIDERING PROMOTIONS UNDER FLEXIBLE COMPLEMENTING SCHEME

1. An annual work report format to capture scientific content of work performed has been designed in consultation with Department of Science & Technology (enclosed at Annexure IV). The annual work report format (part A) would be filled up by the officer along with the ACR and would get reported upon by the reporting officer. The nature of S&T work output indicators is also indicated. The internal peer assessment would be in part C at the time of consideration under FCS.

The new format on "annual work report" will not replace the regular system of recording ACR. The proposed format will be filled by the officer under consideration for the purpose of assessment and screening.

2. All scientists eligible as per the scheme for the FCS shall be considered for up-gradation under FCS. Exceptionally meritorious candidates with all outstanding grading may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion, limited to a maximum of two occasions in their entire career. However the assessment under FCS for next grade would only be three times and thereafter the scientist would be covered under modified ACP scheme according to provisions of that scheme. The scientist who has been granted any grade under MACP can be considered for next grade under FCS according to the eligibility and other provisions of FCS.

i. Level 1 Screening (Internal)

An internal screening committee shall be constituted by the concerned Department for evaluation of annual work reports vis-a-vis the criteria for up-gradation under FCS. An external member, from Departments of Atomic Energy, Space or DRDO who have developed over the years a fine tuned system of screening meritorious Scientists on the basis of ACRs, may be co-opted in the selection process. All scientists eligible according to the provisions of FCS and who meet the benchmark of 'Good'

for Scientist C and 'V. Good' for Sc. D and above would be screened in. The internal screening committee would report on the scientific content of work done by the Scientist in part C of the reporting format and same would be made available to the external assessment committee.

ii. **Level 2 Screening (External)**

The assessment boards shall be constituted in each scientific Department/ Ministry. The assessment board would have majority of the external members and possess expertise in the field. In case required, suitable amendment to the provisions for assessment boards in recruitment rules etc. may be considered to bring the composition of assessment boards in tune with these instructions. The assessment board would have characteristic of independent peer group for the assessment of the scientific content of the work. The assessment board shall document specifically through one page summary, the specific content of the work done justifying the merit for consideration under FCS. The Departmental peer review committees shall undertake level 2 screening for assessment of scientists for their suitability for Scientist 'F'/ scientist 'G'. The assessment boards/DPRC functioning as Special Peer Review Committee (SPRC) should specifically certify that the Scientists recommended met with all the criteria for in situ up gradation under FCS.

3. Field experience in research and development and/or experience in implementation of such scientific projects is compulsory for promotion of scientists recruited to the posts in the Secretariat of the Scientific Ministries/Departments to higher grades under FCS. Field experience of at least 2 years and 5 years respectively will be essential for promotion to Scientist F and Scientist G grades respectively. The criteria for field experience for different scientific activities have been elaborated under Scientific Activities and Services in Annexure II. To meet this requirement, existing scientists at Headquarters can be considered for appointment on deputation basis to the

scientific laboratories/ institutes or other relevant scientific activities under the respective scientific Ministries/ Departments. In the case of small scientific Ministries/ Departments the feasibility of inter-departmental deputation can be explored. In future, initial appointment to the scientific posts in the scientific Ministries/

departments in the R&D management function should preferably be in the level of scientist 'D' and above.

4. Scientists/ Technical experts doing management/ administrative work in the Ministries should not be considered for up gradation under FCS, they should only be given benefit of up gradation under MACP.

**DEPARTMENT OF PERSONNEL AND TRAINING
ESTT. (RR) DIVISION**

FLEXIBLE COMPLEMENTING SCHEME

FREQUENTLY ASKED QUESTIONS

S.No.	Point of doubt	Clarification
1	What is Flexible Complimenting Scheme (FCS)?	FCS is an in-situ promotion scheme for scientists for which the criteria shall be proven merit and records of research. FCS as modified after 6 th CPC recommendations is governed by DOPT OM No. AB 14017/37/2008-Estt. (RR) dated 10.09.2010.
2.	What are the guidelines on FCS issued by DOPT	DOPT after 5 th CPC issued comprehensive instructions on FCS in OM No. 2/41/97-PIC dated 9.11.98. These have been further reviewed in the light of 6 th CPC instructions and modified FCS guidelines issued in OM NO. AB 14017/37/2008-Estt.(RR) dated 10 th September, 2010
3.	To whom the instructions are applicable?	FCS is applicable to scientists and technologists holding Group A scientific posts in scientific and technology departments and who are engaged in scientific activities and services.
4.	What are the qualifications covered under FCS?	Master's degree in Natural/Agricultural Sciences or Bachelor's Degree in Engineering/Technology/Medicine.

5.	Whether qualifications MCA, M.Sc.(IT), M.Sc.(Statistics), M.Sc.(Mathematics), M.A.(Operational Research) and M.Sc.(Total Quality Management) are covered under FCS?	No
6.	From when the modified FCS after 6 th CPC shall be applicable?	Assessment of Scientists from 01.01.2011 shall be done as per modified FCS after 6 th CPC.
7.	Whether promotion cases of Scientists becoming due w.e.f. 1.1.2011 may be processed as before or amend the RRs according to the latest guidelines.	The RRs are required to be amended as per the instructions.
8.	What is the date of effect of MACP scheme for scientists under FCS ?	10.09.2010 when the revised instructions have been issued.
9.	Whether the benefit of MACP shall be admissible if the officers could not be assessed for promotion under FCS due to various reasons viz. non-convening of assessment Boards on time, RRs becoming inoperative, etc.	If Scientists have not got promotion under FCS, for whatever reasons, they shall be eligible for financial upgradation under the MACP scheme. The benefits shall be from 10.09.2010 when the revised FCS instructions have been issued
10.	Whether the Scientists who are "screened-in" will have to appear for the interview in the second stage of screening /assessment under Modified FCS after 6 th CPC?	The interview of the scientists as per OM dated 9.11.98 in the second level of screening shall continue under the revised assessment procedure for FCS issued in OM dated 10.9.2010.

11.	What would be the role of ACRs/APARs in promotion of Scientists under Modified FCS?	ACR/APAR grading shall be taken into account for the purpose of screening the Scientists at Level I.
12.	Will there be any weightage of ACRs/APARs in terms of marks in promotion of Scientists under MFCS?	In Annexure I of guidelines dated 10.9.10, it has been clearly indicated that the Scientists who meet the benchmark of 'Good' for Scientists C and 'Very Good' for Scientists 'D' and above would be screened in.
13.	What is the procedure to be followed for assessment, considering the specific role of ACRs/APARs, Annual Work Report and interview?	The ACR/APAR grading shall be taken into account for the purpose of screening the Scientists for Level II Screening. The Annual Work Report is to capture the scientific content of work performance. The Assessment Board is required to examine the specific content of the work done justifying the merit for consideration under FCS. The procedure to be followed has been detailed in Annexure I of OM dated 10.09.10.
14.	Whether the Benchmark of "Good"/ "Very Good" is based on relevant period of AWRs for the same period?	For the purpose of screening the benchmarking shall be based on ACRs/APARs of the relevant period
15.	Whether the procedure of assessment by the DPRC shall continue as before?	For promotion of Scientists to the grade of Scientist 'F' and 'G', the procedure of assessment by the DPRC shall continue as before.

16.	The stipulation in Part C of the Annual Work Report can be applied among the Scientists working in the same peer group which has a fairly large number of Scientists. How this can be applied when there could be a single or only 2-3 scientists working on a particular project or when scientists are working on different projects?	Part C of the Annual work Report shall consist of the internal Peer assessment even if the number of scientists being considered is single or only small number. For this purpose while the grading may not be possible, the entries on innovative content of the work done, highlights of the S&T content of the work done, etc. shall be considered.
17.	Whether the Ministries/ Departments can have a common format for APAR?	In Annexure I to the OM dated 10.9.2010 it is prescribed that the new format on Annual Work Report will not replace the regular system of recording ACR/APAR and would be filled up by the officer. As such the format for the ACR/APAR shall be as prescribed by DOPT from time to time.
18.	Whether the autonomous institutes can modify the ACR format to suit their specific requirements/job profiles. If so whether before doing so, consultation with the administrative Ministry/DOPT is necessary	The organizations where FCS is applicable as per scheme of DOPT shall follow the instructions accordingly. For major deviations from the guidelines reference to DOPT with full justification shall be necessary

Bar
23/9/2011

ANNEXURE II

Annual Work Report
Part A
SELF ASSESSMENT BY THE OFFICER REPORTED UPON

1. Name:
2. Designation:
3. Area of S&T Function
4. Brief Description of S&T work function:

5. S&T output indicators for assessment and measurement of work function (as appropriate to the officer)

6. Enumeration of major outputs from S&T Function

7. Innovation content of work done (about 100 words)

8. Major impact reported during the financial year (if any) for work done during previous three years.
9. Scientific and technological methodologies used in the work function

10. Suggestions (if any) for work functions based on new or emerging scientific principles

11. New technologies if any introduced by the officer in work plan/ functions

12. Any other highlight of special S&T content in the work

13. One page summary of the scientific and technical elements in the work done during the financial year

14. Quantified S&T outputs as per the selected indicators (as annexed)

Signature of the officer reported upon

Part-B
ASSESSMENT BY THE REPORTING AUTHORITY

1. Accuracy of the S&T work report

a. Generally accurate

b. Modifications needed (please specify)

2. Scientific merit of the work done

1-10% 10-33% 33-50% 50-75% Bottom 25%

3. Short summary of the innovative content of the work done

4. General assessment of the scientific work report (in brief)

5. Final grading

1-10% 10-33% 33-50% 50-75% Bottom 25%

Signature of the Reporting Officer

Part-C
INTERNAL PEER GROUP REVIEW REPORT

1. Grading of the S&T content of work reported

2. Specific Innovation elements recognized

- a)
- b)
- c)

3. Relative Assessment of the work reported vis-vis Peers in the area

Top 10% 10-33% 33-50% 50-75% Bottom 25%

4. Assessment of the work done during the residency period

5. Specific highlights of the S&T content of the work done

6. Overall grading of the S&T work report for the residency period

Top 10% 10-33% 33-50% 50-75% Bottom 25%

Signatures of the Members of the Peer Group

Annexure
(to Annual Work Report)

1. Lectures delivered in universities/seminars/ industry meets
 - a. Enrolled
 - b. Invited
2. Books edited or written
3. Research publications
4. State-of-the Art Reports prepared on the subject handled or otherwise
5. Annual reports prepared
6. Internal reports generated
7. New S&T areas/ gaps identified for enlarging the scope of the existing schemes
8. New S&T identified and nurtured and S&T inputs added to ongoing schemes
9. Data bases prepared for scientific handling of the projects

10. Scientific and evidence-based initiatives taken to enlarge the infrastructure base of research and development across the country
11. Identification of New Areas for demonstration of technologies and follow-up
12. Project Monitoring Parameters evolved and deployed
13. Technology intelligence/ assessment report prepared for S&T
14. S&T inputs provided to inter-Ministerial discussions in various committees
15. Number of projects scientifically evaluated for closure during the year
16. Networked Programmes initiated (please give numbers and salient features of your contribution)
 - a. Between lab to lab
 - b. Lab and industry
 - c. Bilateral
 - d. Multilateral
17. Policies/ Bills prepared during the year
18. Awards/ Membership of Institutions/ Academies
19. Others (please specify)

No.AB-14017/32/2002-Estt (RR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi - 110001
July 17, 2002

OFFICE MEMORANDUM

Subject:-Flexible Complementing Scheme for scientists in Scientific
and Technological Departments - Date of effect of promotions.

The recommendations made by the Fifth Central Pay Commission for modifying the Flexible Complementing Scheme (FCS) in operation in scientific and technological departments for in situ promotion of scientific/technical personnel with a view to removing the shortcomings/inadequacies in the scheme had been examined some time back and this Department in O.M.No.2/41/97-PIC dated 9.11.1998 had issued detailed guidelines modifying the then existing FCS. From a number of references received in this Department, it appears that an element of confusion exists in some scientific departments on the date from which in situ promotions under FCS are to be given effect. Promotions are made effective from a prospective date after the competent authority has approved the same. This is the general principle followed in promotions and this principle is applicable in the case of in situ promotions under FCS as well.

2 As a matter of fact, no occasion requiring application of promotion with retrospective effect should arise in FCS cases, as it is provided in the rules for scientific posts that the Assessment Boards shall meet at least once a year to consider cases of in situ promotions. Rules notified for scientific posts also contain a provision for review of promotion by the Selection Committee/Assessment Board twice a year - before 1st January and 1st July of every year - and the Selection Committee/Assessment Board is required to make its recommendation on promotions keeping in view these crucial dates of 1st January and 1st July. The competent authority, which has to take a final view based on these recommendations, shall ensure that no promotion is granted with retrospective effect.

3. Hindi version will follow.


(ALOK SAXENA)

DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA

To

- (i) Ministry of Science and Technology
- (ii) Department of Biotechnology
- (iii) Ministry of Communications and Information Technology
- (iv) Ministry of Environment, Forests and Wild Life
- (v) Ministry of Non-Conventional Energy Sources
- (vi) Department of Ocean Development,
- (vii) Ministry of Home Affairs
- (viii) Ministry of Water Resources
- (ix) Ministry of Health and Family Welfare
- (x) Department of Consumer Affairs
- (xi) All other Ministries/Departments of the Government of India

Copy to:

- (1) The President's Secretariat, New Delhi
- (2) Prime Minister's Office, New Delhi
- (3) Cabinet Secretariat, New Delhi
- (4) Rajya Sabha Secretariat, New Delhi
- (5) Lok Sabha Secretariat, New Delhi
- (6) Comptroller and Auditor General of India, New Delhi
- (7) Union Public Service Commission, New Delhi
- (8) Attached Offices under the Ministry of Personnel,
Public Grievances and Pensions
- (9) Establishment Officer and Secretary, ACC (10 copies)
- (10) Officers and Sections in the Department of Personnel & Training
- (11) Establishment (RR) Section (200 copies)
- (12) Establishment (D) Section (20 copies)
- (13) NIC, DoP&T



(ALOK SAXENA)

DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA

IMMEDIATE

No.35034/3/2008-Estt. (D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi, the 19th May, 2009

OFFICE MEMORANDUM

SUBJECT: - MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS) FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES.

The Sixth Central Pay Commission in Para 6.1.15 of its report, has recommended Modified Assured Career Progression Scheme(MACPS). As per the recommendations, financial upgradation will be available in the next higher grade pay whenever an employee has completed 12 years continuous service in the same grade. However, not more than two financial upgradations shall be given in the entire career, as was provided in the previous Scheme. The Scheme will also be available to all posts belonging to Group "A" whether isolated or not. However, organised Group "A" services will not be covered under the Scheme

2. The Government has considered the recommendations of the Sixth Central Pay Commission for introduction of a MACPS and has accepted the same with further modification to grant three financial upgradations under the MACPS at intervals of 10, 20 and 30 years of continuous regular service .

3. The Scheme would be known as "**MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS) FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES**". This Scheme is in supersession of previous ACP Scheme and clarifications issued there under and shall be applicable to all regularly appointed Group "A", "B", and "C" Central Government Civilian Employees **except officers of the Organised Group "A" Service**. The status of Group "D" employees would cease on their completion of prescribed training, as recommended by the Sixth Central Pay Commission and would be treated as Group "C" employees. Casual employees, including those granted 'temporary status' and employees appointed in the Government only on adhoc or contract basis shall not qualify for benefits under the aforesaid Scheme. The details of the MACP Scheme and conditions for grant of the financial upgradation under the Scheme are given in Annexure-I.

4. An Screening Committee shall be constituted in each Department to consider the case for grant of financial upgradations under the MACP Scheme. The Screening Committee shall consist of a **Chairperson and two members**. The members of the Committee shall comprise officers holding posts which are at least one level above the grade in which the MACP is to be considered and not below the rank of Under Secretary equivalent in the Government. The Chairperson should generally be a grade above the members of the Committee.

5. The recommendations of the Screening Committee shall be placed before the Secretary in cases where the Committee is constituted in the Ministry/Department or before the Head of the organisation/competent authority in other cases for approval.

6. In order to prevent undue strain on the administrative machinery, the Screening Committee shall follow a **time-schedule** and meet twice in a financial year – preferably in the first week of *January* and first week of *July* of a year for advance processing of the cases maturing in that half. Accordingly, cases maturing during the first-half (April-September) of a particular financial year shall be taken up for consideration by the Screening Committee meeting in the first week of January. Similarly, the Screening Committee meeting in the first week of July of any financial year shall process the cases that would be maturing during the second-half (October-March) of the same financial year.

7. However, to make the MACP Scheme operational, the Cadre Controlling Authorities shall constitute the first Screening Committee within a month from the date of issue of these instructions to consider the cases maturing upto 30th June, 2009 for grant of benefits under the MACPS.

8. In so far as persons serving in The Indian Audit and Accounts Departments are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

9. Any interpretation/clarification of doubt as to the scope and meaning of the provisions of the MACP Scheme shall be given by the Department of Personnel and Training (Establishment-D). The scheme would be operational w.e.f. 01.09.2008. In other words, financial upgradations as per the provisions of the earlier ACP Scheme (of August, 1999) would be granted till 31.08.2008.

10. No stepping up of pay in the pay band or grade pay would be admissible with regard to junior getting more pay than the senior on account of pay fixation under MACP Scheme.

11. It is clarified that no past cases would be re-opened. Further, while implementing the MACP Scheme, the differences in pay scales on account of grant of financial upgradation under the old ACP Scheme (of August 1999) and under the MACP Scheme within the same cadre shall not be construed as an anomaly.

12. Hindi version will follow.

(S.Jainendra Kumar)

Deputy Secretary to the Govt. Of India

MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS)

1. There shall be three financial upgradation s under the MACPS, counted from the direct entry grade on completion of 10, 20 and 30 years service respectively. Financial upgradation under the Scheme will be admissible whenever a person has spent 10 years continuously in the same grade-pay.
2. The MACPS envisages merely placement in the immediate next higher grade pay in the hierarchy of the recommended revised pay bands and grade pay as given in Section I , Part-A of the first schedule of the CCS (Revised Pay) Rules, 2008. Thus, the grade pay at the time of financial upgradation under the MACPS can, in certain cases where regular promotion is not between two successive grades, be different than what is available at the time of regular promotion. In such cases, the higher grade pay attached to the next promotion post in the hierarchy of the concerned cadre/organisation will be given only at the time of regular promotion.
3. The financial upgradation s under the MACPS would be admissible up-to the highest grade pay of Rs. 12000/ in the PB-4.
4. Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme. Therefore, the pay shall be raised by 3% of the total pay in the pay band and the grade pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same grade pay as granted under MACPS. However, at the time of actual promotion if it happens to be in a post carrying higher grade pay than what is available under MACPS, no pay fixation would be available and only difference of grade pay would be made available. To illustrate, in case a Government Servant joins as a direct recruit in the grade pay of Rs. 1900 in PB-I and he gets no promotion till completion of 10 years of service, he will be granted financial upgradation under MACPS in the next higher grade pay of Rs. 2000 and his pay will be fixed by granting him one increment plus the difference of grade pay (i.e. Rs. 100). After availing financial upgradation under MACPS, if the Government servant gets his regular promotion in the hierarchy of his cadre, which is to the grade of Rs. 2400, on regular promotion, he will only be granted the difference of grade pay between Rs. 2000 and Rs. 2400. No additional increment will be granted at this stage.
5. Promotions earned/upgradations granted under the ACP Scheme in the past to those grades which now carry the same grade pay due to merger of pay scales/upgradations of posts recommended by the Sixth Pay Commission shall be ignored for the purpose of granting upgradations under Modified ACPs.

Illustration-I

The pre-revised hierarchy (in ascending order) in a particular organization was as under:-

Rs. 5000-8000, Rs. 5500-9000 & Rs. 6500-10500.

- (a) A Government servant who was recruited in the hierarchy in the pre-revised pay scale Rs. 5000-8000 and who did not get a promotion even after 25 years of service prior to 1.1.2006, in his case as on 1.1.2006 he would have got two financial upgradations under ACP to the next grades in the hierarchy of his organization, i.e., to the pre-revised scales of Rs. 5500-9000 and Rs. 6500-10500.
- (b) Another Government servant recruited in the same hierarchy in the pre-revised scale of Rs. 5000-8000 has also completed about 25 years of service, but he got two promotions to the next higher grades of Rs. 5500-9000 & Rs. 6500-10500 during this period.

In the case of both (a) and (b) above, the promotions/financial upgradations granted under ACP to the pre-revised scales of Rs. 5500-9000 and Rs. 6500-10500 prior to 1.1.2006 will be ignored on account of merger of the pre-revised scales of Rs. 5000-8000, Rs. 5500-9000 and Rs. 6500-10500 recommended by the Sixth CPC. As per CCS (RP) Rules, both of them will be granted grade pay of Rs. 4200 in the pay band PB-2. After the implementation of MACPS, two financial upgradations will be granted both in the case of (a) and (b) above to the next higher grade pays of Rs. 4600 and Rs. 4800 in the pay band PB-2.

6. In the case of all the employees granted financial upgradations under ACPS till 01.01.2006, their revised pay will be fixed with reference to the pay scale granted to them under the ACPS.

6.1 In the case of ACP upgradations granted between 01.01.2006 and 31.08.2008, the Government servant has the option under the CCS (RP) Rules, 2008 to have his pay fixed in the revised pay structure either (a) w.e.f. 01.01.2006 with reference to his pre-revised scale as on 01.01.2006; or (b) w.e.f. the date of his financial upgradation under ACP with reference to the pre-revised scale granted under ACP. In case of option (b), he shall be entitled to draw his arrears of pay only from the date of his option i.e. the date of financial upgradation under ACP.

6.2 In cases where financial upgradation had been granted to Government servants in the next higher scale in the hierarchy of their cadre as per the provisions of the ACP Scheme of August, 1999, but whereas as a result of the implementation of Sixth CPC's recommendations, the next higher post in the hierarchy of the cadre has been upgraded by granting a higher grade pay, the pay of such employees in the revised pay structure will be fixed with reference to the higher grade pay granted to the post. To illustrate, in the case of Jr. Engineer in CPWD, who was granted 1st ACP in his hierarchy to the grade of Asstt. Engineer in the pre-revised scale of Rs.6500-10500 corresponding to the revised grade pay of Rs.4200 in the pay band PB-2, he will now be granted grade pay of Rs.4600 in the pay band PB-2 consequent upon upgradation of the post of Asstt. Enggs. In CPWD by granting them the grade pay of Rs.4600 in PB-2 as a result of Sixth CPC's recommendation. However, from the date of implementation of the MACPS, all the financial upgradations under the Scheme should be done strictly in accordance with the hierarchy of grade pays in pay bands as notified vide CCS (Revised Pay) Rules, 2008.

7. With regard to fixation of his pay on grant of promotion/financial upgradation under MACP Scheme, a Government servant has an option under FR22 (I) (a) (I) to get his pay fixed in the higher post/ grade pay either from the date of his promotion/upgradation or from the date of his next increment viz. 1st July of the year. The pay and the date of increment would be fixed in accordance with clarification no.2 of Department of Expenditure's O.M. No.1/1/2008-IC dated 13.09.2008.

8. Promotions earned in the post carrying same grade pay in the promotional hierarchy as per Recruitment Rules shall be counted for the purpose of MACPS.

8.1 Consequent upon the implementation of Sixth CPC's recommendations, grade pay of Rs. 5400 is now in two pay bands viz., PB-2 and PB-3. The grade pay of Rs. 5400 in PB-2 and Rs.5400 in PB-3 shall be treated as separate grade pays for the purpose of grant of upgradations under MACP Scheme.

9. 'Regular service' for the purposes of the MACPS shall commence from the date of joining of a post in direct entry grade on a regular basis either on direct recruitment basis or on absorption/re-employment basis. Service rendered on adhoc/contract basis before regular appointment on pre-appointment training shall not be taken into reckoning. However, past continuous regular service in another Government Department in a post carrying same grade pay prior to regular appointment in a new Department, without a break, shall also be counted towards qualifying regular service for the purposes of MACPS only (and not for the regular promotions). However, benefits under the MACPS in such cases shall not be considered till the satisfactory completion of the probation period in the new post.

10. Past service rendered by a Government employee in a State Government/statutory body/Autonomous body/Public Sector organisation, before appointment in the Government shall not be counted towards Regular Service.

11. 'Regular service' shall include all periods spent on deputation/foreign service, study leave and all other kind of leave, duly sanctioned by the competent authority.

12. The MACPS shall also be applicable to work charged employees, if their service conditions are comparable with the staff of regular establishment.

13. Existing time-bound promotion scheme, including in-situ promotion scheme, Staff Car Driver Scheme or any other kind of promotion scheme existing for a particular category of employees in a Ministry/Department or its offices, may continue to be operational for the concerned category of employees if it is decided by the concerned administrative authorities to retain such Schemes, after necessary consultations or they may switch-over to the MACPS. However, these Schemes shall not run concurrently with the MACPS.

14. The MACPS is directly applicable only to Central Government Civilian employees. It will not get automatically extended to employees of Central Autonomous/Statutory Bodies under the administrative control of a Ministry/Department. Keeping in view the financial implications involved, a conscious decision in this regard shall have to be taken by the respective Governing Body/Board of Directors and the administrative Ministry concerned and where it is proposed to adopt the MACPS, prior concurrence of Ministry of Finance shall be obtained.

15. If a financial upgradations under the MACPS is deferred and not allowed after 10 years in a grade pay, due to the reason of the employees being unfit or due to departmental proceedings, etc., this would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of first financial upgradation.
16. On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status. However, financial and certain other benefits which are linked to the pay drawn by an employee such as HBA, allotment of Government accommodation shall be permitted.
17. The financial upgradation would be on non-functional basis subject to fitness, in the hierarchy of grade pay within the PB-1. Thereafter for upgradation under the MACPS the benchmark of 'good' would be applicable till the grade pay of Rs. 6600/- in PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of Rs. 7600 and above.
18. In the matter of disciplinary/ penalty proceedings, grant of benefit under the MACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the CCS (CCA) Rules, 1965 and instructions issued thereunder.
19. The MACPS contemplates merely placement on personal basis in the immediate higher Grade pay /grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Therefore, no reservation orders/roster shall apply to the MACPS, which shall extend its benefits uniformly to all eligible SC/ST employees also. However, the rules of reservation in promotion shall be ensured at the time of regular promotion. For this reason, it shall not be mandatory to associate members of SC/ST in the Screening Committee meant to consider cases for grant of financial upgradation under the Scheme.
20. Financial upgradation under the MACPS shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employees on the ground that the junior employee in the grade has got higher pay/grade pay under the MACPS.
21. Pay drawn in the pay band and the grade pay allowed under the MACPS shall be taken as the basis for determining the terminal benefits in respect of the retiring employee.
22. If Group "A" Government employee, who was not covered under the ACP Scheme has now become entitled to say third financial upgradation directly, having completed 30 year's regular service, his pay shall be fixed successively in next three immediate higher grade pays in the hierarchy of revised pay-bands and grade pays allowing the benefit of 3% pay fixation at every stage. Pay of persons becoming eligible for second financial upgradation may also be fixed accordingly.

23. In case an employee is declared surplus in his/her organisation and appointed in the same pay-scale or lower scale of pay in the new organization, the regular service rendered by him/her in the previous organisation shall be counted towards the regular service in his/her new organisation for the purpose of giving financial upgradation under the MACPS.

24. In case of an employee after getting promotion/ACP seeks unilateral transfer on a lower post or lower scale, he will be entitled only for second and third financial upgradations on completion of 20/30 years of regular service under the MACPS, as the case may be, from the date of his initial appointment to the post in the new organization.

25. If a regular promotion has been offered but was refused by the employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed as such an employee has not been stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employees subsequently refuse the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and the second the next financial upgradation shall also be deferred to the extent of period of debarment due to the refusal.

26. Cases of persons holding higher posts purely on adhoc basis shall also be considered by the Screening Committee alongwith others. They may be allowed the benefit of financial upgradation on reversion to the lower post or if it is beneficial vis-a-vis the pay drawn on adhoc basis.

27. Employees on deputation need not revert to the parent Department for availing the benefit of financial upgradation under the MACPS. They may exercise a fresh option to draw the pay in the pay band and the grade pay of the post held by them or the pay plus grade pay admissible to them under the MACPS, whichever is beneficial.

28. **Illustrations**

A (i) If a Government servant (LDC) in PB-I in the Grade Pay of Rs.1900 gets his first regular promotion (UDC) in the PB-I in the Grade Pay of Rs.2400 on completion of 8 years of service and then continues in the same Grade Pay for further 10 years without any promotion then he would be eligible for 2nd financial upgradation under the MACPS in the PB-I in the Grade Pay of Rs.2800 after completion of 18 years (8+10 years).

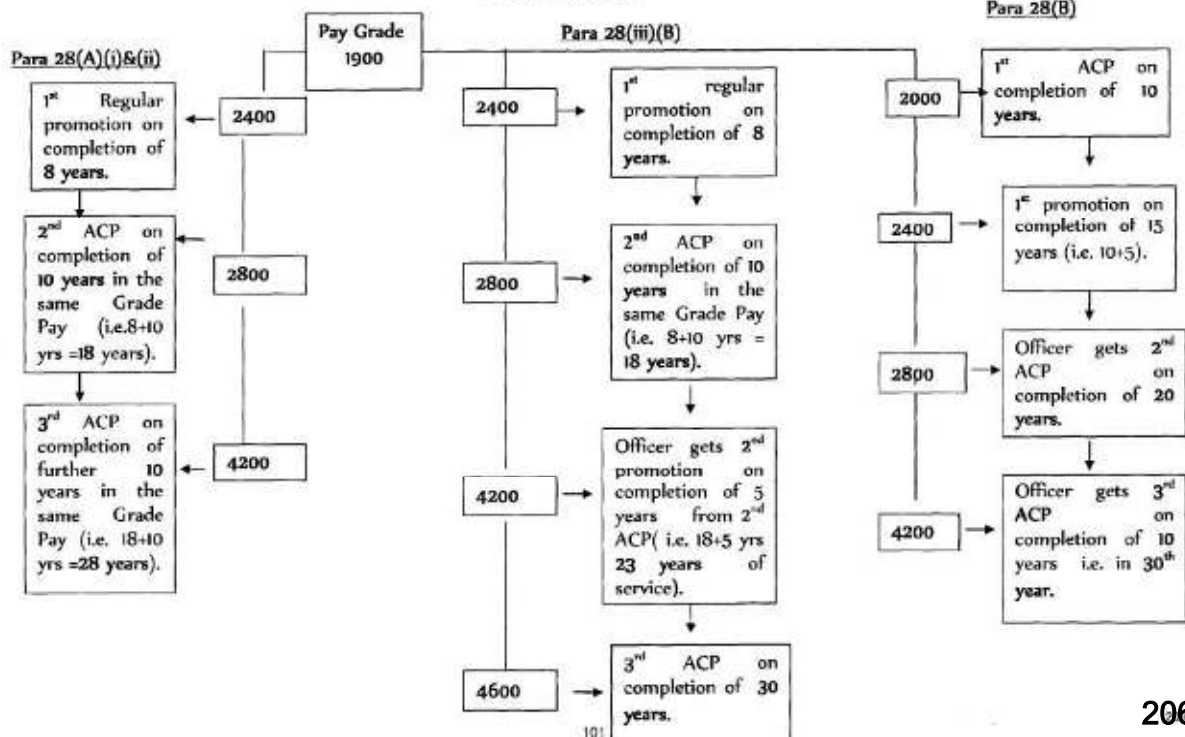
(ii) In case he does not get any promotion thereafter, then he would get 3rd financial upgradation in the PB-II in Grade Pay of Rs.4200 on completion of further 10 years of service i.e. after 28 years (8+10+10).

(iii) However, if he gets 2nd promotion after 5 years of further service in the pay PB-II in the Grade Pay of Rs.4200 (Asstt. Grade/Grade "C") i.e. on completion of 23 years (8+10+5years) then he would get 3rd financial upgradation after completion of 30 years i.e. 10 years after the 2nd ACP in the PB-II in the Grade Pay of Rs.4600.

In the above scenario, the pay shall be raised by 3% of the total pay in the Pay Band and Grade Pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same Grade Pay or in the higher Grade Pay. Only the difference of grade pay would be admissible at the time of promotions.

- B. If a Government servant (LDC) in PB-I in the Grade Pay of Rs.1900 is granted 1st financial upgradation under the MACPS on completion of 10 years of service in the PB-I in the Grade Pay of Rs.2000 and 5 years later he gets 1st regular promotion (UDC) in PB-I in the Grade Pay of Rs.2400, the 2nd financial upgradation under MACPS (in the next Grade Pay w.r.t. Grade Pay held by Government servant) will be granted on completion of 20 years of service in PB-I in the Grade Pay of Rs.2800. On completion of 30 years of service, he will get 3rd ACP in the Grade Pay of Rs. 4200. However, if two promotions are earned before completion of 20 years, only 3rd financial upgradation would be admissible on completion of 10 years of service in Grade Pay from the date 2nd promotion or at 30th year of service, whichever is earlier.
- C. If a Government servant has been granted either two regular promotions or 2nd financial upgradation under the ACP Scheme of August, 1999 after completion of 24 years of regular service then only 3rd financial upgradation would be admissible to him under the MACPS on completion of 30 years of service **provided that he has not earned third promotion in the hierarchy.**

ILLUSTRATIONS



**FREQUENTLY ASKED QUESTIONS (FAQs) ON MODIFIED ASSURED CAREER
PROGRESSION SCHEME**

	Point of doubt	Clarification
1.	What is Modified Assured Career Progression Scheme (MACPS) ?	The MACP Scheme for Central Civilian Government Employees is in supersession of earlier ACP Scheme . Under the MACP Scheme three financial Up-gradations are allowed on completion of 10, 20, 30 years of regular service, counted from the direct entry grade. The MACPS envisages merely placement in the immediate next higher grade pay as given in Section I, Part –A of the first schedule of the CCS (Revised Pay) Rules 2008, in case no promotion has been earned by the employee during this period.
2.	From which date the MACPS is effective?	The MACPS is effective w.e.f. 01.09.2008 or on completion of 10, 20 & 30 years of continuous regular service, whichever is later. Financial upgradation will also be admissible whenever a person has spent 10 years continuously in the same grade pay. (Para 9 of OM dated 19/5/2009)
3.	Who are entitled for financial upgradation under the MACPS?	The MACPS is applicable to all Central Government Civilian Employees.

4	What norms are required to be fulfilled while granting the benefits under MACPS	The financial upgradation would be on non-functional basis subject to fitness in the hierarchy of pay band and grade pay within PB-1. Thereafter, only the benchmark of 'Good' would be applicable till the grade pay of Rs.6600 in PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of Rs.7600 and above. However, where the financial upgradation under the MACPS also happen to be in the promotional grade and benchmark for promotion is lower than the benchmark for granting the benefits under MACPS as mentioned in para 17 of the Scheme, the benchmark for promotion shall apply to MACP also. OM.No.35034/3/2008-Estt(D) dated 01/11/2010
5.	Whether Pay Band would be changed at the time of grant of financial upgradation under MACPS	Yes. OM.No.35034/3/2008-Estt.(D) dated 09/09/2010
6.	Whether the promotions in same grade would be counted for the purpose of MACPS?	The financial up-gradation under the MACPS is in the immediate next higher grade pay in the hierarchy of recommended revised pay bands and grade pay as given in CCS (Revised Pay) Rules, 2008. However if the promotional hierarchy as per recruitment rules is such that promotions are earned in the same grade pay , then the same shall be counted for the purpose of MACPS.
7.	How will the benefits of ACP be granted if due between 01.01.2006 and 31.08.2008	The revised pay structure has been changed w.e.f. 01.01.2006 and the benefits of ACPs have been allowed till 31.08.2008. Hence, the benefits of revised pay structure would be allowed for the purpose of ACPs. (OM No.35034/3/2008-Estt. dated 9.9.2010).

8.	Whether adhoc appointment would be counted towards qualifying service for MACPS	No. Only continuous regular service is counted towards qualifying service for the purpose of MACPS. The regular service shall commence from the date of joining of a post in direct entry grade on a regular basis. (Para 9 of the MACPS)
9.	Whether State Government service shall be reckoned for the purpose of MACPS	No. Only regular service rendered in the Central Government's Department/Office is to be counted for the purpose of MACPS, as the Scheme is applicable to the Central Government Civilian Employees only. (MACPS , Para 10)
10.	What are the periods included in the regular service?	All period spent on deputation/foreign service, study leave and all other kind of leave, duly sanctioned by the competent authority shall be included in the regular service. (Para 11, MACPS)
11.	How is the MACPS to be extended to the employees of Autonomous and Statutory Bodies.	Procedure prescribed in OM No.35034/3/2010-Estt(D), Dated 03/08/2010 would be followed by the administrative Ministries/Departments concerned for extension of the MACPS to the employees of Autonomous and Statutory Bodies under their control.
12.	Whether the cases of grant of financial upgradation allowed under the ACPS between 01.09.2008 and 19.05.2009, the date of issue of the Scheme are be reviewed?	Yes. Since the benefits of ACPS have been discontinued w.e.f. 01.09.2008, the cases settled between 01.09.2008 and 19.05.2009, in terms of previous ACP Scheme shall be reviewed.
13.	Whether the past continuous regular service in another Govt. Deptt. in a post carrying same grade pay prior to regular appointment in a new Deptt. without a break shall be counted towards qualifying regular service for the purpose of MACPS.	Yes. (Para 9, MACPS)

14.	Upto what grade pay the benefits under the MACPS is allowed?	The benefits of MACPS are being up-to HAG scale of Rs.67000-79000/ (DOPT's O.M.No.35034/3/2008-Estt.(D) dated 24.12.2010)
15.	How the cases of pre-revised pay scales (Rs.5000-8000 & Rs.5500-9000 and Rs.6500-10500 & Rs.7450-11500) merged w.e.f. 01.01.2006 are to be decided under MACPS?	The cases would be regulated in accordance with para 5 of Annexure-I of MACPS. The Ministries/ Departments are expected to re-organise cadres and frame common RRs for the post in merged scales.
16.	Whether 'Non-functional Scale' of Rs.8000-13500 (revised to grade pay of Rs.5400 in PB-3) would be viewed as one financial upgradation for the purpose of MACPS.	Yes, in terms of para 8.1 of Annexure-I of MACPS dated 19.05.2009.
17.	Whether 'time bound promotion' scheme including 'in-situ promotion' scheme can run concurrently with MACPS.	No. (Para 13 of MACPS)
18.	Whether Staff Car Driver Scheme can run concurrently with MACPS	DOPT vide O.M. No.35011/03/2008-Estt.(D),30/07/2010 has extended the benefits of MACPS to Staff Car Drivers as a fall back option.
19.	Whether the placement of erstwhile Gr. D employees as Staff Car Driver, ordinary grade, would count as a promotion?	No. The model RRs for Staff Car Drivers provide deputation/ absorption as a method of appointment for erstwhile Gr. D employees . The placement as staff Car Driver is not in the hierarchy hence the same would not be counted as promotion under MACPS. The regular service for the MACPS would be from the date of appointment as Staff Car Driver.

20.	Whether designation, classification or higher status would change on account of financial upgradation under MACPS	There shall be no change in the designation, classification or higher status on grant of financial upgradation under MACPS, as the upgradation under the Scheme is purely personal and merely placement in the next higher grade pay. (Para 16 of Annexure-I of MACPS refers)
21	If a financial upgradation under the MACPS is deferred due to the reason of the employees being 'unfit' or due to departmental proceedings, etc, whether this would have consequential effect on the subsequent financial upgradation.	Yes, this would have consequential effect on the subsequent financial upgradation, which would also get deferred to the extent of delay in grant of financial upgradation. (MACPS, Para 15)
22.	Whether the stepping up of pay would be admissible if a junior is getting more pay than the senior on account of grant of financial upgradation under MACPS.	No stepping up of pay in the band or grade pay would be admissible with regard to junior getting more pay than the senior on account of pay fixation under MACPS. (Para 10 of OM dated 19/5/2009)
23.	Whether the regular service rendered by an employee if declared surplus in his/her organisation and appointed in the same grade pay or lower grade pay shall be counted towards the regular service in a new organization for the purpose of MACPS.	Yes. (refer para 23 of Annexure-I of MACPS).
24.	In case of transfer including unilateral transfer own request, whether regular service rendered in previous organisation/office shall be counted alongwith the regular service in the new organization for the purpose of MACPS.	Yes. OM No.35034/3/2008-Estt(D) dated 01/11/2010

25.	If a regular promotion has been offered but was refused by the employees before becoming entitled to a financial upgradation under the MACPS, whether financial upgradation shall be allowed to such a Government servant.	If a regular promotion has been offered but was refused by the Government employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed and as such an employee has not been stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employees subsequently refuse the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and the next financial upgradation shall also be deferred to the extent of period of debarment due to the refusal. (Para 25 of MACPS)
-----	---	---

Department of Personnel & Training
Establishment D Section

Frequently Asked Questions (FAQs) on Modified Assured Career Progression Scheme (MACPS)

Sl.No.	Doubts	Clarification
26	Whether the benefits of ACPS would be allowed in respect of isolated cases due between 01.01.2006 and 31.08.2008 where the pre-revised pay scales of Rs.5000-8000 & Rs.5500-9000 and Rs.6500-10500 & Rs.7450-11500 have been merged into single grade pay of Rs.4200 and Rs.4600 respectively w.e.f. 01.01.2006?	Yes. Since the pre-revised Rs.5000-8000 & Rs.5500-9000 and Rs.6500-10500 & Rs.7450-11500 (isolated cases) have been merged into single grade pay of Rs.4200 and Rs.4600 respectively w.e.f. 01.01.2006, the benefits of 1st and 2nd financial upgradations under the ACPS should be considered/allowed in the grade pays of Rs.4600 and Rs.4800 in PB-2, as the case may be, due between 01.01.2006 and 31.08.2008 in respect of isolated cases in terms of para 5 of Annexure-I of MACPS dated 19.05.2009.
27	In a hypothetical situation cadre hierarchy was as follows: Rs.5000-8000 (revised GP 4200) Rs.5500-9000 (revised GP 4200) Rs.6500-10500 (revised GP 4600) Rs.7450-11500 (revised GP 4600) Rs.10000-15200 (revised GP 6600) (i) What would be the 1st financial upgradation under the ACPS for a Government employee recruited in pre-revised pay scale of Rs.5000-8000, who has completed his 12 years of regular service on 12.04.2007 (between 1.1.2006 and 31.8.2008);	In terms of clarification given on point of doubt no.3 issued vide DOPT's O.M. No.35034/3/2008-Estt.(D) dated 9.9.2010, the benefits of ACPS would be applicable in the new pay structure adopted w.e.f. 1.1.2006 in the promotional hierarchy. (i): Since the pre-revised pay scales Rs.5000-8000 & Rs.5500-9000 have been merged and placed in PB-2 with grade pay of Rs.4200, 1st financial upgradation would be allowed in the grade pays of Rs.4600, subject to fulfillment of promotional norms as stipulated in condition no.6 of Annexure-I ACPS dated 9.8.1999, in terms of clarification given on point of doubt no.1 of ACPS dated 10.02.2000.

(ii)	What would be 2 nd financial upgradation for employee recruited in 5000-8000, who has completed 24 years of regular service on 12.04.2007 (between 1.1.2006 and 31.8.2008)	Since the pre-revised pay scales Rs.6500-10500 & Rs.7450-11500 have been merged and placed in PB-2 with grade pay of Rs.4600, 2 nd financial upgradation would be allowed in the grade pay of Rs.6600, subject to fulfillment of promotional norms (after framing of RRs post merger) as stipulated in condition no.6 of Annexure-I ACPS dated 9.8.1999, in terms of clarification given on point of doubt no.1 of ACPS dated 10.02.2000.
(iii)	If a Government servant recruited in the pre-revised pay scale of Rs.5000-8000 has been promoted in the promotional hierarchy in the pre-revised pay scale of Rs.5500-9000 prior to 1.1.2006 (and he has put in 14 years of regular service) then would there be any claim for financial upgradation under ACPS	(iii): The pre-revised pay scales Rs.5000-8000 & Rs.5500-9000 have been merged and placed in PB-2 with grade pays of Rs.4200 w.e.f. 1.1.2006. Hence, the promotion would be ignored as he has completed his 12 years of regular service and the benefit of 1 st ACP would accordingly be allowed in the promotional hierarchy i.e. in the grade pay of Rs.4600 w.e.f. 01.01.2006.
(iv)	If the above Government servant had put in 22 years as on 31.08.2008, then what would be the entitlement in MACP	(iv): As given above, the 1 st ACP would be in PB-2 grade pay of Rs.4600 after ignoring the previous promotion. Thereafter, since employee has completed more than 20 years of regular service on 01.09.2008, he would be entitled for 2 nd financial upgradation under the MACPS in the immediate next higher grade pay of Rs.4800 in PB-2 subject to fulfillment of condition as stipulated in para 17 of Annexure-I of MACPS dated 19.05.2009.

No.25013/01 /2013-Estt.A-IV
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment A-IV Desk

North Block, New Delhi
Dated 11th September, 2015

OFFICE MEMORANDUM

Subject: Strengthening of administration-Periodical review under PR 56(j) and Rule 48 of CCS (Pension) Rules, 1972

The undersigned is directed to refer to this Department's OM No. 25013/1/2013-Estt(A) dated 21/03/2014 on the periodical review under Fundamental Rule 56 or Rule 48 of CCS (Pension) Rules.

2. Various instructions issued on the subject deal with compulsory retirement under the above mentioned provisions. The Supreme Court has observed in *State of Gujarat Vs. Umedbhai M. Patel*, 2001 (3) SCC 314 as follows:

- (i) Whenever the services of a public servant are no longer useful to the general administration, the officer can be compulsorily retired for the sake of public interest.
- (ii) Ordinarily, the order of compulsory retirement is not to be treated as a punishment coming under Article 311 of the Constitution.
- (iii) "For better administration, it is necessary to chop off dead wood, but the order of compulsory retirement can be passed after having due regard to the entire service record of the officer."
- (iv) Any adverse entries made in the confidential record shall be taken note of and be given due weightage in passing such order.
- (v) Even un-communicated entries in the confidential record can also be taken into consideration.
- (vi) The order of compulsory retirement shall not be passed as a short cut to avoid Departmental enquiry when such course is more desirable.
- (vii) If the officer was given a promotion despite adverse entries made in the confidential record, that is a fact in favour of the officer.
- (viii) Compulsory retirement shall not be imposed as a punitive measure.

3. In every review, the entire service records should be considered. The expression 'service record' will take in all relevant records and hence the review should not be confined to the consideration of the ACR / APAR dossier. The personal file of the officer may contain valuable material. Similarly, the work and performance of the officer could also be assessed by looking into files dealt with by him or in any papers or reports prepared and submitted by him. It would be useful if the Ministry/Department puts together all the data available about the officers and prepares a comprehensive brief for consideration by the Review Committee. Even uncommunicated remarks in the ACRs/APARs may be taken into consideration.

4. In the case of those officers who have been promoted during the last five years, the previous entries in the ACRs may be taken into account if the officer was promoted on the basis of seniority cum fitness, and not on the basis of merit.

5. As far as integrity is considered, the following observations of the Hon'ble Supreme Court may, while upholding compulsory retirement in a case, may be kept in view:

The officer would live by reputation built around him. In an appropriate case, there may not be sufficient evidence to take punitive disciplinary action of removal from service. But his conduct and reputation is such that his continuance in service would be a menace to public service and injurious to public interest.

S. Ramachandra Raju vs. State of Orissa

[(1994) 3 SCC 424]

Thus while considering integrity of an employee, actions or decisions taken by the employee which do not appear to be above board, complaints received against him, or suspicious property transactions, for which there may not be sufficient evidence to initiate departmental proceedings, may be taken into account. Judgement of the Apex Court in the case of Shri K. Kandaswamy, I.P.S. (TN:1966) in *K. Kandaswamy vs Union Of India & Anr*, 1996 AIR 277, 1995 SCC (6) 162 is relevant here. There were persistent reports of Shri Kandaswamy acquiring large assets and of his getting money from his subordinates. He also indulged in property transactions which gave rise to suspicion about his bonafides. The Hon'ble Supreme Court upheld his compulsory retirement under provisions of the relevant Rules.

6. Similarly, reports of conduct unbecoming of a Government servant may also form basis for compulsory retirement. As per the Hon'ble Supreme Court in *State Of U.P. And Others vs Vijay Kumar Jain*, Appeal (civil) 2083 of 2002:

If conduct of a government employee becomes unbecoming to the public interest or obstructs the efficiency in public services, the government has an absolute right to compulsorily retire such an employee in public interest.

7. Many changes in the nomenclature and in the areas of responsibility of various departments/Ministries have taken place. In order to simplify and speed up the procedure of review, a need is felt to reconstitute the Review Committees. In partial modification of the OM 25013/15/86-Estt (A) dated 27/06/1986, it has been decided that the Secretaries of the Cadre Controlling Authorities will constitute Review Committees consisting of two Members at appropriate level. The Review Committees in the case of various levels of employees will be as under:

(A) In case of officers holding Group A posts:

(a) In r/o ACC appointees:

Review Committee may be headed by the Secretary of the concerned Ministry/Department as Cadre Controlling Authority.

(b) In r/o Non-ACC appointees:

(i) Where there are Boards viz CBDT, CBEC, Railway Board, Postal Board, Telecom Commission, etc. the Review Committee may be headed by the Chairman of such Board.

(ii) Where no such Boards/Commissions exist, the Review Committee may be headed by Secretary of the Ministry/Department.

(B) In case of Group B (Gazetted) officers:

Additional Secretary/Joint Secretary level officer will head the Review Committee.

(C) In the case of Non-Gazetted employees:

(i) An officer of the level of Joint Secretary will head the Committee. However in case the Appointing Authority is lower in rank than a Joint Secretary, then an officer of the level of Director/Deputy Secretary will be the head.

(ii) In the case of Non-Gazetted employees in other than centralised cadres, Head of Department/Head of the Organisation shall decide the composition of the Review Committee.

8. CVO in the case of gazetted officers, or his representative in the case of non-gazetted officers, will be associated in case of record reflecting adversely on the integrity of any employee.

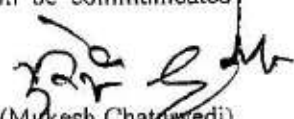
9. In addition to the above, the Secretary of the Ministry/Department is also empowered to constitute internal committees to assist the Review Committees in reviewing the cases. These Committees will ensure that the service record of the employees being reviewed, alongwith a summary bringing out all relevant information, is submitted to the Cadre Authorities at least three months before the due date of review.

10. The procedure as prescribed from time to time has been consolidated and enclosed as Appendix to the OM issued by this Department on 21/03/2014. As per these instructions the cases of Government servant covered by FR 56(j), FR 56(l), or Rule 48(1) (b) of CCS (Pension) Rules, 1972 should be reviewed six months before he/she attains the age of 50/55 years, in cases covered by FR 56(j) and on completion of 30 years of qualifying service under FR 56(l)/Rule 48 of CCS (Pension) Rules, 1972 as per the following calendar:

S1 No	Quarter in which review is to be made	Cases of employees who will be attaining the age of 50/55 years or will be completing 30 years of service or 30 years of service qualifying for pension, as the case may be, in the quarter.
1	January to March	July to September of the same year
2	April to June	October to December of the same year
3	July to September	January to March of the next year
4	October to December	April to June of the next year

11. All Ministries/Departments are requested to follow the above instructions and periodically review the cases of Government servants as required under FR 56(j)/FR56(I)/Rule 48(1)(b) of CCS (Pension) Rules, 1972.

12. Instructions on composition of the Representation Committees will be communicated separately.

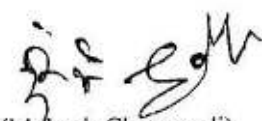

(Mukesh Chaturvedi)
Director (Establishment)
Tel: 23093176

To

The Secretaries of All Ministries/Departments
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
- ✓ 16. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → Premature Retirement.
17. Hindi Section, DoP&T


(Mukesh Chaturvedi)
Director (Establishment)
Tel: 23093176

No.25013/1/2016-Estt.A-IV
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

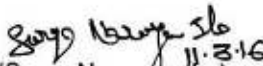
North Block, New Delhi
Dated 11th March, 2016

OFFICE MEMORANDUM

Subject :- Strengthening of Administration by periodical review under
FR 56(j) : Autonomous Institutions reg.

The undersigned is directed to refer to DoP&T's OM No. 25013/01/2013-Estt.A-IV dated 11.9.2015 and 01.03.2016 and to say that in so far as Autonomous Institutions are concerned, the following have been decided :-

- (i) Where the Autonomous Institutions have adopted the provisions of FR 56 (j), Administrative Ministry may ensure that they are strictly followed ;
- (ii) Where the Autonomous Institutions have similar provisions in their rule books, the Administrative Ministry may ensure that they are followed in letter and spirit ; and
- (iii) Where no such provisions exist, the Administrative Ministry may ensure that the action is taken to put in place such rules as may be necessary.


(Surya Narayan Jha)

Under Secretary to the Government of India

To,

The Secretaries of All Ministries / Departments
(As per the Standard List)

Copy to:

1. President Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/ Lok Sabha Secretariat, New Delhi.

From pre-page:

6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (M), 13, Feroze Shah Road, New Delhi.
14. CVOs of All Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DOP&T
- ✓ 16. NIC, DOP& T, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head 'OMs & Orders' → Establishment → 'Premature Retirement'.
17. Hindi Section for translation in Hindi.

No. 4-21/2017-IC/E.IIIA
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi-110001

Dated the 28th November, 2019

OFFICE MEMORANDUM

Subject: Date of next increment under Rule 10 of Central Civil Services (Revised Pay) Rules, 2016- Clarifications regarding.

The undersigned is directed to invite the attention to Rule 10 of the CCS (RP) Rules, 2016 which provides for the entitlement of employees for drawal of annual increment either on 1st January or 1st July depending on the date of appointment, promotion or grant of financial upgradation. The Sub-Rule (2) thereof provides that increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under Modified Assured Career Progression Scheme (MACPS) during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted or granted financial upgradation under MACPS during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

2. A number of references were received in the Ministry of Finance seeking clarifications regarding drawal of next increment by the employees promoted on 1st July, 2016. On consideration of the matter, Department of Expenditure vide its Office Memorandum of even number dated 31.07.2018 has clarified that in case an employee is promoted or granted financial upgradation including upgradation under the MACP scheme on 1st January or 1st July, where the pay is fixed in the Level applicable to the post on which promotion is made in accordance with the Rule 13 of the CCS (RP) Rules, 2016, the first increment in the Level applicable to the post on which promotion is made shall accrue on the following 1st July or 1st January, as the case may be, provided a period of 6 months qualifying service is strictly fulfilled. The next increment thereafter shall, however, accrue only after completion of one year.



3. Consequent upon issue of Office Memorandum dated 31.07.2018 different Ministries/ Departments have sought clarification on applicability of DOE's O.M dated 31.07.2018 keeping in view the provisions of Rule 10 of CCS (RP) Rules 2016 , Rule 22(I)(a)(1) of Fundamental Rules & provisions of Stepping up of pay. The issues on which various Ministries/Departments have sought clarifications and decisions thereon are brought in the succeeding paragraphs.

Issue No. 1: Whether after promotion on 1st July and fixation of pay with two increments the date of next increment will be 1st January or 1st July

4. During the regime of 6th CPC, when the annual increment was admissible uniformly on 1st July every year, employees completing 6 months and above in the revised pay structure as on 1st July were eligible for grant of increment. In the 7th CPC regime there are two dates of increments 1st January and 1st July. Keeping in view the spirit of 6th CPC, O.M dated 31.07.2018 was issued providing for accrual of next increment on 1st July/1st January in respect of employees getting promotion on 1st January/1st July provided 6 months qualifying service is strictly fulfilled.

5. The instructions contained in the O.M. dated 31.07.2018 are self-explanatory in respect of the cases of promotion/financial up-gradation falling on 1st July or 1st January. These instructions provide that in case of promotion/financial up-gradation on 1st July and 1st January and getting fixation of pay in the Level applicable to the post in which promotion is made in accordance with Rule 13 of the CCS (RP) Rules 2016, the first increment in the level in which promotion is made shall accrue on the following 1st January or 1st July, as the case may be, provided a period of 6 months' qualifying service is fulfilled.

Issue No.2: Accrual of next increment in case of regular promotion/financial up-gradation of an employee on any date other than the date of annual increment and option for pay fixation is exercised under FR 22(I)(a)(1).

6. The opportunity to exercise of option for pay fixation under FR 22(I)(a)(1) is available to employees in case of promotion/financial up-gradation. Therefore, the Central Government Employee promoted on regular basis/granted financial up-gradation on any date other than the date of his/her annual increment in lower grade and exercises the option under FR 22(I)(a)(1) read with Department of Personnel & Training's OM No.13/02/2017-Estt.(Pay-I) dated 27.07.2017 for fixation

R M 12

of pay from the date of accrual of next increment in the scale of pay in lower grade, he may be allowed the 1st increment in promotional grade on 1st January/ 1st July as the case may be after completion of 6 months' qualifying service after such fixation on 1st July/1st January (i.e., the date of increment in lower grade) on the analogy of Department of Expenditure's OM dated 31.07.2018. The next increment, thereafter, shall however, accrue only after completion of one year.

7. Since there is material change, it has also been approved that the employees who have been regularly promoted or granted financial up-gradation on or after 01.01.2016 and desire to exercise/re-exercise option for pay fixation under FR22(I)(a)(1) shall be given an opportunity to exercise or re-exercise of the option there under. Such an option shall be exercised within one month of issue of this O.M.

8. These instructions will be applicable with effect from 01.01.2016.

9. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

10. Hindi version of these orders is attached.



(B.K.Manthan)

Deputy Secretary to the Government of India

To

1. All Ministries/Departments as per standard list.
2. C&AG, UPSC etc. as per standard endorsement list
2. NIC, D/o Expenditure with a request to upload the OM on website of the Department.

SECRET

No. BT/Cyber/2020/CISO-1
Government of India
Ministry of Science & Technology
Department of Biotechnology

6th_8th Floor, Block No.2,
CGO Complex, Lodhi Road,
New Delhi-110003.

Dated: 5TH October, 2020

OFFICE MEMORENDUM

Subject:- Best practices to mitigate cyber attacks.

Ministry of Home Affairs / Intelligence Agencies, in the recent communication has informed that recently a number of cyber-attacks carried out by State-sponsored and Criminal groups on sensitive sectors in the Government like Defence, Central Police Organizations, Education, Health etc. have come to notice. In these attacks, the cyber threat actors have predominantly used Covid-19 themed spear-phishing emails to deliver the malware on to the victim's computers. It was urged that Ministries /Government Departments need to understand the tactics of the cyber threat actors and urgently secure the internet connected systems (computers/tablets/smartphones) both at organisation as well as the user end to prevent any major breach.

2. Some of the recent tactics, techniques and procedures adopted by cyber threat actors to compromise the computers are as follows:

(i) **Spear phishing mail:** Email from known contacts or sources (either by Compromised accounts or through spoofed IDs) are sent to specific users on subject relevant to the recipient. These emails usually contain malicious links or attachments. Once the recipient opens the links or attachments, Crimson RAT (Remote Access Trojan) malware embedded in MS Office documents install and steal information from the victim computers. Currently, these actors are using Covid-19 themed spear phishing mails to deliver this malware into the victim's computers.

(ii) **Evading the traffic analysis:** Backdoor, which is delivered via a weaponised document from spear phishing email, is being used to steal sensitive information from the victim's computers.

(iii) **Creation of dubious Apps:** Dubious Apps developed by malicious actors on the theme of COVID-19 are being sent to targeted users through WhatsApp and other Social Media links.

SECRET

3. To mitigate the cyber security threats mentioned above, Ministries/ Government Departments may ensure that adequate protections on the IT systems are put in place at the organisational level.

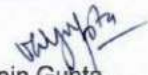
4. Further, in view of the current situation of COVID-19, many Ministries /Government Departments have adopted Work From Home (WFH) concept, where unsecured home computers are extensively used to connect to the organizational network. All DBT officers/officials are requested to report cyber incidents including malware attack, compromise of computers etc. to undersigned immediately. To mitigate the cyber security threats emanating from WFH, officers/officials may follow best practices as given below:

- Always use **genuine software**, specially Windows Operating System. Install the latest updates/patches for Operating System, Antivirus and Application software on regular basis.
- **Limit user privileges** on the computer. Create a standard user and always access Internet as a standard user but not as Administrator.
- **Restrict remote access**. If file sharing is not required in your day-to-day work, disable file and print sharing.
- **Internet-connected computers should not be used for drafting/storing classified official documents / correspondences.**
- **Check and verify email** sender IDs and web links before opening file attachments and clicking on links in emails and web pages, **Be cautious of tiny URLS** in Email contents.
- **Do not open attachment** having extension: VBS, U64, SHS, PIF, SCR.
- Beware of **unsolicited contacts from individuals** in person, on the phone, or on the Internet who are seeking organisational or personal data.
- **Do not share usernames**, passwords, credit cards, bank information, salaries, computer network details, security clearances, home and office physical security and logistics, capabilities and limitations of work systems, or schedules and travel itineraries.
- **Do not provide information about yourself** that will allow others to answer your security questions-such as when using "I forgot my password" feature. Be thoughtful and limit personal information you share such as job titles, locations, hobbies, likes and dislikes, or names and details of family members, friends, and co-workers on Social Media platforms.
- Always be careful of **storing personal information** on various Social Media and other platforms.
- **Do not share financial details**, e-wallet details or banking details with anyone.
- **Protect against social engineering attacks**. Phishing emails and SMS are used to get user credentials like username, passwords, credit card and PIN numbers etc.

SECRET

- Regularly **check the last log-in details** of email accounts.

It issues with the approval of Joint Secretary, Administration, DBT and DDG, NIC-DBT


Vipin Gupta,
T.D/NIC-DBT

To:

- i. Sr. PPS to SBT.
- ii. All DBT Scientists/Officers through noticeboard.

F. No. 2(22)/2013-EG-II
Ministry of Electronics & Information Technology



**Guidelines for E-mail Account Management and
Effective E-mail Usage**

June 2018
Version 1.1

Ministry of Electronics and Information Technology
Government of India
New Delhi – 110003

Table of Contents

1. Introduction.....	3
2. Email Account Management.....	3
2.1 Creation of E-mail addresses.....	3
2.2 Process of Account Creation.....	4
2.3 Process of Handover of Designation Based E-mail.....	4
2.4 Data retention.....	5
2.5 Data Backup.....	5
2.6 Deactivation of Accounts.....	6
2.7 Desktop Protection.....	7
2.8 Status of Account in case of Resignation or Superannuation.....	7
3. Secure E-mail Access for Officials stationed Outside India	8
4. Recommended Best Practices	9
Glossary	12

1. Introduction:

- 1.1 Government of India has formulated the **"E-mail Policy of Government of India"**. This document supports the implementation of this policy by providing necessary guidelines regarding **"E-mail Account Management and Best Practices for Effective E-mail Usage"**.

2. E-mail Account Management

2.1 Creation of E-mail Addresses

Based on the request of the respective organizations, IA will create two ids, one based on the designation and the other based on the name. Designation based id's are recommended for officers dealing with the public. For ids created based on designation, it is strongly recommended that One Time password (OTP)^[3] is used for authentication. Use of alphanumeric characters as part of the e-mail id is recommended for sensitive users as deemed appropriate by the competent authority.

- a) In addition to the government users as mentioned in the "E-mail Policy" of Government of India , accounts for outsourced/contractual^[4] employees shall also be created after due authorization from the competent authority of that respective organization^[5]. These accounts shall be created with a pre-defined expiry date and shall be governed by the "E-mail Policy of Government of India".
- b) Account can be created by the authorized person from an organization by using the "Delegated Admin Console" or by routing their request to IA. For more details refer to the "E-mail Policy of Government of India".

2.2. Process of Account Creation

- a) An e-mail account has to be created for every user in an organization. The user needs to request for an account by filling the form available on the e-mail site and send it to the nodal officer of respective organisation.
- b) The nodal officer of an organization shall authorize creation of new e-mail accounts.
- c) The e-mail account is created based on the NIC e-mail addressing policy available at <http://www.meity.gov.in/content/email-policy> under the caption "E-mail Policy".
- d) If a user organization wants to adopt an addressing policy that represents their identity, the IA would need to be informed by the user organization. However "id" uniqueness needs to be maintained. Hence prior to sending a request for "id" creation, nodal officer should use the "idlookup" tool available on the IA's e-mail site to ensure "id" availability.

2.3 Process of Handover of Designation Based E-mail Ids

- a) Users shall hand over the designation based id to their successor prior to moving out of the office. User can continue to use the name based id assigned to them on the Government e-mail service during their entire tenure in Gol.
- b) Prior to leaving an organization on transfer, the user to whom the designation based id had been assigned shall ensure that the password for the id is changed. The successor shall need to get the password reset after taking over the post.
- c) The nodal officer in each organization shall ensure that the password is changed prior to giving "No-Dues" to the user.

F. No. 2(22)/2013-EG-II
Ministry of Electronics & Information Technology

- d) The above process shall be followed without any exception. If an id is misused, the respective nodal officer of each organization shall be held accountable.
- e) The nodal officer and the user shall inform the IA prior to their superannuation/transfer of the user by sending an e-mail to support@gov.in

2.4 Data Retention

- a) Users are responsible for e-mails saved in their folders as they deem appropriate for e.g. Inbox, Sent Mail, any other folder created by the user. E-mails shall be automatically purged from "Trash" and "Probably Spam ^[6]" folders after a specified time period by the IA.

2.5 Data Backup

- a) The IA takes a backup of the e-mail data on a regular basis to ensure timely recovery from a system failure/crash/loss impacting the service.
- b) Each user is responsible for the individual e-mails stored in their folders. The IA shall not be responsible for any accidental deletion of e-mails by the user.
- c) E-mails lost as a result of wrong configuration of the local mail clients (e.g. Outlook/Eudora/Thunderbird, etc) shall not be the responsibility of the IA.
- d) The IA shall not offer a service for restoration of lost data due to an action committed by the user.
- e) In the eventuality of a disaster/calamity, all possible attempts to restore services and content shall be made. However, in circumstances beyond the control of the IA, it would not be held responsible for loss of data and services.

2.6 Deactivation of Accounts:

2.6.1 Deactivation ^[7] or deletion of an account shall occur under the following conditions:

- a) **The officer retires/resigns from Service:** The user shall surrender their official designation based account prior to getting relieved from the service. However, name based e-mail addresses can be retained as per the conditions specified in clause 2.8 below. It is mandatory for the users to inform the IA regarding their superannuation/resignation by sending a mail to support@gov.in
- b) **The officer is no longer in a position to perform his duties** (death/missing, etc).The name based e-mail id of the user shall be deleted by the IA. The nodal officer of that respective organisation shall inform the IA by sending a mail to support@gov.in
- c) **Inactive account:** Any account which is inactive for a period of 90 days shall be deactivated under intimation to the concerned department. The user id along with the data shall be deleted from the e-mail system after a period of 180 days, if no request for activation is received during this period. Subsequently, all formalities shall need to be completed for re-opening of the said account with the same id, subject to availability. In such cases, data from the backup shall not be restored.
- d) **Violation of policy:** The authorized person at the organization under whose request the account has been created shall inform the IA when any of the above conditions are triggered. Intimation shall be sent to support@gov.in
- e) **Misuse of account:** Whenever information is not sent

F. No. 2(22)/2013-EG-II
Ministry of Electronics & Information Technology

or sent at a later date, the IA shall not be responsible in case the account is misused and comes under the scrutiny of the designated investigating agencies.

- 2.6.2** Based on the conditions above, and as per the status of the officer, competent authority of respective organizations shall introduce a process to ensure that e-mail id is either deactivated/deleted/password changed, prior to giving "no-dues" to a user

2.7 Desktop Protection

- a) Spam filters and anti-virus filters have been configured at the e-mail gateways by the IA. These filters are there to protect the e-mail setup from viruses and unsolicited e-mail. Whilst these filters are constantly updated, the IA cannot guarantee that it shall provide 100% protection against all viruses and spam.
- b) Users using the desktop/laptop/handheld devices shall ensure that all recommended best practices are followed from time to time.

2.8 Status of account in case of Resignation or Superannuation

- a) At the time of resignation or superannuation, users shall inform the nodal officer/IA regarding their resignation or superannuation through the competent authority.
- b) The nodal officer/IA shall accordingly change the user's account status. This shall be made mandatory before the concerned organization gives a "No-Dues" certificate to the user and the retirement benefits are processed.
- c) The designation based id shall be processed as mentioned against clause no 2.3 above.
- d) As mentioned in the "E-mail Policy of Government of India",

F. No. 2(22)/2013-EG-II
Ministry of Electronics & Information Technology

a user who resign or superannuate after rendering at least 20 years of service shall be allowed to retain the e-mail address userid@gov.in for one year post resignation or superannuation. Subsequently, a new e-mail address with the same user id but with a different domain address (for instance, userid@pension.gov.in), would be provided by the IA for their entire life. It is expected that within one year, users shall change the e-mail address at all places as required by them. During this one year, if the name based account is not used for a period of 90 days, the account shall be deleted and no request for activation shall be accepted by the IA.

- e) The use of the account post retirement shall be governed by the current policy and subsequent updates of the same.
- f) Availability of a government e-mail id post retirement does not entail an employee to any remuneration.
- g) In case a user resigns from service before completion of 20 years, the name based e-mail id shall be deleted as part of the "No-Dues" process. These needs to be ensured by the competent authority of each organization and the IA accordingly shall be informed.

3. Secure access of Gol E-mail services for Officials stationed outside India/ working in Sensitive Offices.

- 3.1** Officials shall be issued the VPN token after completing the registration process as indicated on the IA's VPN services site (<http://vpn.nic.in>). For any queries/troubleshooting, mail can be sent to vpnsupport@gov.in. OTP shall be delivered using easy to access channels like mobile agents/SMS/alternate e-mail address (preferably from a service provider within India)/hard and soft tokens. NIC shall issue the OTP token based on user's request and preferred mode of access.

F. No. 2(22)/2013-EG-II
Ministry of Electronics & Information Technology

- 3.2** Prior to integration of VPN and OTP with the e-mail services, a pilot will be conducted with select missions abroad and changes in the deployment will be introduced based on challenges encountered, if any.

4. Recommended Best Practices

Users are advised to adopt the following best practices for safe usage of e-mail services.

- a)** All users must check their last login details while accessing their e-mail accounts by using the application created for this purpose. More details are available in the "NIC Services and Usage Policy" available at <http://www.meity.gov.in/content/email-policy> under the caption "E-mail Policy". This application helps in making users aware of any unauthorized access to their account.
- b)** Use of encryption and DSC ^[8] is mandatory for sending any mail deemed as classified or sensitive.
- c)** It is strongly recommended for users working in sensitive offices to use OTP for secure authentication.
- d)** The user should change passwords on a periodic basis or as per the password policy available at <http://www.meity.gov.in/content/email-policy> under the caption "E-mail Policy".
- e)** It is recommended that the users should logout from their mail accounts whenever they leave the computer unattended for a considerable period of time. The current e-mail application of the IA has an auto-logout feature that is triggered after a pre-defined period of inactivity.
- f)** Other than Government websites, the e-mail ids and e-mail address assigned on the Government e-mail service should not be used to subscribe to any service on any website. Mails received from sites outside the Government may contain viruses, Trojans, worms or other unsafe contents.

F. No. 2(22)/2013-EG-II
Ministry of Electronics & Information Technology

- g)** It is strongly recommended that the users use the latest version of their Internet browser for safe browsing.
- h)** The “save password” and auto complete features of the browser should be disabled.
- i)** The files downloaded from the Internet or accessed from the portable storage media should be scanned for malicious contents before use.
- j)** To ensure integrity of the downloaded files, digital signatures/hash values should be verified wherever possible.
- k)** Before accepting an SSL ^[9] certificate, the user should verify the authenticity of the certificate. User should type the complete URL ^[10] for accessing the e-mails rather than click on a mail link for access. This is recommended to avoid phishing ^[11] attacks.
- l)** The IA does not ask for details like login id and password over e-mail. Users should disregard any e-mail that requests for the same, and should refrain from sharing such details over e-mail with anyone.
- m)** Sending an e-mail with an infected attachment is the most common means adopted by a hacker to send malicious content. Hence, it is mandatory to install and maintain latest operating system, anti-virus and application patches to prevent infection.
- n)** All attachments must be scanned with an anti virus program before they are downloaded/executed, even if such e-mails are received from a familiar source.
- o)** User should exercise caution while forwarding mails as they may contain malware. User should ensure authenticity of the source and safe nature of the attachments before forwarding any mail.
- p)** E-mails identified as spam are delivered in the “Probably Spam” folder that exists in the user’s mailbox. Hence it is recommended that the users should check the “Probably Spam” folder on a daily

F. No. 2(22)/2013-EG-II
Ministry of Electronics & Information Technology

basis.

- q)** Attachments should be opened only when the user is sure of the nature of the e-mail. If any doubt exists, the user should contact the sender to verify the authenticity of the e-mail and/or the attachment.
- r)** User should use due discretion while creating classified and sensitive documents. Unless required otherwise, the documents should be created in manner that it cannot be edited.
- s)** Users should not open e-mails from dubious sources.
- t)** User should exercise caution in opening mails where links are embedded in the mail. The authenticity and the safe nature of the link should be ascertained before clicking the link.

F. No. 2(22)/2013-EG-II
Ministry of Electronics & Information Technology

GLOSSARY

S.No	TERM	DEFINITION
1.	Implementing agency (IA)	For the purpose of E-mail policy, the implementing agency is "National Informatics Centre"
2.	User	Refers to Government/State/UT employees/contractual employees who are accessing the Government services
3	OTP	A one-time password (OTP) is a password that is valid for only one login session or transaction. OTPs avoid a number of shortcomings that are associated with traditional (static) passwords
4	Outsourced/contractual employees	An <u>employee</u> who <u>works</u> under <u>contract</u> for Gol. A contract employee is hired for a specific <u>job</u> or assignment. A contract employee does not become a regular <u>addition</u> to the Gol staff and is not considered a <u>permanent employee</u> of Gol
5	Organization	For the purpose of this policy, organisation refers to all ministries/departments/offices/statutory bodies/autonomous bodies, both at the central and state level. Government organizations offering commercial services are not included
6	SPAM	Spam is the use of e-mail systems to send unsolicited bulk e-mails, especially advertising, indiscriminately.
7	Deactivation	Deactivation of an account means that the account can no longer be accessed. All e-mails sent to a deactivated account shall bounce to the sender
8	DSC	A digital signature is a mathematical scheme for demonstrating the authenticity of a digital message or document. A valid digital signature gives a recipient reason to believe that the e-mail was created by a known sender, such that the sender cannot deny having sent the e-mail (authentication and non-repudiation) and that the e-mail was not altered in transit (integrity).

F. No. 2(22)/2013-EG-II
Ministry of Electronics & Information Technology

9	SSL	The Secure Socket Layer (SSL) is the most widely deployed security protocol used today. It is essentially a protocol that provides a secure channel between two machines operating over the Internet or an internal network. In today's Internet focused world, the SSL protocol is typically used when a web browser needs to securely connect to a web server over the inherently insecure Internet.
10	URL	URL stands for Uniform Resource Locator . A URL is a formatted text string used by Web browsers, e-mail clients and other software to identify a network resource on the Internet. Network resources are files that can be plain Web pages, other text documents, graphics, or programs.
11	Phishing	Phishing is a fraudulent attempt, usually made through e-mail, to steal a user's personal information. Phishing e-mails almost always tell a user to click a link that takes the user to a site from where the personal information is requested. Legitimate organisations would never request this information via e-mail. Users should never click on a link. A user should always type a URL in the browser even if the link appears genuine.

21/1/2014-CS.I (PR/CMS)
Government of India
Ministry of Personnel, PG and Pensions
Department of Personnel & Training

2nd Floor, Lok Nayak Bhavan, New Delhi-110003

Dated the December, 2015

OFFICE MEMORANDUM

Subject: Web Based Cadre Management System – updation of data of CSS/CSSS/CSCS officers

As Ministries/Departments are aware, the Web Based Cadre Management System for CSS, CSSS and CSCS has been operational since January, 2013. The system is hosted at **escms.nic.in**. Despite lapse of more than two years, complete and upto date data is still not available in the system in respect of several officers. The prime objective of the web based system is to ensure accurate real time data of all the officers to enable quicker decisions relating to cadre management functions. Unless the data is maintained upto date, the purpose of the web based system will be defeated.

2. Nodal Officers in all the Ministries/Departments are, therefore, requested as under:

(a) **Employee module:** Nodal officers should ensure that correct and up to date personal information in respect of all personnel posted there is available. Nodal officers have been empowered to modify/correct (i) Employee details (ii) Basis Details (iii) Address details (iv) Training details and (v) qualification details. All the officers belonging to CSS/CSSS/CSCS may also be advised to verify their data in the system and bring discrepancies to the notice of the nodal officers for correction. If there is any difficulty in this regard, nodal officers should call CMC Ltd. Engineers at Tele: 24629890.

(b) **Experience and Promotion data:** CS.I Division will modify data in these two fields. If any modification is required duly certified information may be sent to CS Division for correction.

(c) **Pay:** Please ensure that pay of the officer is correctly indicated in the system. After drawl of increment on 1st July every year the data should be corrected.

(d) **APAR:** Ensure that APAR grading is entered in the system and the APAR is scanned and uploaded in the system. If there is any difficulty in this regard, please call the CMC Ltd. Engineers at Tele: 24629890.

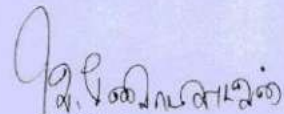
- (e) **IPR and Lokpal return:** All the officers of CSS/CSSS/CSCS are requested to file their returns online. It may be noted that defaulting officers will not be granted cadre clearance for deputation, foreign training, empanelment etc.
- (f) **Deputation:** Ensure that all Officers apply for cadre clearance through the system. If any application is received in CS.I Division without online application it will not be entertained. Prior to forwarding application online, nodal officers should also ensure that correct and up to date information of the officer concerned is available in the system.
- (g) **Foreign Training:** All nominations for foreign training should be processed through the web based cadre management system in respect of all Officers. Their reliving for the training will also be updated in the system to capture the details of foreign trainings attended. If the training period is more than three months, the nodal officers will forward the online request to CS.I Division for cadre clearance in respect of US and above level officers.
- (h) **Domestic Training:** All nominations for domestic training should be processed through the web based cadre management system in respect of all officers. If the training period is exceeding one year, the nodal officers will forward the online request to CS.I Division for further processing in respect of US and above level officers.
- (i) **Permission to visit abroad:** All requests for private foreign visits should be processed through the web based cadre management system to capture such information.
- (j) **Furnishing of information of death of an employee:** In case of death of an employee, the nodal officer of the Ministry/Department concerned will henceforth immediately update the information in the web based system to enable capture of the vacancy to facilitate provision of a substitute.
- (k) **Furnishing of information of long leave of an employee:** If any employee proceeds on leave for six months or more, the nodal officer concerned should update the information in the web based system immediately to capture the vacancy to facilitate provision of a substitute.
- (l) **Voluntary Retirement:** CS.I Division conveys approval of MoS (PP) for voluntary retirement of US and above level officers of CSS. Henceforth, if the request for voluntary retirement is not received through the system, the same will not be entertained.
- (m) **Resignation:** Resignation requests from employees should be obtained and processed in the web based system so that such vacancies are brought to the notice of the cadre controlling authority immediately.

(n) **Technical resignation:** Requests for technical resignation to join another employment under the Government should also be obtained and processed in the web based cadre management system.

(o) **Vigilance status:** Vigilance clearance whenever required in connection with cadre management activities will be sought and obtained through the system. In respect of US and above level officer it will be updated both by the Ministries/Department and by AVD.I of DoP&T. Upto SO level, Ministries/Departments will update the system.

3. This circular may be brought to the notice of all CSS Officers for their information and active cooperation to ensure correctness of data.

4. Nodal officers may also depute their subordinates to CS.I Division to clear doubts if any about the functioning of the system.



(V. Srinivasaragavan)

Under Secretary to the Govt. of India

Tele.: 24629412

To

Ministries/ Departments
Director/Deputy Secretary (Administration)

Government of India
Ministry of Science & Technology
Department of Biotechnology
(PPVC Section)

No.BT/01/35/2015-PPVC-Vol-IV

Dated: 20th October, 2016

OFFICE MEMORANDUM

Subject : Strict compliant of DAVP policy-reg.

The undersigned is directed to forward herewith a copy of the D.O letter No. 331/2/2/2014-CA III/CA V dated 30.09.2016 received from Cabinet Secretary, Cabinet Secretariat, New Delhi on the subject mentioned above for strict compliance of the Directorate of Advertising and Visual Publicity (DAVP), Ministry of information and Broadcasting's policy

Encl: As above

R. Lakshmi Devi
(R. Lakshmi Devi)
Under Secretary
Tele: 24366268

To
All Divisional Heads in DBT and Nodal Officers of AIs/PSUs of DBT.

प्रदीप कुमार सिन्हा
PRADEEP K. SINHA



मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

सचिव जी.डी.टी.
Secretary DBT
By No.



D.O.No-331/2/2/2014-CA III/CA V

Dated : 30 September 2016, 2016

Dear Secretary,

सचिव जी.डी.टी.
Secretary DBT

By No. K/1/16
Date 4/10/16

As you are aware, the Directorate of Advertising and Visual Publicity (DAVP), Ministry of Information & Broadcasting is mandated for production and release of advertisements on behalf of the Government of India. This is to ensure uniformity & consistency of content across all Ministries besides ensuring wide coverage of Government schemes and programmes. As per the existing Advertisement Policy of the Government of India, all Ministries/Departments are required to route their advertisements, including display advertisements, through the DAVP. In so far as recruitment advertisements and tender notices are concerned, these can be issued directly also on DAVP rates.

2. It has been brought to my notice that despite clear Policy Guidelines, certain Ministries/Departments and other agencies of the Government of India especially PSUs and Autonomous Bodies, are issuing their advertisements directly without routing them through DAVP. Issuing advertisements without routing them through DAVP is not only in contravention of the existing policy of the Government of India, but it also results in extra expenditure as the Ministries/Departments concerned are not able to get the DAVP rates which are lower than the normal rates of newspapers. Besides, they are also deprived of the benefit of 15% Agency Commission which is ploughed back to the Ministry/Department concerned by the DAVP.

3. You are, accordingly, directed to ensure strict compliance of the above policy by your Ministry and also issue appropriate directions immediately to the Attached offices/Subordinate offices, PSUs and Autonomous Bodies etc. under your administrative jurisdiction for the same. The action taken in this regard may please be conveyed to Secretary, Information & Broadcasting under intimation to Cabinet Secretariat, at the earliest.

With regards,

Yours sincerely,

(P. K. Sinha)

Prof. K. Vijay Raghavan
Secretary,
Deptt. of Bio-technology
New Delhi

15/10/16
18/10/16

50(PGR)

No.19047/10/2016-E-IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated: 12.04.2017

OFFICE MEMORANDUM

Subject: Delegation of powers to Ministries/ Departments for payment of Sitting Fee in respect of Non-officials of Committees/ Panels/ Boards etc.

The undersigned is directed to state that the issues related to payment of Sitting Fee to Non-officials of Committees/Panels/Boards etc. have been examined in D/o Expenditure. It has been decided that Administrative Secretaries of the Ministries/ Departments may decide the Sitting Fee in respect of Non-officials of Committees/Panels/Boards etc. in consultation with their Financial Advisors and with the approval of their Ministers.

2. While considering the proposals for payment of Sitting Fee to Non-officials, the Ministries/Departments are directed to keep in view the following instructions/guidelines:-

2.1. **Categorisation of Committees:** For the purpose of payment of Sitting Fee, Committees/Boards/panels are categorized into following three categories:-

(i) **High Level Committee :** In terms of Cabinet Secretariat Circular No. 1/16/1/2000-Cab. dated 15.04.2002, a High Level Committee is a Committee set up with the approval of Hon'ble Prime Minister through the Cabinet Secretary and presided over by a high ranking dignitary e.g. a Minister, a Judge of the Supreme Court of India, a Vice-Chancellor etc. including prominent persons in public life as Members.

(ii) **Technical or Expert Committee:** A Technical or Expert Committee is a Committee constituted to discharge functions as prescribed under Acts/Rules/Subordinate legislation on the subject. Such Committee is to be set up with the approval of the Minister of the concerned Ministry. In case any Member of Parliament is included in the Committee, the prior approval of Prime Minister to their inclusion is to be obtained in terms of Cabinet Secretariat Circular No.1/16/1/2000-Cab. dated 15.04.2002.

(iii) **Other Committees:** All other Committees will be covered under this category. These Committees will be constituted with the approval of the Administrative Secretary or Minister.

2.2 **Definition of a Non-official :** For the purpose of grant of Sitting Fee only such persons are to be considered as Non-officials who are not employed in any institution/ organisation/body funded by the Central Government.

3. **Rates of Sitting Fee:** On the basis of categorisation of Committees viz. High Level Committee, Technical or Expert Committee and Other Committees, The Ministries/Departments shall ensure that the maximum rates of Sitting Fee to be paid to Non-official Chairman/ Members will not be more than the following:-

- (i) High Level Committee : Not more than Rs.10,000/- per day of Sitting.
- (ii) Technical or Expert Committee : Not more than Rs.6000/- per day of Sitting.
- (iii) Other Committees : Not more than Rs.4000/- per day of Sitting.

4. For arriving at the rates of the Sitting Fee to Non-official Chairman and Members of the Committees/Boards/Panels, the Ministries/Department shall observe the following conditions:

- i. While considering the amount of Sitting Fee, the Ministries/Departments have to keep in view facts such as nature and scope of the Committee, importance of the subject assigned to the Committee, category of the Committee (i.e. High level Committee, Technical or Expert Committee or other Committee), level/ status of Chairperson/ Members, duration of the Committee, frequency of meetings, Terms of Reference of the Committee etc.
 - ii. In no case, the ceiling should exceed 10 meetings in a month in respect of all categories of Committees viz. High Level, Technical or Expert Committees and Other Committee. It is presumed that such committees are constituted for a limited duration specified in the order.
 - iii. It is clarified that the Govt. employees nominated to such Committees/ Boards/ Panels etc. will not be entitled to Sitting Fee.
 - iv. Cases seeking deviation from the above norms may be referred to M/o Finance giving full justification for seeking deviation.
3. These instructions will be effective from the date of issue of this O.M.
4. This is issued with the approval of Finance Minister.


12/04/2017
(Nirmala Dev)

Deputy Secretary to the Government of India
Telefax. 23093276

- 1. Secretaries of all Ministries/ Department (as per standard list).
- 2. Financial Advisers of all Ministries/ Departments (as per standard list).
- 3. Cabinet Secretariat - For information.

No.19(36)/E.Coord/2018
Government of India
Ministry of Finance
Department of Expenditure
E.Coord Branch

New Delhi, the 30th May, 2018

OFFICE MEMORANDUM

Subject: Guidelines to be followed for holding of Conferences/ Workshops/ Seminars, etc. (Domestic & International)

Ministry of Finance, Department of Expenditure has been issuing guidelines for holding of Conferences/ Workshops/ Seminars, etc. (Domestic & International) from time to time with the objective that Ministries/Departments undertake such events keeping in mind the absolute necessity of it and adhering to utmost economy. The extant guidelines have been reviewed and stand revised.

2. It has been decided that henceforth only proposals involving expenditure above **Rs. 40 lakhs** for International as well as domestic Conferences/ Seminars/ Workshops etc. will need to be referred to the Department of Expenditure.

3. International conferences/ workshops /seminars/ meetings etc:

- i) All proposals involving expenditure of Rs. 40 Lakh or less for holding conferences/ workshops/ seminars/ meetings etc. involving participation of foreign delegates may be decided by the Ministry/ Department in consultation with their Financial Adviser. The approval of the Minister in Charge, political clearance from Ministry of External Affairs and clearance of Ministry of Home Affairs from security angle (wherever required) shall be obtained.
- ii) All Proposals involving expenditure above Rs. 40 (Forty) lakh for incurring expenditure on holding conferences/ workshops/ seminars/ meetings etc. with international participation should be referred to the Department of Expenditure (DoE) with the approval of the Minister in Charge, political clearance from Ministry of External Affairs and clearance of Ministry of Home Affairs from security angle (wherever required) for obtaining approval of the Cabinet Secretary through Secretary (Expenditure).
- iii) Commitment for bearing travel/ accommodation cost on participants from foreign countries should be kept to the barest minimum. Ministries/ Departments shall exercise utmost economy and austerity in this regard.
- iv) "In-principle" approval of the Minister-in-charge should be taken sufficiently in advance before the event.
- v) Priority will be given to those conferences that arise out of international agreements/ obligations. Other conferences etc. should be planned only if there is residual provision in the Budget.



vi) All preparations for holding the conference and other formalities should be completed sufficiently in advance to avoid any last minute hitch and embarrassment.

vii) All administrative arrangements including issuance of invitations should be done after receiving Cabinet Secretary's approval or as per the powers delegated under this OM.

4. Domestic conferences/ workshops /seminars/ meetings etc:

Proposals involving Rs. 40 (Forty) lakh or less may be decided by the Ministry/ Department in consultation with their Financial Adviser. Proposals involving expenditure above Rs. 40 (Forty) lakh for incurring expenditure on holding conferences/ workshops/ seminars/ meetings etc. with participation limited to Indian delegates only may be referred to Department of Expenditure for approval of Secretary (Expenditure). Approval of Secretary of the Ministry/ Department may be obtained prior to the file being referred to Department of Expenditure.

5. Autonomous Bodies:

- i) Conferences held by Autonomous Bodies generally generate revenue from sponsorships and registrations and most of the time either they do not require government support or require in small portions. Administrative Ministries are competent to grant approval for holding the conferences (whether domestic or international) where no funds are required from Government.
- ii) However, if Government funds are required and the financial assistance required is more than Rs. 40 Lakhs for International as well as Domestic conferences/ workshops /seminars/ meetings etc. such cases shall be referred to Department of Expenditure.

6. General Instructions:

While referring the cases of Conferences etc., whether domestic or international, to Department of Expenditure, following may be strictly adhered to:

- (i) Holding of Exhibitions/ fairs/ seminars/ conferences/ workshops etc. abroad should be discouraged except for promotion of trade and business and for projection of 'Brand India'. For this purpose, depending on the nature of event, if more than one Ministry/ Department is involved, a Nodal Ministry/ Department should be identified to take the lead for coordinating and organizing the event.
- (ii) All proposals referred to Department of Expenditure on the subject should be sent at least one month in advance of commencement of the event and only through the Financial Adviser concerned. While referring the proposals to the Department of Expenditure, it may be ensured that necessary clearances viz. from Ministry of External Affairs, Ministry of Home Affairs etc. and approval of competent authority in the Ministry/ Department have been obtained and placed in the file. In the absence of these, the proposals will be returned without processing in the Department of Expenditure.



- (iii) Sufficient provision in the relevant Budget should be ensured before such proposals are processed in the Ministry/ Department and before referring proposals to Department of Expenditure. The proposal should clearly indicate the budget provision.
 - (iv) Stipulated timeline for submission of proposals may be adhered to strictly. It may be noted that henceforth, delayed proposals will not be processed unless accompanied by a Delay Report containing reasons for delay, duly approved by the Administrative Secretary.
 - (v) Holding of conferences/ workshops /seminars/ meetings etc. in Five Star Hotels is banned except in case of bilateral/ multilateral official engagements held at the level of Minister-in-Charge or Administrative Secretary with foreign Government or international bodies of which India is a Member. Any deviation in this regard should be referred to the Department of Expenditure with adequate justification.
 - (vi) Ministries/Departments shall not resort to seeking ex post- facto approval on the proposals since they are liable to be rejected. Hence, adequate advance planning and obtention of all requisite approvals/clearances is emphasized.
7. Notwithstanding the enhancement in the prescribed expenditure ceiling, all Ministries/ Departments shall ensure utmost economy in public expenditure.
8. This is in supersession of Department of Expenditure's earlier instructions on the subject cited above issued vide following O.Ms No.:
- i) 19(9)/E.Coord/2011 dated 5th March, 2015
 - ii) 19(9)/E.Coord./2012 dated 12th July, 2012
 - iii) 19(9)/E.Coord./2012 dated 13th September, 2011
 - iv) 7(1)/E.Coord/2010 dated 13th September, 2010
 - v) 7(1)/E.Coord/2010 dated 31st May, 2010
 - vi) 7(5)/E.Coord/2002 dated 28th May, 2003
9. These instructions will come into operation with immediate effect.

H. Atheli
30/5/18

(H. Atheli)
Director
Tel: 2309 2604

To

- 1. All Ministries/ Departments as per standard mailing list
- 2. All Secretaries to the Government of India
- 3. All Financial Advisers of Ministries/Departments

Confidential

No. AA/551/22/2020
Ministry of External Affairs
(Parliament & Coordination Division)

New Delhi, the 25th November 2020

Office Memorandum

Subject: Guidelines regarding MEA Clearance for International Conferences/Seminars/Training etc.; and Political Clearance for online participation in international events

Ministry has received references regarding the **need for MEA clearance** for organizing/participation in International Conferences/Seminars/Training etc. through offline/online mode. The matter has been examined and the clarifications are as follows:

International Conferences/Seminars/Training etc.

2. A. Approval procedure in respect of holding online/virtual International Conferences / Seminars / Training etc:

- i. Ministry or Department of the Government of India, State Governments or UT Administrations, Public Sector Undertakings, Central Educational Institutions, Public Funded Universities or an organization owned and controlled by the Government of India/ State Government / UT, should take approval of its Administrative Secretary for the event as well as for the list of participants.
- ii. While giving permission, the respective Ministry should ensure that the subject matter for online events is not related to security of State, Border, North East States, UT of J&K, Ladakh or any other issues which are clearly/purely related to India's internal matter/s.
- iii. Full compliance to India's existing provisions of IT data security, personal data, and protection to other sensitive information should be ensured.
- iv. There should be judicious selection of IT applications/ platforms/ medium for interaction; preference should be given to those apps having servers not controlled / hosted / owned by countries / agencies hostile to India.
- v. Appropriate level of scrutiny to be exercised to identify the nature and sensitivity of data / contents of presentations / information to be shared by the Indian delegation.

Confidential

- vi. Due care should be taken to ensure that India's map, flag, emblem etc. are correct and rightly displayed.

2.B In order to ensure oversight and control, following cases will continue to require clearance from MEA for holding international conference/ seminar/ workshop/ training etc.

- i. All events related to security of State, Border, North East States, J&K or any other issues which are clearly/purely related to India's internal matters;
- ii. Events having foreign funding and sponsorship;
- iii. Events involving sensitive subjects (political, scientific, technical, commercial, personal) with provisions for sharing of data in any form; presentations etc.
- iv. While seeking approval/after approval, link to the online event/s should be shared by email at socoord@mea.gov.in

Participation of Union / State Ministers / Constitutional functionaries and Government officials / scientists / doctors etc.

3.A Participation of Union / State Ministers / Constitutional functionaries and Government officials / scientists / doctors etc. of the rank of JS and above in online/virtual/physical International Conferences / Seminars / Training etc., MEA clearance will be required.

3.B The Administrative Secretary of respective Ministry/Department be authorized to give permission for participation from Director and below rank, subject to usual checks.



(Anil Kumar Rai)

Joint Secretary (Parliament & Coordination)

25 November 2020

To,

1. Secretary General, Rajya Sabha
2. Secretary, Lok Sabha
3. All Secretaries to the Government of India
4. All Chief Secretaries to the State Governments/ Union Territories
5. JS (PMO)



National Institute of Immunology
Aruna Asaf Ali Marg, New Delhi-110067

SM(C)/2.3.2/6601

Dated: 25.03.2013

NOTIFICATION

A reference is invited to Rule 2(f) and Rule 4(a) of NII 'Rules for Allotment of Residences, 1985' which respectively regulates priority date and entitlement of allotment for different categories of houses.

These issues have been under discussion for some time. Based on the said discussions and on a proposal, the Governing Body of the Institute in its 65th Meeting held on 17.10.12 had approved the amendments redefining the priority date for allotment and reclassification of residences for the purpose of entitlement of allotment for different categories. The said amendments have now been administratively cleared by the Department of Biotechnology for implementation, a copy of which is enclosed as Annexure 'A' to this Notification. Accordingly, Rule 2(f) and 4(a) of NII Rules for Allotment of Residences 1985, shall stand amended to the extent as mentioned in Annexure 'A' to this notification. All other contents of the rule remain unaltered.

The amendments shall take effect from the date of issue of this notification and all future allotment of accommodation will be regulated in terms of the revisions referred to above.

This issues with the approval of competent authority

Sd/-

(N.S. Padmanabhan)
Senior Manager

Copy to: -

1. Deputy Directors
2. All Lab-In Charges/Divisional Heads
3. AO to Director's Sectt.
4. All notice boards

Amendments in NII Rules for Allotment of Residences, 1985 approved by Governing Body in its 65th Meeting held on 17.10.2012 and cleared by Department of Biotechnology.

Sl No.	Types of Accommodation	Living Area (m ²)	Details of Accommodation	Block/House Number	Eligibility	Remarks
1.	VIII-A	181.50	3 Bed room, 1 Study, D/D room with servant block and garage	Director's Residence	Director	
2.	VIII	180.67	-DO-	P-1	HAG Scale Rs. 67000 - 79000	
3.	VII	138.94 140.65	3 Bed room, 1 Study, D/D room	H-1 to 8 & L-1	GP-Rs. 10000 and above	
4.	VI SPL	98.34	2 Bed room, D/D	L-2 & L-4	GP-Rs. 8700 and above	
5.	VI	83.91	3 Bed room, D/D	A-1 to 12 & M-1 to 3	GP-Rs. 8700 and above	
6.	V	60.5 - 69	2 Bed room, D/D	B-1 to 8 & F-1, 2, 5 & 6	GP-Rs. 7600 and above	
7.	IV SPL	55.5 - 58.7	1 Bed room, D/D	L-3, L-5 & M-4	GP-Rs. 5400 and above	
8.	IV	53.35	2 Bed room, D/D	G-1 to 6	GP-Rs. 4800 and above	
9.	III	48.4 - 52.2	1 Bed room, D/D	H-9 to 16, F-3,4,7,8 to 12, I-1,3,4,6, & 7, J-1 to 10, M-5	GP-Rs. 4200 and above	
10.	II	42.19	1 Bed room, D/D	G-7 to 12	GP-Rs. 1900 and above	
11.	I	30 - 34.5	1 Room with toilet and kitchen	I-9 to 11	Research Scholars	Reserved for Research Scholars
12.	Hostel Rooms	21 - 30	1 Room with attached toilet	B-9 to 14, I-2, 5, 8 K-1 to 12 RSH-3 to 6, 101 - 104, 201 to 215, 301, 304, 305, 308 B-001, 002 New Guest House-201-210	Research Scholars	Reserved for Research Scholars
13.	LIG	55	LIG expandable	Flat No. 26 to 34, 36 to 44 & 46 to 47 (Total 20 Nos.)	GP-Rs.1900 and above	Located at Sector-2, Pocket-II, DDA (LIG) Expandable Housing Scheme, Dwarka New Delhi

Priority as per rule 2(f) for all types reckoned from the date of employment as core staff of the Institute, and 4(a) applicable to all next lower types.

Classifications regarding “change of residence”

Applications for the change of residences within the same block will be accepted only when the vacant apartments are released for allotment. For change of residence within the same block, the employees already residing in that block will have priority over all others applicants, provided they are eligible for the vacant apartments. Priority amongst applicants from the same block will be based on the criteria as applicable for fresh allotment as per the rule 2(f) and 4(d) approved by 65th Governing Body Meeting.

Rules for Allotment of Residences 1985



National Institute of Immunology
Aruna Asaf Ali Marg, New Delhi-110067

On DBT Letter Head

S.R. Sapra
Director (Finance)

Government Of India
Ministry of Science & Technology
Department of Biotechnology
Block-02 (7-8th Floor) CGO Complex
Lodhi Road, New Delhi - 110003

D.O No. Dy. No. 1286/Director (F)/89

Dated : 16.06.89

Dear Shri Bose,

Kindly refer to your D.O. letter No.9/1/85-NII/4637 dated 12th December, 1988.

2. The Following documents have been approved by the Government:
 - (i) Bye-laws
 - (ii) Allotment of Residence Rules
 - (iii) Savings Linked Insurance Scheme Rules
 - (iv) Rules for grant of Advances for Purchase of Motor Conveyances.
3. A copy each of the above documents as approved is enclosed.

Yours Sincerely,

Sd/-

(S.R. Sapra)

Shri B. Bose
Senior Manager,
National Institute Of Immunology,
ShahidJeet Singh Marg,
New Delhi.

NATIONAL INSTITUTE OF IMMUNOLOGY
NEW DELHI

RULES FOR ALLOTMENT OF RESIDENCES
1985

Approved by Govt. Vide DO letter No. Dy.No.1286/Director/(F)/89

Dated: 16.06.1989

Subject: Amendment to Rules for Allotment of Residences, 1985 of NII

Consequent upon approval by the Governing Body of the Institute at its 57th Meeting held on October 03, 2008, of adoption by the Institute of the revised pay scales as recommended by the VI CPC and accepted by the Central Government, the Institute has adopted the pay-scales as per the Guidelines issued by the Ministry of Finance, Department of Expenditure vide its OM No.7/23/2008-E.III (A) dated 30th September, 2008, for autonomous organizations.

The Institute has its own rules called as "National Institute of Immunology" Rules for Allotment of Residences, 1985 and as amended from time to time, for allotment of accommodation to its employees. Since the Institute has revised the pay-scales as approved by the Governing Body as mentioned hereinbefore, it is proposed that we may amend Rule 4 - Classification of Residences - by substituting pay-scale under "eligibility" with Grade Pay as mentioned against each on the similar lines as notified by the Directorate of Estates vide Notification No. F. No.12035/1/98- Policy.II dated 3.2.2009 (copy enclosed):

Sl. No.	Type of accommodation as per NII Rules	Flat/House No.	Eligibility (Grade Pay)
1	VIII-A	Director's Residence	Director
2	VIII	P-1	Professorial Level
3	VII	H-1 to H-8 L-1	Rs.7,600, Rs.8,700, Rs.8,900, Rs.10,000 and Rs.12,000
4	VI Spl.	L-2 and L-4	Rs.6,600
5	VI	A-1 to A-12 M-1 to M-3	Rs.6,600
6	V	B-1 to B-6 F-1,2,5 & 6	Rs.5,400 and Rs.6,600
7	IV Spl.	L-3 and L-5 M-4	Rs.4,600 and Rs.4,800
9	III	G-1 to G-6 H-9 to H-16 F-3,4,7,8 to 12 I-1,3,4,6 & 7 J-1 to J-10 M-5	Rs.4,200, Rs.4,600 and Rs.4,800
10	II	G-7 to G-12	Rs.1,900, Rs.2,000, Rs.2,400 and Rs.2,800

Submitted for kind consideration and approval please.

Sd/-
(P.L. Dahra)
Senior Manger

Sd/- (23.06.2009)
Manager(Finance)

June 23, 2009

Sd/- (25.06.2009)
Director

NATIONAL INSTITUTE OF IMMUNOLOGY

No. Admn.(GA)/3.4.0

June 26, 2009

OFFICE MEMORANDUM

Consequent upon adoption of the revised pay-scales, as notified by the Ministry of Finance, Department of Expenditure, vide its OM No. 7/23/2008-E.III(A) dated the 30th September, 2008 for autonomous organizations by the Institute on approval by its Governing Body at its 57th Meeting held on 3rd October, 2008 the column "Eligibility" under Rule 4 - Classification of Residences - of the Rules for Allotment of Residences, 1985 as amended from time to time, of the Institute stands substituted by Grade Pay as mentioned against each, as under, on the similar lines as notified by the Directorate of Estates vide Notification No. F. No. 12035/1/98-Policy-II dated 3.2.2009.

Sl. No.	Type of acc. as per NII Rules	Flat/House No.	Eligibility(Grade Pay)
1	VIII-A	Director's Residence	Director
2	VIII	P-1	Professorial Level
3	VII	H-1 to H-8 L-1	Rs.7,600, Rs.8,700, Rs.8,900, Rs.10,000 and Rs.12,000
4	VI Spl.	L-2 and L-4	Rs. 6,600
5	VI	A-1 to A-12 M-1 to M-3	Rs. 6,600
6	V	B-1 to B-8 F-1,2,5 & 6	Rs.5,400 and Rs.6,600
7	IV Spl.	L-3 and L-5 M-4	Rs.4,600 and Rs.4,800
9	III	G-1 to G-6 H-9 to H-16 F-3,4,7,8 to 12 I-1,3,4,6 & 7 J-1 to J-10 M-5	Rs.4,200, Rs.4,600 and Rs.4,800
10	II	G-7 to G-12	Rs.1,900, Rs.2,000, Rs.2,400 and Rs.2,800

This issues with the approval of the Competent Authority.

Sd/-

(P.L. Dahra)
Senior Manager

Distribution

1. All Divisional Heads/Labs. In charges
2. Manager(Finance)
3. Director's Secretariat
4. Notice Board(s)

NATIONAL INSTITUTE OF IMMUNOLOGY

No. Admn.(GA)/3.4.2

August 10, 2011

CORRIGENDUM

In Office Memorandum No.Admn.(GA)/3.4.0/2101 dated June 26, 2009 regarding amendment to Rules for Allotment of Residences, 1985 of NII by substituting the "Eligibility" by Grade Pay under Rule 4 - Classification of Residences, after Sl. No. 7 and before S.No.9, the following may be inserted:

Sl. No.	Type of Acc. as per NII Rules	Flat/House No.	Eligibility (Grade Pay)
8.	IV	G-1 to G-6	Rs.4,600 and Rs.4,800

Further, Flat Nos.G-1 to G-6 shown against Sl. No. 9 under Type-III may be treated as deleted.

This issues with the approval of the Competent Authority.

Sd/-
(J.A. Vaidyanathan)
Senior Manager

Distribution

1. All Divisional Heads/Labs. In-charges
2. Manager (A&E)
3. Director's Sectt.
4. Notice Board(s)

NATIONAL INSTITUTE OF IMMUNOLOGY

Rules for Allotment of Residences, 1985

Rule 1. Application and Commencement

These rules may be called the National Institute of Immunology Rules for Allotment of Residences, 1985.

These rules shall apply to the allotment of residences mentioned in Rule 4 of these rules.

Rule 2. Definitions

In these rules unless there is anything repugnant in the subject or context.

- a) Allotment Year means a year beginning on the first January.
- b) 'Pay' for the purpose of these rules includes pay, special pay, deputation allowance, non-practicing allowance, pension and pension equivalent of gratuity and personal pay, etc., as defined under F.R. 9(21).
- c) Members of the Research and Academic Staff means an employee of the Institute holding the post of Scientist(s) of different designations engaged in research work, Professor (includes Professor Emeritus, Associate and Assistant), Research Associates, Research Fellows (Senior/ Junior).
- d) 'Essential Staff' means such staff as is required to reside in the Institute campus and to be available on call duty at all hours. For this purpose, the following categories of following categories of employees are classified as 'essential'(Ref: 25th FC)
 - 1. All core Scientific Staff,
 - 2. Eight essential technical, administrative and support staff as may be decided by the Director from time to time, limited to Eighteen (18) residences.
 - 3. Residences to be kept and allotted at the discretion of the Director. The Director at his discretion may allot these residences as transit residence to visiting/temporary staff or other category staff who may be required at the Institute and their presence in the campus is in the interest of the Institute;
 - 4. Project Scientific Staff – limited to seven (7) residences to be allotted on seniority as Project Staff;

5. Married Research Scholar – limited to seven (7) residences including single room with kitchen flats;
6. Research associate/Pool officers/visiting Scientists – limited to (7) residences;
7. Unmarried/Single female scientific/technical staff – limited to ten (10) dormitory type accommodation on sharing basis;
8. Unmarried/Single male Scientific/Technical Staff – limited to five (5) dormitory type sharing accommodation.
9. Other Essential category staff – as may be decided by the Director from time to time whose presence in the campus is in the interest of the Institute.

Note: If considered necessary, The Director at his discretion may add or delete any category of staff listed above.

- e) 'Family' means wife or husband as the case may be and children, step children legally adopted children, parents, brothers or sisters as ordinarily reside with and are wholly dependent on the employee.

f) Priority Date

Priority date in respect of staff entitled to VI Type, V & IV Type, III Type and II Type (22nd GB/FC-21.9.91) quarters shall be reckoned from the date from which the staff member has been continuously in service of the Institute. The Director, Nil hereafter referred as the 'Director' at his discretion may reserve a few quarters in each category to be allotted 'out of turn' to such employees for whom the Institute has committed to allot accommodation as a precondition for their joining the Institute such quarters can be temporarily allotted to both 'essential' and non-essential staff and for this purpose a separate roster shall be maintained of the staff who apply for allotment of such temporary accommodation. The entitlement of an officer for a particular type of quarter shall be considered on the basis of the emoluments drawn by him/her on the first day of the allotment year. Where more than one person joins on the same date in the same scale their priority will be determined by their seniority on the next lower grade at the Institute. In respect of those joining the Institute as new entrants from outside, they will have lower priority over those who have been serving in the Institute if date of joining in two cases is same, except in cases where such new entrants qualify for 'out of turn' allotment as provided earlier.

Provided that if two or more employees have the same priority date, priority amongst them shall be determined by the amount of pay, as defined under FR(21), an employee in respect of higher pay taking precedence over an employee in receipt of lower pay and where pay is equal, by length of service. Provided further that the priority date in the case of 'essential staff' shall count

from the date of continuous officiation in the particular post from the date which the particular post is declared as 'essential'.

Priority date for change of Residence

Priority date for the purpose of change of residences shall be the date on which an employee makes a formal application for change of residences, irrespective of the date of occupation of that type of residences. Persons refusing a change will be debarred for one year. The person who has been debarred can request the office to place his name on the top after one year.

- g) 'Subletting' includes unauthorized sharing of accommodation by an allottee with any other person with or without payment of any consideration.
- h) 'Allotment' means the grant of a licence to an employee to occupy a residence in accordance with the provisions of these rules.
- i) 'Emoluments' means the emoluments as defined in FR 45-C.
- j) 'Emoluments' means the sum of money payable monthly in accordance with the provisions of the Fundamental Rules in respect of a residence allotted under these rules.
- k) Campus for the purpose of these rules shall be deemed to mean the following:-
 - i) N.I.I. residences in J.N.U. Campus for the present.
 - ii) Any other area where residences are built by NII in future.

Rule 3. Power to make allotment

The allotment of residence shall be made by the Director, NII hereinafter referred to as the 'Director' or an 'Accommodation Committee' duly constituted by him for this purpose.

Rule 4. Classification of Residences

- a. The entitlement of allotment for different categories of houses:-

Type of Accommodation as per NII Rules	Living Area (m ²)	Details of Accommodation	House No./Block No.	Eligibility	Comparable Type as per GOI (with living area)
VIII A	181.50	3 Bed Room, 1 Study D/D Room with servant block & Garage	Director's Residence	Director	VI B/E2 (>159.5m ²)
VIII	180.67	-DO-	P-1 (NTH)	Professorial	VI B/E2

VII	138.94 140.65	3 Bed Room, 1 Study D/D Room	H-1 to 8 and L-1	Level Rs.7,600, Rs.8,700, Rs.8,900, Rs.10,000, and Rs.12,000	(>159.5m ²) VB/E(>106m ²)
VI SPL	98.34	2 Bed Room, D/D	L-2 & 4	Rs.6,600	VA/E (upto 186m ²)
VI	83-91	3 Bed Room, D/D	A-1 to 12 and M-1 to 3	Rs.6,600	IV/Spl D V A/E
V	60.5- 69	2 Bed Room, D/D	B-1 to 8 and F-1,2,5&6	Rs.5,400 and Rs.6,600	IV D (59.75)
IV SPL	55.5- 58.7	1 Bed Room, D/D	L-3,5 and M-4	Rs.4,600 & Rs.4,800	III C (56.55)
IV	53.35	2 Bed Room, D/D	G-1 to 6	Rs.4,600 &Rs.4,800	III C (34.5.55)
III	48.4- 52.2	1 Bed Room, D/D	H-9 to 16 F-3,4,7,8 to 12 I-1,3,4,6,7 J-1 to 10 M-5	Rs.4,200, Rs.4,600, and Rs.4,800	III C (34.5-55)
II	42.19	1 Bed Room, D/D	G-7 to 12	Rs.1,900, Rs.2,000, Rs.2,400 & Rs.2,800	II B (41.50)
I (SPL)	30.34. 5	1 Room (living) with kitchen	I-9 to 11	Reserved for Married Scholars	
Transit	140.65	3 Independent Rooms with attached Toilet one Common Kitchen & one common dining Room	L-1	Reserved for single/unmarrie d women staff on double occupancy per room.	
Hostel Rooms	21	One room with attached toilet with common kitchen, Dining room recreation room, etc.	B-9 to 14, I-2,5,8 K-1 to 12 RSH-3 to 6 101-104, 201 to 215 301,304,305,308, 56 nos.	Research Scholars 11- 8(41-50)	Reserved for Research Scholars
I	30	One Room with Kitchen, Common Toilet, Common Lobby.	B-01 to 02	Essential Staff	Rent Free accommodation for Attendant, Lab, Essential Staff, Electrician etc.

Provided that if a residence of the entitled type is not available, staff members may be allotted quarters of the next lower type as and when available and he will have precedence over all others on the waiting list for that particular type of accommodation.

- i) Research Scholars will be allotted either single room with attached WC/bath or on sharing basis.
- ii) House Keeper of Scholar's Home will be provided with a single or double room accommodation, depending on the family status.
- iii) Few Single Room Units and Double Room Units in the Scholar's Hostel may be allotted to staff members who apply for it. Allotment of rooms will be at the discretion of the Director on the basis of the following general principles subject to availability of accommodation in the hostel.

Other things being equal, preference will be given to

- i) Scientific Staff (Officers)
- ii) Essential Technical/ Maintenance Staff (Officers)

Single Room with Attached Bath/WC

Bachelor Officers

Double Room with Kitchenette, Bath/WC

Bachelor Officers, Married Officers without any issue. Officers who are allotted accommodation hostel other than Research Scholars and House Keeper will be eligible to apply for accommodation of their entitlement as per Rule 4(a).

Rule 5. Application for allotment of Residences, etc. :

- i) Every employee who desires to have an allotment made or change under these rules, shall submit an application in the prescribed form which shall be duly acknowledged.
- ii) The residences shall be allotted as and when they become available for allotment in accordance with the priority lists maintained for that category.
- iii) An employee whose wife or husband, as the case may be, has already been allotted any residence by the Institute, the Government, the Local Administration Body, etc. will not be eligible for grant of house rent allowance.
- iv) A person working on a Research Scheme or Enquiry approved by the Institute may be allotted a residence from the Institute's Residential Pool at New Delhi, but priority date for the purpose of this rule shall count with the employees of the Institute, who are not included in the 'Essential' categories lists.

- v) No employee shall be allowed a change of residence within same category more than once. An employee who fails to accept the change of residence offered to him within 5 days of such an offer shall render himself ineligible to such a concession within the type of residence already allotted to him/her.

The Director may, however permit a change of residence within same type of residence in case of death in that residence of the employee's husband/wife/any family member residing with him/her provided such a request is made within a period of three months of its occurrence. When an employee is offered a change and he/she accepts it, he/she may be permitted to retain the former residence without payment of licence fee for that day and the subsequent day for shifting.

Rule 6. Maintenance of Priority Lists for purposes of Allotment

- i. The following priority lists shall be maintained
 - a) Allotment of residences
 - b) Change of residences.
- ii. The priority dates for these lists shall be as defined in rule 2(F).
- iii. Separate priority lists shall be maintained for each type of residences in respect of essential and non-essential categories of staff.

Rule 7. Allotment of Residences

- i) No employee shall be allotted a residence under these rules, if the wife or the husband, as the case may be as an employee has already been allotted a residence, unless such residence is surrendered.

Provided that this sub-rule shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any Court.

- ii) Where two employees in occupation of separate residences allotted under these rules marry each other they shall, within one month of their marriage, surrender one of the residences.
- iii) If a residence is not surrendered as required by sub-rule (ii) above, the allotment of the residences of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residences are of the same type, the allotment of one of them as

may be decided shall be deemed to have been cancelled on the expiry of such period.

- iv) Where both husband and wife are employed in the Institute the entitlement of either of them to the allotment of a residence under these rules shall be considered.
- v) An employee to whom a residence has been allotted shall be required, both when he/she enters into occupation of the residences and also when he/she vacates it, to sign an inventory of the fittings and fixtures. He/she will be responsible for the proper maintenance and security of fittings and fixtures and liable to pay for shortfalls other than normal wear and tear.

Rule 8. Non-acceptance of Allotment of residences

- i) If an employee fails to accept the allotment of a residence under these rules, within five days after the date of allotment or fails to take possession of that residence within seven days after the date of allotment he/she shall not be eligible for another allotment and his/her name will be placed at the bottom of the list for the allotment of quarters.
- ii) A period of 5 days will be given for accepting the offer of allotment/change of a quarter and 7 days in all (i.e., including 5 days period acceptance) for occupying the quarter so allotted/offered in change in case the acceptance of the allotment/change is not received within a period of 5 days from the date of issue of such letter, the offer so made will be deemed/stand cancelled, the acceptance will have to be submitted to the General Administration Section against a proper acknowledgement. Also if the quarter so allotted/offered in change is not occupied within 7 days from the date of issue of the allotment/offer of change letter, the quarter will be deemed to have been cancelled in favour of the allottee and his name will be placed at the bottom of the list for the same type of quarter.

Rule 9. Non acceptance of Allotment of Residences

- a) Allotment shall be effective from the date on which it is accepted by an employee concerned and shall continue in force until:

- i) It is cancelled by the Director, or is deemed to be cancelled under these rules, or
 - ii) In case of voluntary surrender of quarter by scientific staff/faculty members and other categories of staff and if they again desire to have Institute accommodation, they will be placed at the bottom of the list from the date of application, or
 - iii) The employee concerned ceases to occupy the residence, or
 - iv) The expiry of the concessional period permissible under rule 11(c)
- b) An employee may, at any time, surrender a residence, allotted to him/her making an application to the Director, at least 10 days in advance of the proposed date for surrender of the residence. If he/she fails to give due notice, he/she shall be responsible for payment of licence fee for ten days or the number of days which the notice given by him/her falls short of ten days. He/she will, however be eligible for fresh allotment on his/her making a fresh application not earlier than 6 months from the date of vacation of the residence, Provided that an employee belonging to an essential category, is defined under rule 2(d) shall be required to take approval of the Director before surrendering the residence allotted to him/her.
- c) A residence allotted to an employee may be retained in any of the events specified in column 1 of the table below for the period specified in the corresponding entry in column 2 thereof, provide that the residence is required for the bonafide use of the allottee and his family.

Sl. NO.	Events	Permissible period of retention of the residence
i.	Resignation, dismissal or removal or, termination of service, or unauthorized absence without permission.	1 month
ii	Retirement or terminal leave.	2 months on normal licence fee, and another 2 months on double the normal licence fee. On medical/educational grounds:- Further retention 2 months on four times the normal licence fee. Subsequent 2 months on six times the normal licence fee.
iii	Transfer to a place outside Delhi	2 months
iv	On reversion to parent department	2 months

v	On proceeding on foreign service in India	2 months
vi	Temporary transfer to place in or outside India	4 months
vii	Death of an allottee	2 years if the deceased or his/her dependent does not own a house at the last station.
viii	Leave (other than leave preparatory to retirement, refused leave, terminal leave, medical leave or study leave)	For the period of leave but not exceeding 4 months
ix	Leave preparatory to retirement or refused leave granted under F.R. 86.	For full period of leave on full average pay subject to a max. of 4 months inclusive of the period permissible in the case of retirement.
x	Leave on medical grounds in respect of illness certified as incurable by Senior Medical Board.	For full period of leave.
xi	On proceeding on training/other assignment permitted by the Institute	For full period of training/assignment provided that period does not exceed 6 months.

Explanation:

1. The period permissible on transfer as mentioned against item (iii), (iv), (v) & (vi) shall count from the date of relinquishing charge plus the period of leave, if any, sanctioned to and availed by the employee before joining duty at the new office.
2. Where a residence is retained under this rule the allotment shall be deemed to be cancelled on the expiry of the admissible/concessional period.
3. An employee who has retained the residence by virtue of the concession under item (i) or (ii) of the above table shall, on re-employment in the Institute within the period specified in the said table be entitled to retain that residence and he/she shall also be eligible for any further allotment of residence under these rules. Provided that if the emoluments of any employee on re-employment do not entitle him/her to the type of residence occupied by him/her, he/she will be allotted lower type of residence.

Rule 10. Sharing of Residence:

- i) No employee shall sublet a residence/garage allotted to him/her or any portion thereof, except with the prior permission of the Director.

The residences, servant quarters, out-houses, garages etc. should be used only for the bonafide purposes of the allottee.

- ii) Permission to share accommodation in a residence allotted by the Institute may be granted to Institute employees entitled to accommodation under these rules. The allottee will, however be responsible for any licence fee etc., payable in respect of the residence and for any damage caused to the residence or its premises or grounds or services provided therein beyond fair wear and tear.
- iii) If any employee sublets a residence allotted to him/her or shares any portion thereof or any of its out-houses, without the permission of the Director. The Director may, without prejudice to any other action that may be taken against him, charge him licence fee equal to market rate for the period of such unauthorized sharing or subletting.

Rule 11. Licence Fee

- i) The standard licence fees of each type of residence under F.R. 45-A F.R. 45-B and the market rent shall be as per rates shown below or as may be determined by the Director from time to time. Such licence fees shall be subject to quinquennial/periodical revision taking into account all additions/alterations in the residence etc., concerned. The licence fees may also be pooled.

Sl. No.	Type Of Residence	Monthly standard Licence fee under FR-45-A*	Monthly standard Licence fee under FR-45-B*	Proposed Pooled Panel Licence Fee
1	Director's Bungalow (1 No.)			
2	A Type (12 Nos.)			
3	F I Type (4 Nos)			
4	F II Type (8 Nos)			
5	G Type (6 Nos)			
6	H Type (6 Nos)			
7	Hostel (RSH) 2 room sets (6 Nos) Single Room (28 Nos)			
8	Servants Quarters			

*The Licence Fee is subject to the periodical change as per the Government of India's instructions and the above columns will be filled up as soon as the total expenditure of the construction work is available and duly vetted by the Audit.

- ii) Licence fee recoverable from an employee allotted a residence shall be monthly licence fee under F.R. 45-A as indicated above or 10% of his emoluments as defined under F.R. 45-C whichever is less. However, in the case of pooled garages which do not form part of the main residence, licence fee shall be recovered in addition to the Licence fee for the particular residence.
- iii) When an employee in occupation of a lower type of residence is allotted a higher type of accommodation desires to retain the Lower type of accommodation, he/she be charged for the higher type of accommodation provided the Institute is not put to any financial disadvantage or less.

An allottee who refuses the entitle type of accommodation, be debarred for further allotment and his name will be placed at the bottom of the list for the allotment of entitled type of accommodation.

- iv) When an employee to whom a residence has been allotted is temporary employee; he/she shall execute a surety bond in the form prescribed in this behalf with a surety bond who shall be permanent Institute employee for due payment of all licence fee and other charges due from him/her in respect of each residence and services and any other residence provided in lieu thereof.
- v) If the surety to the surety bond dies, retires or resigns or resigns from service become insolvent or ceases to be available for any reason, the allottee shall furnish another surety to the surety bond within ten days from the day of death, retirement, resignation, insolvency or non-availability of the former surety and if he/she failed to do so, the allotment of the residence to him/her shall, unless otherwise decided be deemed to have been cancelled.
- vi) Where after the allotment has been cancelled or is deemed to be cancelled under any of these rules, the residence or the garage (where separately allotted) remains or has remained in occupation the employee to whom it was allotted or of any person claiming through him/her, such employee shall be liable to pay damages for use and occupation of the residence, services, furniture and garden equal to the standard licence fee under F.R. 45-B as indicated in sub-rule(i) above for the first 60 days of the unauthorized occupation and thereafter the market rent.

- vii) The liability of licence fee shall commence from the date of occupation of the residence or from the eighth day after the date of allotment of the residence. An employee to whom a residence has been allotted shall be personally responsible for the licence fee thereto or to the furniture, fixtures or fittings or services provided therein during the period for which the residence has been and remains allotted to him/her or where the allotment has been cancelled under any of the provisions of these rules, until the residence along with the out-houses etc., attached thereto have been vacated and full vacant possession thereof has been restored to the Institute.

An employee who after acceptance, fails to take possession of that residence within seven days from the date of receipt of the allotment letter, shall be charged licence fee for a period of fifteen days.

- viii) Licence fee recoverable from an employee working in the Research Scheme/Enquiry and allotted residential accommodation under these rule shall be monthly licence fee under F.R. 45-A or 10% of his emoluments as defined under F.R 45-C whichever is less, but the difference between the licence fee under FR 45-B and that being recovered will be debited against the funds of the Scheme/Enquiry concerned.

Rule 12. Consequences or Breach of Rules and Conditions

- a) If an employee to whom a residence has been allotted commits any breach of the rules or of the terms and conditions of the allotment under these rules or uses the residence or premises, or permits the residence or premises to be used for any purpose which is considered to improper or which does not conform to the bye-laws of the local civil authority, or conducts himself in manner which is prejudicial to the maintenance or the harmonious relations with his/her neighbours, or if it is found that an employee has knowingly furnished incorrect information in any application or written statement with a view to securing an allotment, The Director may without prejudice to any other disciplinary action that may be taken against him/her (i) cancel the allotment of that residence to him/her; (ii) or declare him/her to be eligible for allotment of a residence for specified period. Provided that where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with the neighbours an employee any be allotted another residence with neighbours an

employee any be allotted another residence of the entitled type at any other place.

- b) For the purpose of this rule, improper use shall include
- i) Subletting the residence/garage,
 - ii) Erecting unauthorized structure/fencing etc. in and around the residence.
 - iii) Charging of licence fee from the sharer in excess of that permitted by the competent authority.
 - iv) Using the residence or garage or a portion thereof for purposes other than those for which they are meant.
 - v) Unauthorized extension from or tempering with electric and water connections.
 - vi) Keeping of animals in contravention of the bye-laws of the local Civil Authorities; and
 - vii) Growing of any trees, shrubs or plants contrary to instructions of any officer of the Institute, duly authorised.

Note:

Trees, plantation or vegetation grown in and keeping of unlicensed animals, etc., kept in contravention of these rules may be caused to be removed by officers duly authorized in this behalf at the risk and cost of the allottee.

- c) Employee falling under essential category as defined in rules 2 (d) and provided with a residence should ensure that they are available on call duty round the clock to attend to any emergency. In case of default the residence allotted to them may be cancelled at the discretion of the Director.

Rule 13. Interpretation of Rules

If any question arises as to interpretation of these rules, the decision of the Director shall be final and binding and will report to the next meeting of the Governing Body.

Rule 14. Relaxation of Rules

The Director may, for reasons to be recorded in writing, relax all or any of the provisions of these rules in the case of any employee, or residence or class of employee or residences.

LIST OF STAFF HOUSING AND HOSTEL ACCOMODATION

Sl. No.	Type of Accommodation	Living Area	Licence Fee	Remarks
1	Director's Bungalow	181.50 Sq.mts	Rs. 395/-+15/-+8/- =418/-	Type VI-B E-2
2	Director's Residence	190.67 Sq.mts	Rs. 395/-+15/-+8/- =418/-	Type VI-B E-2
3	H-Type G.F. 1,2,3,4,5,6,7,8 S.F. 9,10,11,12,13,14,15 &16	138.94 Sq. mts 52.14 Sq.mts	Rs. 270/- Rs. 110/-	Type V-B E Type III C
4	A-Type G.F. : 1,2,4,5,7,8,10 & 11 S.F. : 3,6,9 & 12	90.18 Sq.mts 87.50 Sq.mts	Rs. 190/- Rs. 190/-	Type IV 'Spi' 'D' -do-
5	F Type F 1,2,5 & 6 F 3,4,7,8,9,10,11 & 12	60.73 Sq.mts 51.30 Sq.mts	Rs. 150/- Rs. 110/-	Type IV 'D' Type III 'C'
6	GType G.F. 1,2,3,4,5 & 6 F.F. 7,8,9,10,11 & 12	53.35 Sq.mts 42.19 Sq.mts	Rs. 110/- Rs. 100/-	-do- Type II 'B'
7	B Type G.F. 1,2,3 & 4 F.F. 5,6,7 & 8 S.F. 9 & 16 (Double Room) S.F. 10,11,12,13,17,18,19 & 20 (Single Room) T.F. 15 & 22 (Double Room) T.F. 14 & 21 (Single Room)	68.53 Sq.mts 62.32 Sq.mts 32.19 Sq.mts 18.51 to 23.50m 27.82 Sq.mts 19.41 Sq.mts	Rs. 150/- Rs. 150/- Rs. 120/- Rs. 85/- Rs. 120/- Rs. 85/-	Type IV 'D' -do- Hostel Hostel Hostel Hostel
8	I Type B.F. 1 G.F. 3 & 4 G.F. 5 (Single Room without Kitchen) B.F. 2 (Single Room without Kitchen) F.F. 6 & 7 F.F. 8 (Single Room without Kitchen) S.F. 9,10 & 11 (Single Room with Kitchen)	48.44 Sq.mts 48.63 Sq.mts 21.36 Sq.mts 24.88 Sq.mts 49.87 Sq.mts 21.36 Sq.mts 29.00 to 34.47m	Rs. 110/- Rs. 110/- Rs. 85/- Rs. 85/- Rs. 110/- Rs. 85/- Rs. 80/-	Types III 'C' -do- Hostel Hostel Type III 'C' Hostel Type II 'B'
9	J Type B.F. 1 G.F. 2 G.F. 3 & 4 F.F. 5 F.F. 6 F.F. 7 S.F. 8 & 9 S.F. 10	50.92 Sq.mts 49.64 Sq.mts 51.29 Sq.mts 52.00 Sq.mts 51.61 Sq.mts 51.46 Sq.mts 50.56 Sq.mts 51.03 Sq.mts	Rs. 110/- Rs. 110/- Rs. 110/- Rs. 110/- Rs. 110/- Rs. 110/- Rs. 110/- Rs. 110/-	Type III 'C' Type III 'C' Type III 'C' Type III 'C' Type III 'C' Type III 'C' Type III 'C' Type III 'C'
10	K Type Room No. 1,2,3,4,5,6,7,8,9,10,11 & 12 (Single Room without Kitchen)	20.35 to 21.01 Sq.mts	Rs. 85/-	Hostel
11	L Type G.F., F.F., & S.F. -1 (Triplex) G.F. & F.F. - 2 & 4 (Duplex) S.F.-3 & 5	140.65 Sq.mts 96.34 Sq.mts 55.51 Sq.mts	Rs. 270/- Rs. 230/- Rs. 135/-	Type V- 'B' Type V- 'A' Type III 'C'
12	M Type B.F. 1	88.36 Sq.mts	Rs. 190/-	Type IV 'Spi' 'D'

	G.F. 2 G.F. 4 F.F. 3 F.F. 5	83.07 Sq.mts 58.70 sq.mts 81.25 Sq.mts 55.06 Sq.mts	Rs.190/- Rs.135/- Rs.190/- Rs.110/-	-do- Type III 'C' Type IV Spl 'C' Type III 'C'
13	Research Scholar Hostel (RSH) Lower Ground Floor:- Room No. 001 (Single Room without toilet) Room No. 002 (One Hall) Room No. 003 (Single Room without Kitchen) Room No. 004 (Single Room without Kitchen) Room No. 005 (Single Room without Kitchen) Room No. 006 (Single Room without Kitchen) Ground Floor:- Room No. 101 (Single Room without Kitchen) Room No. 102 (Single Room without Kitchen) Room No. 103 (Single Room without Kitchen) Room No. 104 (Single Room without Kitchen) Room No. 105 (Double Room) Room No. 106 (Double Room) Room No. 107 (Double Room) Room No. 108 (Single Room without Toilet) Room No. 109 Room No. 110 (One Hall) Room No. 111 (One Hall) Room No. 112 (One Hall) First Floor:- Room No.201,202,203,204,205, 206, 207, 208, 209, 210, 211, 212, 213, 214& 215 (Single Room without Kitchen) Second Floor:- Room No.301 (Single Room without Kitchen) Room No.302 & 303 (Double Room) Room No.304 & 305 (Single Room without Kitchen) Room No.306 & 307 (Double Room) Room No.308 (Single Room without Kitchen) Third Floor:- Room No.401,402,403 & 404 (Double Room)	Guest House Office T.V. Room Guest House Civil Maintenance Office Estate store AE(C) & AE(E), Office Mess Mess TV Room Guest House Guest House	Rs.85/- Rs.85/- Rs.85/- Rs.85/- Rs.85/- Rs.85/- Rs.85/- Rs.85/- Rs.120/- Rs.85/- Rs.85/- Rs.85/- Rs.85/-	Hostel Hostel Hostel Hostel Hotel Hotel Hotel Hotel Hotel Hostel Hostel Hostel Hostel

ACCOMODATION DETAILS

I-BLOCK:

1.	Unit No. 1, Basement Floor	One Drawing/Dining room, one Bed room, one toilet & one kitchen
2.	Unit No. 2, Basement Floor	One bed room & one toilet
3.	Unit No. 3, Ground Floor	One Drawing/Dining Room, one Bed room, one toilet, one kitchen & a court yard.
4.	Unit No. 4, Ground Floor	One Drawing/Dining room, one Bed room, one toilet, one kitchen & a court yard.
5.	Unit No. 5, Ground Floor	One bed room, one toilet & a balcony.

6.	Unit No. 6, First Floor	One Drawing/Dining room, one bed room, one toilet, one kitchen, one balcony & a court yard.
7.	Unit No. 7, First Floor	-Same-
8.	Unit No. 8, First Floor	One bed room, one toilet & one small balcony.
9.	Unit No. 9, Second Floor	One bed room, one toilet, one kitchen, one small balcony & one court yard.
10.	Unit No. 10, Second Floor	-Same-
11.	Unit No. 11, Second Floor	One bed room, one toilet, one kitchen, one small balcony & one court yard.

J-BLOCK:

1.	Unit No. 1, Basement Floor	One drawing/dining room, one bed room, one kitchen & one toilet.
2.	Unit No. 2, Ground Floor	One drawing/dining room, one bed room, one toilet & one kitchen.
3.	Unit No. 3, Ground Floor	One Drawing/dining room, one bed room, one toilet, one kitchen & one court yard.
4.	Unit No. 4, Ground Floor	-Same-
5.	Unit No. 5, First Floor	One Drawing/dining room, one bed room, one toilet, one kitchen, one small balcony & one court yard.
6.	Unit No. 6, First Floor	-Same-
7.	Unit No. 7, First Floor	-Same-
8.	Unit No. 8, Second Floor	-Same-
9.	Unit No. 9, Second Floor	-Same-
10.	Unit No.10, Second Floor	-Same-

K-BLOCK:

1.	Room No. 1, Ground Floor	One bed room & one toilet.
2.	Room No. 2, Ground Floor	-Same-
3.	Room No. 3, First Floor	One bed room, one toilet & one small balcony.
4.	Room No. 4, First Floor	-Same-
5.	Room No. 5, First Floor	One bed room & one toilet.
6.	Room No. 6, First Floor	One bed room & one toilet.
7.	Room No. 7, First Floor	One bed room, one toilet & one small balcony.
8.	Room No. 8, First Floor	-Same-
9.	Room No. 9, Second Floor	One bed room & one toilet.

10.	Room No. 10, Second Floor	-Same-
11.	Room No. 11, Second Floor	-Same-
12.	Room No. 12, Second Floor	-Same-

L-BLOCK:

1.	Unit No. 1, Ground Floor First Floor Second Floor	One living room, one toilet & one kitchen & a courtyard. Two bed rooms & two toilets. One bed room, one toilet & a court yard.
2.	Unit No. 2, Ground Floor First Floor	One living room, one kitchen, One toilet & a courtyard. Two bed rooms, two toilets & a court yard.
3.	Unit No. 3 Second Floor	One living room, one bed room, one kitchen, one toilet & a court yard.
4.	Unit No. 4	(Same as Unit No. 2)
5.	Unit No. 5	(Same as Unit No. 3)

M-BLOCK:

1.	Unit No. 1, Basement Floor	One living room, two bed rooms, two toilets, one kitchen & a court yard.
2.	Unit No. 2, Ground Floor	-Same-
3.	Unit No. 3, First Floor	One living room, two bed rooms, two balconies, one kitchen, one bathroom, one w.c. room, and a court yard.
4.	Unit No. 4, Ground Floor	One living room, one bed room, two toilets, one sharing kitchen & a court yard.
5.	Unit No. 5, First Floor	One living room, one bed room, one toilet, one kitchen, one balcony & a court yard.

LIST OF STAFF HOUSING AND HOSTEL ACCOMMODATION

Type of accommodation	Living Area	Licence Fee	Remarks
Director's Bungalow	181.50 Sq.mts	Rs.395/- +15/- +8/-=Rs.418/-	Type VI-B E-2
Director's Residence	190.67 Sq.mts	Rs.395/- +15/- + 18/- =Rs.418/-	Type VI-B E-2
H-Type G.F.1,2,3,4,5,6,7 & 8	138.94Sq.mts	Rs.270/-	Type V-B E
H-Type S.F.9,10,11,12,13,14,15 & 16	52.14Sq.mts	Rs.110/-	Type III C
A-Type G.F.1,2,4,5,7,8,10 & 11	90.18Sq.mts	Rs.190/-	Type IV Spl 'D'
S.F.3,6,9 & 12	67.50Sq.mts	Rs.190/-	-do-

F Type GF. 1,2,5 & 6 SF. 3,4,7,8,9,10,11 & 12	60.73Sq.mts 51.30Sq.mts	Rs.150/- Rs.110/-	Type IV 'D' Type III 'C'
C Type G.F. 1,2,3,4,5 & 6 F.F. 7,8,9,10,11 & 12	53.35Sq.mts 42.19Sq.mts	Rs.110/- Rs.100/-	-do- Type II 'B'
B. Type G.F. 1,2,3 & 4 F.F. 5,6,7 & 8 S.F. 9& 16 (Double Room) S.F. 10,11,12,13,17,18,19 & 20 (Single Room) T.F. 15& 22 (Double Room) T.F. 14 & 21 (Single Room)	68.53Sq.mts 62.32Sq.mts 32.19Sq.mts 18.51to 23.50Sq.mts 27.82Sq.mts 19.41Sq.mts	Rs.150/- Rs.150/- Rs.120/- Rs.85/- Rs.120/- Rs.85/-	Type IV 'D' -do- Hostel Hostel Hostel Hostel
I-Type B.F. 1 G.F. 3 & 4 G.F. 5(Single room without kitchen) B.F. 2(-do-) F.F. 6 & 7 S.F. 8 (Single room without kitchen) S.F. 9,10 & 11(Single room with kitchen)	43.44Sq.mts 48.63Sq.mts 21.36Sq.mts 24.88Sq.mts 49.87Sq.mts 31.36Sq.mts 29.00to 34.47Sq.mts	Rs.110/- Rs.110/- Rs.85/- Rs.85/- Rs.110/- Rs.85/- Rs.80/-	Type III 'C' -do- Hostel Hostel Type III 'C' Hostel Type II 'B'

J Type B.F.-1 S.F. 2 G.F. 3 & 4 F.F.5 F.F. 6 F.F. 7 S.F. 8 & 9 S.F.10	50.92 Sq. mtr 49.84 Sq. mtr 51.29 Sq. mtr 52.00 Sq. mtr 51.81 Sq. mtr 51.46 Sq. mtr 50.56 Sq. mtr 51.03 Sq. mtr	Rs.110/- Rs.110/- Rs.110/- Rs.110/- Rs.110/- Rs.110/- Rs.110/- Rs.110/-	Type III C
K Type Room No. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 & 12(Single room without Kitchen)	20.35 to 21.01 Sq. mtr	Rs.85/-	Hostel
L Type G.F., F.F., & S.F.-1 (Triplex) GF & F.F.- 2 & 4 (Duplex) F.- 3 & 5	140.65 Sq. mtr 98.34 Sq. mtr 55.51 Sq. mtr	Rs.270/- Rs.230/- Rs.135/-	Type V-B Type V-B Type III-C
M Type B.F.-1 G.F.-2 G.F.-4 F.F.-3 F.F.-5	88.32 Sq. mtr 83.07 Sq. mtr 58.70 Sq. mtr 81.25 Sq. mtr 55.06 Sq. mtr	Rs.190/- Rs.190/- Rs.135/- Rs.180/- Rs.110/-	Type IV Spl "D" -do- Type III 'C' Type IV Spl 'C' Type III 'C'
Research Scholar Hostel Ground Floor:- Room No. 001 (Single room without toilet) Room No. 002 (One Hall) Room No. 003 (Single room without Kitchen) Room No. 004 -do- Room No. 005 -do- Room No. 006 -do- First Floor: Room No.101 -do- Room No.102 -do- Room No.103 -do- Room No.104 -do- Room No.105 (Double room) Room No.106 -do- Room No.107 -do- Room No.108(Single room without toilet) Room No.109 -do- Room No.110 (One Hall) Room No.111 (One Hall) Room No.112 -do-	Guest House Office T.V. Room Guest House Civil Maintenance Office Estate Store AE(C) & AE(E), Office Mess Mess T.V. Room	 Rs.85/- Rs.85/- Rs.85/- Rs.85/- Rs.85/- Rs.85/- Rs.85/- Rs.85/- Rs.120/-	 Hostel Hostel Hostel Hostel Hostel Hostel Hostel Hostel Hostel

First Floor : Room No. 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214 and 215 (Single Room without kitchen)		Rs.85/-	Hostel
Second Floor: Room No. 301 (Single room without kitchen) Room No. 302 & 303 (Double room) Room No.304 & 305 (Single room without kitchen) Room No.306 & 307 (Double room) Room No.308 (Single room without kitchen)	Guest House	Rs.85/- Rs.85/- Rs.85/- Rs.85/-	Hostel Hostel Hostel Hostel
Third Floor: Room No. 401, 402, 403 & 404 (Double room)	Guest House		

I-BLOCK:

1.	Unit No. 1, Basement Floor	One Drawing/Dining room, one bed room, one Toilet & One Kitchen.
2.	Unit No. 2, Basement Floor	One bed room & one
3.	Unit No. 3, Ground Floor	One Drawing/Dining Room, One bed room, one toilet, one kitchen & a court yard.
4.	Unit No. 4, Ground Floor	One Drawing/Dining, one bed room, one toilet, one kitchen & a court yard.
5.	Unit No. 5, Ground Floor	One bed room, one toilet & a balcony.
6.	Unit No. 6, First Floor	One Drawing/Dining room, one bed room, one toilet, one kitchen, one balcony & a court yard.
7.	Unit No. 7, First Floor	-same-
8.	Unit No. 8, First Floor	One bed room, one toilet & one small balcony.
9.	Unit No. 9, Second Floor	One bed room, one toilet, one kitchen, one small balcony & one courtyard.
10.	Unit No. 10, Second Floor	-same-
11.	Unit No. 11, Second Floor	One bed room, one toilet, one kitchen, one small balcony & one court yard.

J-BLOCK:

1.	Unit No. 1, Basement Floor	One Drawing/Dining room, one bed room, one kitchen & one toilet.
2.	Unit No. 2, Ground Floor	One Drawing/Dining room, one bed room, one toilet & one kitchen.
3.	Unit No. 3, Ground Floor	One Drawing/ Dining room, one bed room, one toilet, one kitchen & one court yard.
4.	Unit No. 4, Ground Floor	-same-
5.	Unit No. 5, First Floor	One Drawing/Dining room, one bed room, one toilet, one kitchen, one small balcony & one court yard.
6.	Unit No. 6, First Floor	-same-
7.	Unit No. 7, First Floor	-same-
8.	Unit No. 8, Second Floor	-same-
9.	Unit No. 9, Second Floor	-same-
10.	Unit No. 10, Second Floor	-same-

K-BLOCK:

1.	Room No. 1, Ground Floor	One bed room & one toilet.
2.	Room No. 2, Ground Floor	-same-
3.	Room No. 3, First Floor	One bed room, one toilet & one small balcony.
4.	Room No. 4, First Floor	-same-
5.	Room No. 5, First Floor	One bed room & one toilet
6.	Room No. 6, First Floor	One bed room & one toilet
7.	Room No. 7, First Floor	One bed room, one toilet & one small balcony.
8.	Room No. 8, First Floor	-same-
9.	Room No. 9, Second Floor	One bed room & one toilet.
10.	Room No. 10, Second Floor	-same-
11.	Room No. 11, Second Floor	-same-
12.	Room No. 12, Second Floor	-same-

L-BLOCK:

1.	Unit No. 1 Ground Floor First Floor Second Floor	One living room, one toilet & one kitchen & one court yard. Two bed rooms & two toilets. One bed room, one toilet & a court yard.
2.	Unit No. 2 Ground Floor First Floor	One living room, one kitchen, one toilet & a court yard. Two bed rooms, two toilets & a court yard.
3.	Unit No. 3 Second Floor	One living room, one bed room, one kitchen, one toilet & a court yard.
4.	Unit No. 4	(Same as Unit No.2)
5.	Unit No. 5	(Same as Unit No.3)

M-BLOCK:

1.	Unit No. 1, Basement Floor	One living room, two bed rooms, two toilets, one kitchen & a court yard.
2.	Unit No. 2, Ground Floor	-same-
3.	Unit No. 3, First Floor	One living room, two bed rooms, two balconies, one kitchen, one bath room, one W.C. room, and a court yard.
4.	Unit No. 4, Ground Floor	One living room, one bed room, two toilets, one kitchen & a court yard.
5.	Unit No. 5, First Floor	One living room, one bed room, one toilet, one kitchen, one balcony & a court yard.

F. No. 18012/1/2016-Pol.III
Govt. of India
Ministry of Urban Development
Directorate of Estates

Nirman Bhawan, New Delhi-110011.
Dated the 26th February, 2016

OFFICE MEMORANDUM

Sub: Licence Fee to be recovered from the allottee of the Government accommodation, who own house(s) at the place of his duties - Reg.

The undersigned is directed to refer to this Directorate's OM No. 12035/11/99-Pol.II, dated 24.7.2003(copy enclosed) on the above mentioned subject and to say that as per the provisions of SR-317-B-3(2) of the Allotment of Government Residences (General Pool in Delhi) Rules, 1963, an allottee, owning a house at the time of allotment either in his own name or in the name of any members of his family at the place of posting or in an adjoining municipality, shall notify the fact to the Directorate of Estates within a period of one month from the date of the house is let out. As per the provisions of SR-317-B-3(3) *ibid*, when after a Govt. accommodation has been allotted, the allottee or any member of his family become owner of a house at the place of his duty or in an adjoining municipality, shall notify the fact to the Directorate of Estates within a period of one month from the date of house is let out.

2. However, it is noticed from the records received from concerned administrative divisions of Ministries/Departments that declaration of house owning is received only at the time of application for allotment of accommodation, whereas, the same under the provisions SR-317-B-3(3) received is very negligible as compared to allotment made. In order to streamline the already laid down procedure, it is requested that the administrative authority of the concerned Ministries / Departments, etc. to ensure that the provisions SR-317-B-3(2) as well as 3(3) are followed strictly. In this regard, it is pertinent to mention here that from 1.3.2015 onwards, concerned Ministries/ Departments of the applicant for GPRA are advised to ensure that the particulars/details furnished by the applicant in the online DE-2 Form and the Acceptance Form are true and correct. It is thus requested now that the administrative authority of the concerned Ministries/Departments should ensure that the entries made by the applicant in DE-2 Form as well as the Acceptance Form with regard to owning of house, at the time of forwarding the same to this Directorate is as per the latest Immovable Property Return(IPR) filed by the applicant.

3. Further, they should also instruct all allottees in their Ministry/Department to intimate the Directorate of Estates regarding rental income, if any, from the house owned at the time of allotment/acquired after the allotment of Govt. accommodation either in his own name or in the name of any members of his family at the place of posting or in an adjoining municipality, and whenever any change in rental income, which affect the rate of prescribed licence fee as per OM No. 12035/11/99-Pol.II, dated 24.7.2003, so as to levy the prescribed rate of licence fee in this regard, to avoid any loss to Govt. exchequer. In case the details of rental income furnished by any allottee is found false at any later stage, the licence fee of the particular accommodation will be enhanced to the maximum as per OM dated 24.7.2003 w.e.f. the date of increase, by the Directorate of Estates *suo motu*.

Encl: as above.

(Swarnali Banerjee)
Deputy Director of Estates(Policy)

1. All Ministries/Departments under the Govt of India including attached/subordinate offices etc.
2. Deputy Director (Rent), Dte of Estates, New Delhi.

3. All Regional Offices under the Dte of Estates.
4. All Officers / Sections in the Directorate of Estates, New Delhi.
5. The Comptroller & Auditor General of India.
6. The Secretary, Election Commission of India, Nirvachan Sadan, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi
8. The Secretary General, Lok Sabha Secretariat, New Delhi
9. The Secretary General, Rajya Sabha Secretariat, New Delhi
10. Sr. Technical Director(NIC), Nirman Bhawan, New Delhi with the request to upload this OM on the website of this Directorate.

Copy to:-

1. PS to UDM/MOS(UD)
2. PPS to Secretary
3. PS to JS (UD)/JS & FA/JS (L&W)
4. PS to DE-I/DE-II
5. A.D.(OL), Directorate of Estates, for Hindi version.


(A. Thirunavukkarasu)
Assistant Director of Estates(Policy-III)

46/1

No. 18011/2/2015-Pol.III
Government of India
Ministry of Housing and Urban Affairs
Directorate of Estates

Nirman Bhawan, New Delhi
Dated the 29th, June, 2020

OFFICE MEMORANDUM

Subject: Revision of flat rate of licence fee for General Pool Residential Accommodation (GPRA) throughout the country.

In terms of the provisions of the Rule 74 of the "Central Government General Pool Residential Accommodation Rules, 2017", the Government has decided to revise the flat rates of licence fee recoverable for the residential accommodation available in General Pool and also in Departmental Pools of Ministries/Departments of the Government of India throughout the Country (except in respect of substandard/unclassified accommodation of Ministry of Defence, accommodation for service personnel of the Ministry of Defence and accommodation under the control of Ministry of Railways), as shown in the Annexure.

2. The revised rates of licence fee would be effective from 1st July, 2020. All Ministries/Departments are requested to take action to recover the revised licence fee in accordance with these orders in respect of accommodation under their control all over the country.

3. This issues with the concurrence of Integrated Finance Wing of the Ministry of Housing and Urban Affairs vide their note dated 15-6-2020.

M.C. Sonowal
(M.C. Sonowal)
Deputy Director of Estates (Policy)
Tel. 23062505

To

1. All Ministries/Department of Govt. of India. It is requested that this O.M. may be circulated to all the attached/subordinate offices under their Ministries/Departments which are eligible for GPRA/Departmental Pool.
2. Comptroller & Auditor General of India
3. Chief Secretaries/Administrators/ L.G. of Union Territories.
4. Secretary General, Lok Sabha/Rajya Sabha Sectt..

Copy to:

1. PS to MoS(I/C) (HUA).
2. Sr.PPS to Secretary (HUA)/PSs to JS&FA/JS (L&E)/JS (ID)/Director of Estates I & II.

Me8

36
1

3. The Director General, CPWD, New Delhi – It is requested that this OM may be circulated to all the allottees of GPRA through their respective Service Centres.
4. CMD, NBCC Limited, NBCC Bhawan Lodhi Road, New Delhi-110003 – it is requested that this OM may be circulated to all the allottees of GPRA through their respective Service Centres.
5. Chief Engineers of ND Zones/ Ex. Eng (LF), CPWD, New Delhi
6. Sr. Technical Director (NIC), MoHUA, Nirman Bhawan - with a request to upload the OM on Directorate of Estates' website.
7. All Attached/ subordinate offices under Ministry of Housing and Urban Affairs.
8. Coordination Section/ Works Division of Ministry of Housing and Urban Affairs.
9. Finance Division, Ministry of Housing and Urban Affairs.
10. All Dy. Directors/ Asstt. Directors/ Sections/ Suptds. (Accounts) and Accountants of Directorate of Estates.
11. Estate Managers/ Asstt. Estate Managers of all Regional Offices under the Directorate of Estates including CPWD.
12. AD (Hindi Section), Directorate of Estates, Nirman Bhawan, New Delhi - with a request to provide an Hindi version of the OM.

revised
29.6.2020

68

Annexure

(To OM No. 18011/2/2015-Pol.III dated 29th June, 2020)

Revised flat rates of licence fee applicable for General Pool Residential Accommodation (GPRA) throughout the country w.e.f. 01-07-2020

Types of accommodation	Range of living area in sq. mtr.	Level in the pay matrix in 7th CPC	Existing rates of flat rate of LF as per 2017 revision	Revised rates of licence fee effective from 01.07.2020, rounded to nearest 10 (Rs.)
1	2	3	4	5
I	Upto 30	1	150	180
II	26.5 to 50	2,3,4,5	310	370
III	44 to 65	6,7,8	470	560
IV	59 to 91.5	9,10,11	630	750
IV (Special)	59 to 91.5	11	670	790
VA	Upto 106	12	1180	1400
VB	Beyond 106	13, 13A	1260	1490
VIA	Upto 159.5	14	1550	1840
VIB	Beyond 159.5	15 (Index numbers 1 to 4 in the level)	1860	2200
VII	189.5 to 224.5	15 (index Nos. 5 to 8 in the level), 16	2180	2580
VIII	243 to 522	17,18	3890	4610

Note: In addition to the flat rates shown in table above, the following flat rates for Servant quarters allotted independently of regular accommodation may be recovered.

renewed
29.6.2020

For Servant Quarters & Garages

Sl. No.	Particulars	Existing Rates (p.m.)	Revised Rates (p.m.) effective from 01.07.2020 rounded of to nearest 10 (Rs.)
1	Servant Quarters	Rs. 70/-	80
2	Garages	Rs. 40/-	50

For categories of Suite, living area and proposed flat rates of licence fee for Hostel Accommodation:

Sl. No.	Category of Suite	Living Area (Sq. mtr.)	Existing rates	Level in the pay matrix in 7 th CPC	Revised Rates (p.m.) effective from 01.07.2020 rounded of to nearest 10 (Rs.)
1	Single Room (without Kitchen)	21.5 to 30	400/-	6 & 7	470
	Single Room (with Kitchen)	30.5 to 39.5	560/-	8	660
2	Double Room	47.5 to 60	770/-	9 & above	910

Handwritten:
29.6.2020

No. DPE-7(4)/2007-Fin
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

Public Enterprises Bhawan
Block No. 14, CGO Complex
Lodhi Road, New Delhi – 110003

Date: 4th May, 2020

OFFICE MEMORANDUM

Subject: Consolidated guidelines to CPSEs on procurement from GeM portal and TReDS

DPE has been issuing instructions to all the CPSEs regarding onboarding TReDS portal to address the issue of regular availability of liquid funds to MSMEs, particularly in reference to their trade receivables. Besides, DPE has also been issuing guidelines to CPSEs since November, 2018 for mandatory onboarding on GeM portal and to enhance the procurement through the same.

2. The instructions issued on the aforementioned matters are hereby compiled together as consolidated guidelines to facilitate CPSEs to ensure compliance.

A. Trade Receivables Discounting System (TReDS):

- i) All CPSEs to register themselves and ensure mandatory onboarding of MSE vendors on TReDS portal.
- ii) All CPSEs to have a real time bill tracking system for MSEs like an Enterprise Resource Planning (ERP) system with facility for uploading of bills by vendors and releasing payments, and
- iii) In order to enable the MSEs to avail the benefit of TReDS portal, the CPSEs will ensure that after the delivery of goods or rendering of services, the decision on acceptance/rejection of the goods and the respective bills/invoices will be taken within 15 days of the delivery of the goods/rendering of services. It is pertinent to mention that it is in line with Section 2 (ii) of Micro, Small and Medium Enterprises Development (MSMED) Act, 2006, wherein it is provided that in case no objection is made by the buyer regarding acceptance of goods and services within 15 days from the date of delivery of the goods or the rendering of services, it would be treated as “deemed acceptance”.
- iv) All CPSEs must ensure that the payment of MSE vendor be made using online mode within the stipulated time period of the contract and not more than 45 days in any case, as provided in the Section 15 of the MSMED Act, 2006.

B. Government e-Marketplace (GeM) Portal:

- i) All CPSEs to register themselves and ensure mandatory onboarding of vendors on GeM portal.

- ii) Procurement of common use goods and services are mandatory from GeM for which product/service categories are available on GeM. In case goods and services are not available on GeM, CPSEs may help registered suppliers on boarding GeM as and when the item or service gets listed on GeM.
- iii) Also, CPSEs planning to float any bid for procurement through Central Public Procurement Portal (CPPP) are required to give an undertaking that category of goods and services being tendered/procured are not available on GeM and they have no objection in providing this information for making available such products/services on GeM.
- iv) To ensure effective implementation of these guidelines, a new provision of GeM Availability Report and Past Transaction Summary (GeMAR&PTS) is introduced on GeM portal. The provision is there to help and benefit Buyers and Competent Authorities in taking informed procurement decisions in respect of availability of a product/service on GeM along with necessary details relating to past transaction summary. Therefore, once operational, GeMAR&PTS will be a pre-requisite for floating a procurement bid outside GeM.
- v) CPSEs to bring the requirements of creation of new categories for products and services on GeM through either of the two mechanisms available in the GeM portal : (a) Request Management System and (b) Module for crowd sourcing of categories and sellers.
- vi) CPSEs to invite sellers to onboard GeM through the seller invitation module available in the GeM portal.
- vii) CPSEs to comply with the instructions issued by DPE in the matter from time to time and in particular vide DPE OM of even number dated 12th February, 2020 forwarding therewith Department of Expenditure's OMs dated 23rd January, 2020, regarding procedure for procurement of Goods/Services through GeM and due payments to Sellers/Service Providers in GeM- through PFMS or by non-PFMS Agencies/Entities. These OMs will come into force on July 1, 2020.
- viii) The stated procedure and timelines shall be strictly adhered to by the CPSEs to ensure all procurement through GeM portal and timely payments to vendors.

2. This issues with the approval of competent authority.

U. Mishra
(Kalyani Mishra)
Director
Tel: 24362061

To
The Secretaries to the Administrative Ministries/Departments of CPSEs.

Copy to:
CMDs of CPSEs for compliance, as above

Repeat Orders:

In exceptional circumstances where the requirement of the purchaser is the same as to the specifications and quantity etc. of an already issued P.O., with the prior permission of the Competent Authority, purchase can be processed on repeat order basis subject to the following conditions:

- (i) Proper purchase procedure (Invitation of quotations by limited/Advertised tender enquiry) has been followed for the original order.
- (ii) There cannot be more than two repeat orders.
- (iii) The repeat order can be made without any change in the rates, specifications, quantity as well as terms & conditions of supply in each case. The quantities of the repeat orders can be lesser but in no case it can exceed the original order.
- (iv) The repeat order can be placed within 180 days from the date of the issue of original order only after ensuring from the vendor that there is no reduction in the price of the item(s) and the vendor is ready to supply the material without any increase in the rates.
- (v) No repeat order will be placed if buy-back is involved in the purchase.
- (vi) Efforts to be made to obtain rebate (quantity discount) from the supplier on the previously ordered prices.

Purchase under buy back scheme

When it is decided with the approval of the Competent Authority to replace an existing old item with a new and better version, the institute may trade the existing old item while purchasing the new one. For this purpose, a suitable clause is to be incorporated in the bidding document so that prospective and interested bidders formulate their bids accordingly. Depending upon the value and condition of the old item to be traded, the time as well as the mode of handing over the old item to the successful bidder should be decided and relevant details in this regard suitably incorporated in the bidding document. Further, a suitable provision should also be kept in the bidding document to enable the purchaser either to trade or not to trade the old item while purchasing the new one. If any item is purchased under buy back scheme for old one, quotations are to be invited clearly mentioning the specifications of old and new item asking for the buyback offer from the vendor. A condemnation report is to be filled up in GFR-17 form for old item, signed by all members of condemnation / write-off committee, approved by the Director and finally to be sent to Stores & Purchase Section along with purchase indent.

Postponement of the tender opening date

Requests for the postponement of tender opening date shall not normally be entertained. In rare cases however, if the response to a tender notice is poor, a decision to postpone the opening date of the tender by a minimum of 15 days may be taken by the competent authority. The extension so granted may be intimated to all the concerned so that adequate response is received.

In case, where the response to limited tender enquiry is poor (if the response is only from one or two bidders, it is considered poor), and the purchaser/ indenter feels that one more attempt should be made, in that case, the offer(s) received should not be opened and Advertised tender enquiry / Limited Tender method can be resorted to as per decision of the Competent Authority. The bidders who responded to the limited tender enquiry must also be informed that their tenders shall also be considered along with the tenders received through Advertised Tender/ Limited Tender Method enquiry. If a decision is taken to change the specification to make it broad-based, the bidders who had responded to limited tender enquiry shall be asked to bid again as per the revised specifications. Any exception to this should have the approval of the Director or the competent authority.

Opening of Tenders

- i. Quotations must be opened by the Tender Opening Committee (TOC) in the presence of the bidders whosoever may wish to be present. All quotations must be signed with date by all members of the Tender Opening Committee. Signatures of the TOC are necessary on the covering envelope, financial part of the bid and the part which contains the terms and conditions.
- ii. There shall be a standing TOC comprising of SPO/ his nominee, FAO/ his nominee, Indenter/his nominee (any faculty member) for opening of quotations of all the purchases.
- iii. In case of Withdrawal / Substitution / Modification, first, envelope marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Next,

envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding bid being substituted, and the substituted bid shall not be opened, but returned to the Bidder. No bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at bid opening. Envelopes marked "MODIFICATION" shall be opened and read out with the corresponding bid. No bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at bid opening. Only envelopes that are opened and read out at bid opening shall be considered further. The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details will be announced at the opening. No bid shall be rejected at bid opening, except for late bid(s). The contents of the bid forms and price schedules would however be announced.

- iv. The SPS shall use approved formats for the opening of quotations and take attendance of the members of the TOC and the representatives of the bidders present there. The bidders' representatives who are present shall sign the quotation opening sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday, the bids shall be opened at the appointed time and location on the next working day. Separate notice for opening of the commercial bids need to be sent to the bidders well in time. Opening of the tenders without informing the bidders should be strictly prohibited. The officer opening the tenders shall read out the following particulars for the information of the representatives attending the tender opening.
- Name of the firm
 - Description of the quoted model(s)
 - Price
 - Whether the price is inclusive of taxes & duties or exclusive
 - Discount offered.
 - Delivery schedule.
 - Any other extra charges quoted for packing, transport etc.
 - Terms of delivery
 - Warranty obligations.
- All the pages of the tender bids have to be initialled by the TOC. Alterations/ corrections in the tender bids should be initialled by the officers opening the tender. A similar procedure shall be followed wherever any erasing/ cutting is observed. Any correction in the price quoted in the tender both in the words and figures shall be circled in red ink by the representative of finance and signed. The members of the TOC shall endorse this. If there is any discrepancy between the price quoted in figures and words, whichever is the higher of the two shall be taken as the bid price.
- *****

Single Tender Enquiry: Purchase of goods on single quotation basis

Procurement of goods on single quotation basis can be followed in the following circumstances:

- (i) It is in the knowledge of the user department/Centre/School that only a particular firm is the manufacturer of the required goods or proprietary item.
 - (ii) In case of emergency, the required goods are necessarily to be purchased from a particular source. The reasons for such decisions to be recorded and prior approval of the competent authority be obtained before effecting the purchase.
 - (iii) In case, the purchaser recommends the purchase from a specific vendor on the basis of his/her experience/usage and requirement for a specific research purpose that cannot be made with alternate make/model of the equipment.
 - (iv) For standardization of machinery or spare parts to be compatible with the existing sets of equipment, the required item is to be purchased only from a selected firm.
 - (v) The indenter should provide a certificate that the price quoted by the firm is reasonable and the same is a proprietary item.
- Purchase of items of a proprietary nature (i.e. item which do not have substitutes, or are spare parts of existing equipment for which substitute replacements are not available) can be done on the basis of a single quotation irrespective of the value of the item. In such cases, the purchaser must furnish a proprietary certificate countersigned by the Head of the concerned or associated department. If the total value of the item is more than Rs. 2.50 lac, a proprietary certificate must be obtained from the supplier stating that they are the only source of supply /manufacture.

If the bidder has quoted certain additional/optional items, these items should not be taken into consideration for the evaluation of the financial bid.

A tender shall not be rejected simply because certain details which do not have any impact on the price quoted are missing. In such case a quick reference can be made by the committee, to the concerned bidder for proper evaluation of the tender.

Postponement of the tender opening date

Requests for the postponement of tender opening date shall not normally be entertained. In rare cases however, if the response to a tender notice is poor, a decision to postpone the opening date of the tender by a minimum of 15 days may be taken by the competent authority. The extension so granted may be intimated to all the concerned so that adequate response is received.

In case, where the response to limited tender enquiry is poor (if the response is only from one or two bidders, it is considered poor), and the purchaser/ indenter feels that one more attempt should be made, in that case, the offer(s) received should not be opened and Advertised tender enquiry / Limited Tender method can be resorted to as per decision of the Competent Authority. The bidders who responded to the limited tender enquiry must also be informed that their tenders shall also be considered along with the tenders received through Advertised Tender/ Limited Tender Method enquiry. If a decision is taken to change the specification to make it broad-based, the bidders who had responded to limited tender enquiry shall be asked to bid again as per the revised specifications. Any exception to this should have the approval of the Director or the competent authority.

Negotiations

Normally, negotiations should not be done with the bidders. However, if the purchaser feels that the quoted price can be reduced further, he can recommend negotiation with the lowest bidder only and do the negotiation with prior approval of the competent authority.

Any rule/purchase procedure not covered herein shall be governed by the GFR, Delegation of Financial Power Rules (DFPR)/ Manual or Policies and Procedure for Purchase of Goods of Government of India.

No.7(1)E.Coord/2020
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated the 10th June, 2021

Office Memorandum

Subject: Curtailing avoidable expenditure: 20% reduction in controllable expenditure.

The Government has decided all Ministries/Departments should take steps to curb wasteful/avoidable expenditure and aim for 20% reduction in controllable expenditure. The Department of Expenditure has been directed to review the progress in the matter

2. Therefore, all the Ministries/Departments are requested to take steps to curtail all avoidable non-scheme expenditure and aim for 20% reduction in controllable expenditure, in compliance of the above decision. Expenditure in 2019-20 may be taken as the baseline for this purpose. A suggestive list of object heads of controllable expenditure is attached.

3. Expenditure related to containment of the Covid-19 pandemic is excluded from the scope of this order.

4. This issues with the approval of Finance Secretary.



(Thanglemlian)

Joint Secretary to the Government of India

1. Secretaries to the Government of India
2. All Financial Advisers of Ministries/Departments

Encl: Suggestive List of Object Heads.

expenditure Shall be controlled

Code	Description
03	Overtime allowance
05	Rewards
11	Domestic Travel Expenses
12	Foreign Travel Expenses
13	Office Expenses
14	Rents, Rates and Taxes
15	Royalty
16	Publications
20	Other Administrative Expenses
21	Supplies and Materials
23	Cost of Ration
24	POL
25	Clothing and Tentage
26	Advertising and Publicity
27	Minor Works, Maintenance
30	Service or Commitment Charges
31	Grants-in-aid General
32	Contribution
50	Other Charges

On CGHS rates hospital (Rates for those procedures not listed by the CGHS, prevailing hospital tariffs would be applicable)	
S. No.	Name of the Hospital & Address
1	Medeor Hospital, 33-34, Qutub Institutional Area, Katwaria Sarai, New Delhi-110016
2	Institute of Liver & Biliary Sciences (ILBS), D-1 Vasant Kunj, New Delhi- 110070
3	Indian Spinal Injuries Centre, Sector-C, Vasant Kunj, New Delhi 110070
4	Fortis Flt. Lt. Rajan Dhall Hospital, Vasant Kunj, New Delhi-110067
5	Pushpawati Singhanian Hospital & Research Institute, Press Enclave Marg, Sheikh Sarai-II, New Delhi-110017
6	Primus Super Speciality Hospital, Chandragupta Marg, Chanakyapuri, New Delhi-110021.
7.	i) Max Super Speciality Hospital (EAST BLOCK), a Unit of Devki Devi Foundation, 2 Press Enclave Road, Saket, New Delhi-110017 ii) Max Smart Super Speciality Hospital, Saket, (A Unit of Gujarmal Modi Hospital and Research Centre for Medical Sciences.) Mandir Marg, Press Enclave Road, Saket, New Delhi-110017 iii) Max Super Speciality Hospital Patparganj, (A Unit of Balaji Medical Diagnostic Research Centre, 108 A, Indraprastha Extension, Patparganj, New Delhi-110092 iv) Max Super Speciality Hospital Shalimar Bagh, FC-50, C&D, Block, Shalimar Bagh, New Delhi-110088 v) Max Super Speciality Hospital, Vaishali, (A Unit of Crosslay Remedies Ltd.) W-3, Sector-1, Vaishali, Ghaziabad-201012 (U.P) vi) BLK-Max Super Speciality Hospital, Pusa Rd, Radha Soami Satsang, Rajendra Place, New Delhi, Delhi 110005 vii) Max Institute of Cancer Care, Lajpat Nagar, 2nd, 26A, Ring Rd, Vikram Vihar, Lajpat Nagar IV, Lajpat Nagar, New Delhi-110024 viii) Max Multi Speciality Centre, A364, A Block, Pocket A, Sector 19, Noida, UP-201301 ix) Max Multi Speciality Centre, N-110, Block N, Panchsheel Park, New Delhi-110017
8	Vimhans Nayati Super Speciality Hospital, Institutional Area, 1-Nehru Nagar, Lajpat Nagar, New Delhi-110024
9	Institute of Brain & Spine Hospital, 73, Ring Road, Block-3, Lajpat Nagar, New Delhi-110024
10	Moolchand Hospital, Lajpat Nagar, New Delhi-110024
11	Venkateshwar Hospital, Sector 18-A, Dwarka, New Delhi-110075
12	i) Maharaja Agarsen Hospital, Punjabi Bagh, New Delhi-110026 ii) Maharaja Agarsen Hospital, Sector-1, Dwarka, New Delhi- 110075

13	Mata Chanan Devi Hospital, C-1 Janak Puri, New Delhi-110058
14	Manipal Hospital, MTNL Building Main Road, Sector-6, Dwarka, New Delhi-110075
15	Ayushman Hospital, Pocket-1, Sector-10, Dwarka, New Delhi-110075
16	Delhi Heart & Lung Institute , 3-MM-II, Panchkuyian Road, New Delhi-110055
17	National Heart Institute, 49-50 Community Centre, East of Kailash, New Delhi- 110065
18	Panchsheel Hospital Pvt. Ltd, C3/63A, 64-A, Yamuna Vihar, Delhi-110053
19	Kalyani Hospital, MG Road, Opp. Govt. Girl College Gurugram -122001 (Haryana)
20	(i) Park Hospital Opp. Court, J. Block, Sector 10, HBC, Faridabad-121006 (ii) Park Hospital, Q Block, South City 2, Sohna Road, Gurugram-122001 (iii) Park Hospital, Meena Enclave, (Chowkhundi), Near Keshopur, Sabzi Mandi, New Delhi-110018
21	Artermis Hospital, Sector 51, Gurugram, Haryana-122001
22	Sarvodaya Hospital & Research Centre, YMCA Road Sector-8 Faridabad
23	Jaipur Golden Hospital 2, Institutional Area, Sector-3, Rohini, Delhi-110085
24	Saroj Medical Institute, Plot No. 9, B4 Road, Pocket-8, Block-B, Sec-19, Rohini New Delhi-110085 1) Saroj Super Speciality Hospital, Bhagawan Mahavir Marg, Near Madhuban Chowk, Block A, Sector 14, Rohini, New Delhi 2) Saroj Medical Institute, Sector-19, Rohini, Delhi-110085 3) ISIC Saroj Cardiac Sciences, Indian Spinal Injuries Centre, Sector C, Vasant Kunj, Opp. Vasant Valley School, New Delhi-110070
25	Kailash Hospital & Heart Institute, H-33, Sector-27, Noida-201310 Kailash Hospital & Heart Institute, 23, KP-1, Greater Noida-201310
26	Yashoda Super Speciality Hospital, H1, 26,27, Kaushambi, Near Kaushambi Metro Station Dabur Chowk, Ghaziabad (UP)-201010
27	i) Metro Heart Institute, Sector-12, Noida ii) Metro Multi Speciality Hospital, Sector-11, Noida iii) Metro Hospital & Heart Institute, Lajpat Nagar, New Delhi-110024 iv) Metro Hospital & Cancer Institute, Preet Vihar, New Delhi-110092 v) RLKC Hospital Metro Heart Institute, Naraina Road, New Delhi-110008 vi) Metro Hospital & Heart Institute, Gurugram
28	Aakash Healthcare Hospital, Hospital Plot, Road No.201, Sector-3, Dwarka, New Delhi-110075

On CGHS rates hospital (Dental Services)	
30.	T32 Dental Clinic, Vivekanand Market, Sector-I, R.K. Puram, Near Hyatt Hotel Road New Delhi-110066
31.	(i) GLI Dental Clinic Safdanjang Enclave, New Delhi-110029 (ii) Asian Groups, RK Puram Sector-8, New Delhi (iii) Pearl White Dental Clinic, Gol Market, New Delhi (iv) Kamakhya Dental Clinic, Pushp Vihar, New Delhi
On CGHS rates Eye Service Centres	
32	Centre for Sight, B – 5/24, Safdarjung Enclave opposite Deer Park. New Delhi- 110029 For other centres please see Annexure 'I'
33.	Eye Q Vision Pvt. Ltd, Sheetla Hospital, New Railway Road, Near Dronacharya Govt. College Gurgaon-122001
34.	i) Eye7 Chaudhary Eye Centre 34, Lajpat Nagar IV, Ring Road, New Delhi-110024 ii) Eye7 Chaudhary Eye Centre, A-1/173, Najafgarh Road, Janakpuri New Delhi-110058 iii) Eye7 Chaudhary Eye Centre, 4802/24, Bhartram Road, Daryaganj, Delhi-110002 iv) Eye7 Chaudhary Eye Centre, 19, First Floor, Shipra Vista Plaza Dr. Suheela Nayyar Marg,, Ahinsa Khand-1, Indrapuram, Ghaziabad-201014
35	Venu Eye Institute & Research Centre, 1/31, Sheikh Sarai, Institutional Area, Phase-II, New Delhi-110017
On CGHS rates Pathology & Radiotherapy Services	
36.	i) Focus Imaging & Research Centre, C-10, Green Park Extension, New Delhi-110016 ii) Focus Imaging, H-10, Green Park & 7/1-4, Yusuf Sarai Market, Aurobindo Marg New Delhi-110016
37.	Mahajan Imaging i) E-19, Defence Colony, Main Ring Road New Delhi-110024 ii) K-18 Hauz Khas Enclave New Delhi-110016 iii) H-17, Bali Nagar, New Delhi-110015 iv) Sir Ganga Ram Hospital Rajinder Nagar New Delhi-110060 v) Times Squire Building Sushant Marg, Sushant Lok-I Sector-43, Gurugram, Haryana-122009
38.	Dr. Lal Path Labs, Eskay House, 57, Hanuman Road, Connaught Place, New Delhi-110001 For other centres please see Annexure 'II'

(Annexure -I)	
Centre For Sight	
Centre For Sight - SAFDARJUNG	B – 5/24, Safdarjung Enclave opposite Deer Park. New Delhi - 110029
Centre For Sight - PREET VIHAR	F – 19, Preet Vihar, Main Vikas Marg, PNB Building, near Preet Vihar metro Station, Delhi – 110092
Centre For Sight - ROHINI	304 – 309, Ring Road Mall, Sector – 3, Rohini, Delhi
Centre For Sight - RAJOURI GARDEN	J-12/30, Rajouri Garden, New Delhi-110027
Centre For Sight - GURGAON	SCO Complex – 317, Sector – 29, Gurgaon-122016
Centre For Sight - FARIDABAD	PLOT NO.1, HUDA MARKET NO.1, BESIDE HANUMAN MANDIR, SEC-16A, NEAR OLD FARIDABAD METRO STATION, FARIDABAD
Centre For Sight - Dwarka	Plot No. 20, Dwarka Sector 12 A, Opposite Bal Bharti Public School, Dwarka, New Delhi 110075
Centre For Sight-Vikaspuri	A3, Opp. Metro pillar no. 628, Najafgarh Road,Vikaspuri,New Delhi – 110018
Centre For Sight-Ashok Vihar	2/6, Ashok Vihar, Phase 2, Delhi – 110052.
Centre For Sight – GURGAON 1	399/1,99Group Ground Floor,new Railway Road Gurgaon
Centre For Sight - AGRA	Ashoka Plaza, 1st & 2nd Floor, Jawahar Nagar, NH – 2, Bypass Road, near Omax SRK Mall, Agra -
Centre For Sight - MORADABAD	at Vivekanand Hospital, Kanth Road, Moradabad (UP)
Centre For Sight-Jaipur(Malviya Nagar)	34-35 Mouji Colony Near HDFC Bank Malviya Nagar Jaipur
Centre For Sight-Jaipur(Vaishali Nagar)	1st & 2nd FLOOR UNIQUEASIRE C-13-14 COSMO colony, Amarpali Marg,Vaishali Nagar Jaipur
Centre For Sight - JODHPUR	5627 c Road Near Satsang Bhwan Jodhpur
Centre For Sight - INDORE	Plot 124, Sector AB, Scheme 54, in front of Hotel Golden Gate Vijaynagar, Indore (Madhya Pradesh) PIN: 452010
Centre For Sight-Banjara Hills	Ashoka Capitol Bulding Rood No. 2, Banjara Hills Hyderabad
Centre For Sight-Kukatpally	Survey No. 126, Plot No. 10, Beside More Megastore, Nizampet X Roads, Kukatpally, Hyderabad-500063
Centre For Sight-Ahmedabad	ABC -1,1st & 2nd Floor, Near St.Xaviers College,Opp Bagh Bakeri Lounge Navrangpura Ahmedabad 380009
New Vision Laser center (Rajkot) P Ltd	Atlantis K10, Tower A, 101, Opp. Honest Restaurant, Sarabhai Compound, Genda Circle, Baroda – 390007
CFS Netralya P Ltd	Opp. NAS College, E. K. Road, Meerut
Dr Khunger Eye Care & Research Centre Pvt. Ltd	1109, Opposite PNB Ramganj, Beawar Road, Ajmer, Rajasthan 305901

(Annexure -II)**Dr Lal Path Labs Pvt. Ltd.**

Centre Name	Address
ROHINI	BLOCK E, SECTOR 18, ROHINI, NEW DELHI -110 085
HANUMAN ROAD	ESKAY HOUSE, 54, HANUMAN ROAD, NEW DELHI-110001.
PREET VIHAR	C-49, MAIN VIKAS MARG, PREET VIHAR, NEW DELHI-110092.
PUNJABI BAGH	8, WEST AVENUE ROAD, PUNJABI BAGH(W), NEW DELHI-110026.
SDA	C-2/6,SAFDARJUNG DEVELOPMENT AREA, NEW DELHI-110016 .
ASHOK VIHAR	B2/9,ANMOL HOUSE,NEAR SYNDICATE BANK, ASHOK VIHAR PHASE -2 NEW DELHI-110052.
NEW FRIENDS COLONY	D-819,GROUND FLOOR,NEAR ESCORTS HOSPITAL,NEW FRIENDS COLONY,NEW DELHI- 110025.
TILAK NAGAR	4B/13, NEAR METRO PILLAR NO.494, TILAK NAGAR, NEW DELHI - 110018
EAST OF KAILASH	A-15 KAILASH COLONY, GROUND FLOOR, NEAR KAILASH COLONY METRO STATION, NEW DELHI 110048
FARIDABAD	SCO-30, SECTOR-16, FARIDABAD-121002, HARYANA.
GHAZIABAD	C-30, RDC, NEAR KRISHNA SAGAR, RAJNAGAR, GHAZIABAD, U.P.
INDIRAPURAM	GROUND FLOOR, SHOP NO: BG-03,ADITYA SHOPPING COMPLEX, PLOT NO. C/GH-3, VAIBHAV KHAND, INDIRAPURAM, GHAZIABAD.
GURGAON	C-1/B, CLEAR VIEW, OLD DLF COLONY, SECTOR-14, GURGAON-122001, HARYANA.
GURGAON-2	SHOP NO. 9,10, 30,31, DLF CITY COURT, SIKANDERPUR, GURGAON - 122001, HARYANA
NOIDA (Sector 18)	N-27, SECTOR-18, NOIDA, U.P.
NOIDA (Sector 50)	B-1/1, CENTRAL MARKET, SECTOR – 50, NOIDA, U.P.
DWARKA	RAJ LAXMI PLAZA, SECTOR 12, NEAR AGARWAL RESTAURENT, DWARKA 110078
VASUNDHARA GAZIABAD	Ground Floor, Plot No.20, Sector-15C, Near Sbi, Vasundhara, Ghaziabad,201012, U.P.
GREATER NOIDA	Shop No: G-18,G-19,G-20 & G-21, Msx Tower-Ii, B-2, Alpha-1,Alpha Commercial Belt,Greater Noida, Gautam Budh Nagar-201308-U.P
MAYUR VIHAR	Plot-No-1 & 2,Mayur Vihar-1, New Delhi-110092
YUSUF SARAI	C.L.House , upper Ground Floor , 4/1-3, Aurobindo Marg, Yusuf Sarai,(Near Aiims Gate no - 3)

PSC Sites	Address
NOIDA	A-34, Ground Floor, Sector-26, NOIDA, U.P. - 201301.
PATEL NAGAR	15/1, Ground Floor, West Patel Nagar, New Delhi-110008.
SHALIMAR BAGH	Shop No. A1/BQ Market, Shalimar Bagh, Delhi-110088.
GREEN PARK	J-5, Green Park Main, New Delhi - 110016.
JANAK PURI	B-29, Community Centre, Opp. Punjab National Bank, Janakpuri - 110058.
KRISHNA NAGAR	F-1/9, Near Happy English School, Main Bus Stand, Krishna Nagar, New Delhi-110051.
DWARKA	Shop No. 6, Vardhman Sudershan Plaza, Sector-5, Near Pizza Hut, Ashirwad Chowk, Dwarka, New Delhi -110073.
LAJPAT NAGAR	Shop No. 3, C-1/103-104, Lajpat Nagar-1, Opp. Nirula's, Defence Colony Flyover, Lajpat Nagar-1, New Delhi-110024.
VASANT KUNJ	RZ-83-A-/1249/B-9, Basement, Opp. Fortis Hospital IN Gate, Kishangarh, Vasant Kunj, Delhi-110070.
ROHINI	124, Pocket C-9, Opp. Fire Station, Sector-8, Rohini, New Delhi-110085.
PATPARGANJ	Shop No. G3 & G4, Aggarwal Tower, LSC-2, IP - Extension, Patparganj, Adj. SBI ATM, New Delhi-110092.
MUKHERJEE NAGAR	A-37,38,39, Ground Floor, GF-2, Commercial Complex, Dr. Mukherjee Nagar, Adj. to HDFC Bank, New Delhi-110009.
SHAKTI NAGAR	24/26, Ground Floor, Shakti Nagar, Adj. Govt. Girls School No. 1, New Delhi-110007.
GURGAON	SF 103, First Floor, Galleria Market, DLF Phase - IV, Gurgaon - 122001, Haryana.
DURGA PURI	Shop No. A-1/7, Ground Floor, Loksatta Building, Near Pnb Atm, Main 100 Ft Road, Kabir Nagar, Durga Puri, Delhi -110094
JANGPURA	Ground floor, Shop no-15 Jangpura Extension Market-New Delhi-110014
RAJAURI GARDEN	J - 13/44 B Rajouri Garden New Delhi
KINGSWAY CAMP	Shop No-170, Ground Floor, Opp. Sagar Ratna, Hudson Line, Mall Road, Near Gtb Nagar Metro Station, Gate No-3, New Delhi -110009
KALKA JI	K-106, Ground Floor (Opp. Bank Of Baroda), Kalkaji Main Road, Kalkaji, New Delhi-110019
FARIDABAD	SCF-155, GF, Sector-9, Huda Market, Faridabad, Haryana PIN CODE-121006
SAPPHIRE	Shop No-54,55 GF, Sector-49, Sapphire Complex, Sohna Road, Gurgaon PIN Code--122018
JANAK PURI-2	C-4A/41A, Block C, Janakpuri
PASCHIM VIHAR	Ground Floor, B-1/10, Paschim Vihar

Panel Hospital on discounted rates	
S. No	Name of the Hospital
1	Sitaram Bhartia, B-16 Qutab Institutional Area New Delhi-110016
2	Batra Hospital & Medical Research Centre,1,Tughlakabad Institutional Area Mehrauli Badarpur Road, New Delhi-110062
3	Medanta Hospital, Sector-38 Gurgaon Haryana-122001
4	Sir Ganga Ram Hospital, Rajinder Nagar, New Delhi-110060
5.	Dr. Dangs Lab, C2/1, S.D.A. Aurobindo Marg, Next to Aurobindo Market, New Delhi-110016
6	Aashlok Hospital, 25 AB, Safdarjung Enclave, New Delhi-110029
7	Indraprastha Apollo Hospitals, Mathura Road, Jasola Sarita Vihar, New Delhi-110076
8.	North East Healthcare Pvt Ltd, (Pratiksha Hospital), Golf Course Extn. Road, Sector-56, Sushant Lok-II, Gurgaon-122011

**NATIONAL INSTITUTE OF IMMUNOLOGY
(ACADEMIC CELL)**

NII RULES RELATED TO Ph. D PROGRAMME

AND

JNU ORDINANCE RELATING TO THE AWARD

OF

DEGREE OF DOCTOR OF PHILOSOPHY

NEW DELHI – 110067

NATIONAL INSTITUTE OF IMMUNOLOGY

RULES RELATING TO Ph. D. PROGRAMME

1. Short Title and Definition:

The National Institute of Immunology hereinafter referred to as “Institute” has been named as a recognized Institute of the Jawaharlal Nehru University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of M. Phil/Ph. D. degree of the University vide Resolution No. 5.7/EC/30.10.85.

2. Award of the degree of Doctor of Philosophy:

The award of the Degree of Doctor of Philosophy shall be governed in terms of the ordinance issued by the University.

3. The rules hereinafter set out are supplementary to the ordinance referred to in para 2 above and shall be read in conjunction with the said ordinance.

4. Academic Committee :

The Academic Committee of the Institute constituted by the University shall exercise the powers and duties of the following as referred to in the University ordinance.

- i) Centres of studies in the School
- ii) The Committee for Advance Studies and Research
- iii) Board of school of the University

The Academic Committee will assisted by Sub-Committee, namely Admission Committee and Faculty council.

5. **Pre-Ph. D Registration Course Programme :**

- 5.1 The candidates will be required to undertake compulsory and elective course and earn 16 credits before declared eligible for undertaking thesis work. Minimum grade required for obtaining credits in any individual course will be B equivalent numerical value of 5 marks on 10 point scale. A minimum CPGA (cumulative grade point index of 6.5 on a scale of 10 will be required for successful completion of 16 credit of Pre-Ph. D. Programme. A student will not be allowed to repeat a course in the event of failure. A student with the permission of faculty council will be allowed to add, drop

or substitute a course to complete his credit requirement in the first two semesters. A student admitted to the ph. D. Programme is required to clear the course work requirements within the first two consecutive semesters.

- 5.2 A candidate, on successful completion of the course work will choose the subject of his research and Chief Supervisor subject to the approval of the Faculty Council. A Doctoral Committee will be constituted for each candidate. The Committee will consist of the Chief Supervisor, Co- Supervisor(s) and members as per requirement of research topic. The members of the Doctoral Committee may also be selected from recognized teachers of sister Institute.
- 5.3 After Doctoral Committee has been appointed, the candidate shall prepare detailed protocol on his proposed research plan clearly his objectives and methodology to the employed. The protocol should also contain a brief account of the relevant published literature and the existing lacunae in the knowledge.
- 5.4 The protocol will be submitted to the Doctoral Committee and the Committee will recommend the feasibility of the proposed research plan recommending such modifications as they deem fit for further approval by the Faculty Council.

6. Assessment of the work of the Scholar :

- 6.1 The progress of the scholar's shall be periodically assessed by the Doctoral Committee and report submitted to his short-coming.
- 6.2 The faculty Council shall convey the assessment report in writing to the scholar, who may also be advised of his short-coming.
- 6.3 No scholar shall be permitted to submit his/her thesis for the Ph. D. degree, unless he/she perused a course of research at the University for not less than Two year after his/her admission has been confirmed.
- 6.4 It is mandatory for Ph. D. Scholars to hold Doctoral Committee (DC) meeting every six months to review the progress of the research work. In case of default, Dy. Registrar is authorized to issue notice for holding DC meeting immediately. In addition to the above , Doctoral Committee should also hold the second meeting of the year as an annual review to assess their progress of the scholar concerned and lapses, if any, be pointed out in time. In case serious lapse has been observed in the first annual review, the scholar concerned will be issued a warning by the Doctoral Committee to make up the lapse under intimation to Dy. Registrar. If, even after the 2nd annual review, adequate progress is not discernible, the DC will have the powers to recommend the cancellation of Ph. D. registration in respect of such scholar. These recommendations will be placed before the Faculty Council for further consideration and if found relevant may be recommended to Academic Committee for ratification/approval.

7. Other provision :

All other provision of the University shall be applicable.

ORDINANCE RELATING TO THE AWARD OF DEGREE OF DOCTOR OF PHILOSOPHY

1. Definitions

“Course” means a Semester Course.

“Credit” © is the weightage assigned to a course in terms of contact hours.

“Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.

“Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.

“Cumulative Grade Point Average” (CPGA) means a cumulative index grade point average of a student calculated in the following manner.

$$\text{CGPA} = \frac{(g1 \times c1 + (g2 \times c2) \dots \dots \dots)}{\text{Total number of credits offered by the student upto and including the semester for which cumulative index is required.}}$$

“Final Grade Point Average” FGPA is the final index of a student in the courses.

The final grade point average of student in the courses be worked out on the basis of the formula indicated below :

$$\text{FGPA} = \frac{\sum_{i=1}^n \frac{g_i \times c_i}{c_i}}{\sum_{i=1}^n c_i}$$

c1 = Credit of ith course.

g2 = Grade point secured by the student in the ith course.

N = Total numbers of course prescribed for the student

FGPA = Final Grade Point Average of the student concerned.

2. A candidate shall be eligible for admission to a course of research leading to the degree of Doctoral of Philosophy (Ph. D.) if he/she had taken the Master’s degree of the University or a degree recognized by the University for this purpose as its equivalent.

3. The procedure for receiving application for admission to the course shall be laid down from time to time by the Committee for advanced Studies and research of the School concerned.

4. The application shall be considered by the Department/Centre concerned which shall then forward the application along with its opinion to the Committee for Advanced Studies and Research and recommend the name of an Adviser or Supervisor(s) at the appropriate time.

5. (a) The Committee for advance Studies and Research shall satisfy itself:
 - (i) That research on the proposed subject can be profitable pursued;
 - (ii) That the research can be suitable undertaken at the University;
And
 - (iii) That the candidate possesses the competence for the proposed research.

- (b) If the Committee is so satisfied, it may subject to confirmation by the Board of School, admit the candidate provisionally to the course leading to the award of the Ph. D degree, and at the appropriate time, appoint, on the recommendation of the Deptt/ Centre concerned, a teacher of the University as an adviser or Supervisor(s) to guide and supervise the work of the candidate.

- Provided that the Committee for Advanced Studies and Research may, on the recommendation of the Deptt./Centre concerned, appoint Joint Supervisor(s) in any particular case.

- Provided further that in case of Supervisor, under whose guidance a thesis has been prepared in part or in full, ceases to a teacher of the University, he/she may, subject to his/her subject to his/her availability and recommendation of the Deptt./Centre, be continued by the Committee for Advanced Studies and Research as Joint Supervisor of the student concerned.

6. The candidate shall be considered for confirmation by the Committee for Advanced Studies & Research on the basis of either of the following requirements:
 - i) Completion of M. Phil. Programme of the University with a minimum CPGA of 6.0 (including grade of dissertation course);
 - ii) Completion of courses carrying a minimum of 14 credits in case of candidates admitted through the M. Phil stream of the University with a minimum CPGA of 6.5;
 - iii) Completion of courses carrying a minimum of 14 credit of pre-Ph. D programme of the University with a minimum CPGA of 6.5;

- iv) In exceptional cases, directly to the Ph. D programme on the basis of their previous research experience in a recognized University/Research Institution or research publication (s) comparable to M. Phil. Standard. Where, however, course work is
- v) prescribed by the Centre/School for such category of students, the would be required to secure a minimum CPGA of 6.5 in the course/courses to be eligible for confirmation and continuation in the programme.

Provided that:

- a) The courses which are pre-requisite for confirmation to the Ph. D programme shall be prescribed by the Centre/Deptt. Concerned. Every such course shall carry such credits as may be approved by the Board of the School on the recommendations of the Centres/Deptt. concerned. In no case shall a student be allowed to repeat a Course either in the event of failure or for improving the performance. However, after having registered in a semester, a student may with the permission of Centre/Deptt. Concerned be allowed to add, drop or substitute courses within a period of three weeks from the commencement of the semester.
- b) A student admitted to the Ph. D programme under (iii) & (iv) above shall be required to clear the course work requirement within the first two consecutive semesters.
- c) A Student would be graded in each course on ten point scale, that is

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note: . There shall be no rounding of SPGA/CPGA/FPGA.

- 2. The CPGA requirement in respect of SC/ST students seeking confirmation to Ph. D programme under provision (i) above will be 5.5 i.e. 0.5 less than the students in the general category.
- 3. A Student who has completed the course requirements of M. Phil programme and the result of whose M. Phil dissertations is awaited may be considered for confirmation to the Ph. D programme provisionally subject to his/her securing the requisite CPGA failing which his/her admission to the Ph. D programme shall automatically stand cancelled.

4. In the case of a student admitted directly to the Ph. D programme, a Centre/School may advise him to audit a course, which would be treated as non-credit courses without subjecting the student to evaluation process.

Note: The above (amended) clause shall apply to students admitted to the Ph. D programme from July 1989 onwards.

7. Consequent upon the confirmation of admission of the candidate, the Committee for advanced Studies and Research shall, on the recommendation of the Deptt/Centres concerned, approve the topic of the proposed thesis leading to the award of Ph. D degree.
8. No candidate shall be permitted to submit his/her thesis for the Ph. D degree, unless he/she pursued a course of research at the University for not less than two years after his/her admission has been confirmed.
9. (a) the same of the candidate shall be removed from the rolls of the University if he/she fails to submit his/her thesis within six years of the date of his/her initial admission to the M. Phil./Ph. D programme or four years from the date of his/her confirmation to the Ph. D. programme whichever is earlier.

Provided, however, that in respect of candidates who have discontinued after obtaining their M. Phil and who are admitted to the programme by the Centre/School, the period

for which such candidates had discontinued shall not be counted while calculating the period of six years as above.

(b) The Committee for Advanced Studies and Research on the recommendation of concerned Deptt./Centre may, however, subsequently accept the request of candidate whose name has been removed from the rolls of the University under sub-clause (a) above, to get re-enrolled and become eligible for submission of his/her thesis, provided that he/she submits his/her thesis within one year from the date of his/her enrollment.

- 10 Before completing the minimum period prescribed in clause 8, no candidate admitted to a course of research for the Ph. D degree shall:
 - a) Undertake any employment:
 - i) Provided that those engaged in teaching and research in recognized institutions located in Delhi may be exempted from the limitation of this sub-clause;
 - ii) Provided further that in no School/Centre should this category exceed 12/1.2% of the number enrolled for M. Phil/Ph. D.
 - b) Join any other course of study; or
 - c) Appear in any other examination other than those prescribed by the Department/Centre concerned without the prior permission of the Committee for Advanced Studies and Research.

Note: The above (amended) clause shall apply to students admitted to the Ph. D programme from July, 1989 onwards.

11. The committee for Advanced Studies and Research may cancel the admission of a candidate for a breach of the provision of clauses 9 and 10 or on account his/her unsatisfactory progress, in the manner prescribed in Regulations.
12. A Candidate shall submit his/her thesis for the Ph. D degree in the manner prescribed by Regulations. Any original paper(s) pertaining to the area of specialization published by the candidate during the course of work leading to the Ph. D degree and/or the dissertation submitted or supporting material in favour of his/her candidature for the award of the Ph. D degree.
13. The thesis submitted by the candidate for the award of the Ph. D degree shall be examined by two examiners by the Academic Council and the Executive Council on the recommendation of the Committee for advanced Studies and Research and the Board of the School, from amongst those who are not on the staff of the University and/or in the Committee of the Centre/Board of the School concerned.
14. Each examiner, after examining the thesis submitted by the candidate for the award of the Ph. D degree, shall submit a report to the Dean of the School concerned containing a clear recommendation whether, in his/her opinion:

- (a) the viva-voce examination of the candidate should be held; or
- (b) the thesis should be referred back to the candidate for revision; or
- (c) it should be rejected.

The examiner shall not recommend that the viva-voce examination be held unless he/she certifies that the thesis constitutes a contribution to knowledge characterized either by the discovery of new facts or by reinterpretation of known facts or development of new techniques and that the methodology pursued by the candidate is sound and its literary presentation satisfactory.

15.
 - (a) If the Dean of the School is satisfied that the examiners have unanimously recommended that the viva-voce examination of the candidate be held, he/she shall accordingly arrange to hold it.
 - (b) In case the Dean of the School notes that the examiners of the thesis have not recommended unanimously that the viva-voce examination of candidate be held or if he/she is satisfied that in the course of either report an adverse opinion of a substantive nature has been expressed materially affecting the validity of the same examiners' otherwise positive recommendation, then the Dean shall place the reports of the examiners before the Committee for Advanced Studies and Research for further action.
 - (c) The committee of Advanced Studies and Research may, at its discretion and shall, if the recommendation of one examiner is positive and that of the other negative, recommend to the Academic Council the appointment of a third examiner, one not in the service of the University and/or on the Committee of

the Centre/Board of the School concerned, to examine the thesis and act according to the recommendation of the third examiner.

Provided, that the recommendation is not to be considered negative if a revision is recommended and the revised thesis is accepted by the examiner.

Provided, however, that if the thesis, after revision, is not accepted by the examiner, the original and the revised version of the thesis shall be sent to the third examiner as per © above and the version approved by the third examiner shall be considered as final.

Note: 1. No thesis shall earn a degree unless there are two positive recommendation.

2. Where one recommendation is positive and the other asks for revision, the Committee shall ordinarily get the revision carried out and revised thesis sent to the same examiner.

16. Viva-voce examination of the candidate shall be conducted by a Board of examiners comprising of examiners of the thesis and the Supervisor(s). In case any of the examiners of the thesis is unable to conduct the viva-voce examination, another examiner shall be appointed in his/her place.

Provided that where the Supervisor is unable to be present within a reasonable time to participate in the viva-voce examination, the Committee for Advanced Studies and Research may recommend another member of the faculty in his/her place.

Provided further that in cases where after having consented to the scheduled date and time on which the viva-voce examination has to be held, one of the external examiners fails to be present for the viva-voce for certain reasons, the viva-voce may be conducted by the viva-voce Board with the other external examiner present.

17. (a) At the viva-voce examination, the viva-voce Board shall satisfy itself:

(i) That the thesis submitted by the candidate is his/her own work: and

(ii) That the grasp of the candidate of the board field of his/her study is satisfactory.

(b) The viva-voce Board may, on the basis of the unanimous opinion of its external members, recommend either:

(i) That the candidate be awarded the Ph. D degree; or

(ii) That the thesis be referred back to the candidate for revision; or

(iii) That the thesis be rejected and the candidate be not awarded the Ph. D. degree.

- 18 The manner in which the viva-voce examination is to be conducted shall be prescribed by the Regulations.
19. (a) In case the Committee for Advanced Studies and Research is satisfied that the viva-voce Board recommended that the candidate be awarded the Ph. D degree, it shall recommended to the Academic Council through the board of the School that the Ph. D degree may be awarded to the candidate.
- (b) In case the viva-voce Board recommends that he thesis of the candidate be rejected, the Committee for Advanced Studies and Research shall direct accordingly.
- © In case the recommendation of one external member of the viva-voce Board is positive and of the other negative, the Board shall refer the case to the Committee for Advanced Studies and Research for its consideration and decision.
- 20 A candidate whose thesis has been referred back for revision shall be permitted to re-submit it for the award of the degree not later than one year of the intimation of the decision of the University to him/her.
- Provided that, in exceptional cases, the Academic Council may, on the recommendation of the Committee for Advanced Studies and Research, extend the period by another year
- 21 A thesis which has been re-submitted shall normally be examined by the original examiner(s) unless any one of them is, or both of them are, unable or unwilling to act as such, in which case another examiner(s) may be appointed.
- 22 No candidate shall be permitted to re-submit his/her thesis for the award of the Ph. D degree more than one.
- 23 A member of the teaching staff of the University may submit his/her thesis for the award of the Ph. D degree of the University in the following manner:
- (i) He/she shall intimate to the Department/Centre to topic of his/her research work leading to the award of the Ph. D degree;
 - (ii) If the Department/Centre concerned is satisfied that:
 - (a) Research on the proposed topic can be profitable pursued; and
 - (b) The research work can be suitable undertaken at the University;
- (1) it shall recommend to the Committee for Advanced Studies and Research that he/she may be permitted to submit his/her thesis for the award of the Ph. D degree of the University:

- (2) Prescribe for him/her course, or courses, if necessary as a partial requirement for the award of the Ph. D Degree;
- (3) Appoint an Advisor(s) to generally guide him/her in completion of his/her thesis;
 - (iii) The committee for Advanced Studies and Research, if so satisfied shall, subject to confirmation by the Board of the School concerned, permit him/her to submit his/her thesis in not less than two years from the date of his/her obtaining the permission to undertake research work leading to the award of the Ph. D degree;
 - (iv) The viva-voce Board, as provided in clause 16 shall, in the case of those submitting their thesis for the award of the Ph. D degree under this clause, include his/ her advisor in lieu of the Supervisor who has been appointed for him/her by the Board.

Explanation:

For purpose of this clause, Research Assistant shall be deemed to be member of the teaching staff.

- 24 Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Committee for Advanced studies and Research concerned, or an appropriate Committee and the Board of School as well as on the merits of each individual case, consider relaxation of any of the provision at its discretion and for reason to be recorded.
- 25. No candidate shall be eligible to register for the programme/course if he/she is already registered for any fulltime programme of study of this University or in any other University/Institution.

No.F.6/14/2020-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

264-C, North Block, New Delhi.
Dated the 11th June, 2021

OFFICE MEMORANDUM

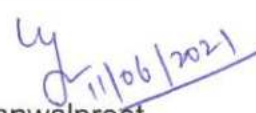
Subject: Procurement of Goods/Services through Government e-Marketplace (GeM).

Reference: (i) Department of Expenditure (DoE) OMs No.F.6/14/2020-PPD dated 27.08.2020 and 23.10.2020

Attention is invited to this Department OM No.F.6/18/2019-PPD dated 23.01.2020 stipulating that all buyers will be required to generate a "GeM Availability Report and Past Transaction Summary" (GeMAR&PTS) on GeM portal using their login credentials of GeM for all procurements being made outside GeM. It was also stipulated that in case it is not possible to extract GeMAR&PTS report due to (a) urgency (b) non-functioning of GeM at that time and (c) due to non availability of internet connection, screenshots in such cases shall be placed in procurement files, along with details of reasons/ circumstances. Further, in these circumstances, furnishing of unique ID on publishing portal will not be insisted.

2. Later on reasons (b) "non-functioning of GeM and (c) non-availability of internet connection" were removed from the exceptions.

3. On the request of GeM, it has now been decided that **buyers will be required to generate GeMAR&PTS ID in all cases of procurement outside GeM.**


Kanwalpreet
Director (Procurement Policy)
Tel.: 23093811
Email: kanwal.irss@gov.in

To

All Secretaries and Financial Advisors of All Ministries/Departments to Government of India.

Copy to:

Secretary, Department of Public Enterprises with a request to issue appropriate instructions to Public Sector Undertakings in this regard.

No. F.4/1/2021-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

264-C, North Block,
New Delhi Dated the 03rd August, 2021

OFFICE MEMORANDUM

Subject: Revised Consolidated Instructions regarding Global Tender Enquiry (GTE) under Rule 161(iv) of General Financial Rules (GFRs) 2017 upto Rs 200 crore.

Attention is invited to this Department's OM No. F.12/17/2019-PPD dated 15.05.2020 regarding amendment in Rule 161(iv) of General Financial Rules (GFRs) 2017 stipulating that no Global Tender Enquiry (GTE) shall be invited for tenders upto Rs.200 crore or such limit as may be prescribed by this Department from time to time. It further stipulates that in exceptional cases, where the Ministry or the Department feels that there are special reasons for GTE, it may record its detailed justification and seek prior approval for relaxation to the above Rule from the competent authority i.e. Secretary (Coordination), Cabinet Secretariat.

2. Applicability: Restriction on Global tenders as specified in the revised Rule 161(iv) of GFRs, 2017 will be applicable on all procurements including Goods, Non-consulting services, Consultancy Services and Works including turnkey projects. The instructions are applicable for all the tenders published in newspapers or website after 15.05.2020.

3. It is noted that 40-45 % of the proposals being sent by Ministries/ Departments are either not complete or not in accordance with the instructions issued by this Department and Cabinet Secretariat for submission of the proposals. Due to this, such proposals are returned to proposing Ministry/ Department for rectification. In order to avoid shuttling of the proposals and to save time, all instructions for submission of proposals have been consolidated as under for convenience of proposing Ministries/Departments:

3.1 The proposal for approval shall be submitted by Administrative Ministry with the **concurrence of Financial Advisor and approval of Secretary** concerned. The proposals submitted by individual offices/ organisations (e.g. autonomous bodies, Central Public Sector Undertakings and subordinate offices of Central Government etc.) will not be entertained.

3.2 The proposals shall be submitted along-with **duly filled format** (issued by Cabinet Secretariat vide ID No. 213/2/1/2020-C.A.IV dated 06.10.2020, Annexure-I). **Every page should be attested by Administrative Ministry.**

3.3 Proposals are to be simultaneously sent to the following:

- (i) Cabinet Secretariat, email: ca4-cabsec@gov.in,
- (ii) Department for Promotion of Industry & Internal Trade (DPIIT) emails: manmeet.nanda@ias.nic.in & rajesh.gupta66@gov.in, and
- (iii) Department of Expenditure, email: kanwal.irss@gov.in and sudesh.kumar85@gov.in

3.4 Before sending proposals for approval of the Global Tenders, following is to be ensured:-

- (i) Domestic open tender must be floated to identify the domestic manufacturers/ service providers for the items/ services for which approval is being sought for issuance of Global Tenders. In case, if the Ministry/ Department has not floated a domestic open tender after 15.05.2020 for the items to be procured through GTE, such proposals will not be entertained. **The proposal must contain the details of domestic open tenders, issued after 15.05.2020** (Tender Number, date of opening, number of offers received, details of offers received, reasons why domestic suppliers were not considered etc.)
- (ii) The proposal **must contain the details of deliberations with DPIIT/ relevant industrial bodies for identification of domestic manufacturers/ service providers.**
- (iii) The **3/5-year procurement plan** as mandated by Public Procurement (Preference to Make in India) (PPP-MII) Order issued by DPIIT must be published on website, before forwarding proposals for the purpose of procurement through GTE. Web-link of published procurement plan should be provided in proposal.

4. Exemptions/Clarifications

4.1 For procurement of specialised equipments required for research purposes, and spares and consumables, for such equipments upto Rs. 200 crore for the use of Educational and Research Institutes, Secretary of Ministry/ Department concerned shall be the competent authority to approve issue of Global Tender Enquiries for such requirements subject to fulfilment of conditions as laid down in Annexure-II. The equipment should be of specialized nature required for research purposes and not the routine equipment used in offices. (OM No. 20/45/2020-PPD dated 08.01.2021)

4.2 **Special relaxation for procurement of Covid-19 related items/ equipments/ services etc. through GTEs till 31.10.2021:** Secretary of Ministry/ Department concerned shall be the competent authority to approve issue of such Global Tender Enquiries (OM No. 4/1/2021-PPD dated 11.06.2021).

4.3 Further, instructions issued vide this department OM No. 12/17/2019-PPD dated 15.05.2020 will not be applicable in following cases:

- (i) On procurement of spare parts of the equipments/ Plants & Machinery etc. on nomination basis from Original Equipments Manufactures (OEMs) or Original Equipment Suppliers (OES) or Original Part Manufacturers (OPMs) as no competitive tenders are invited in such cases (OM No. 12/17/2019-PPD dated 29.10.2020).
- (ii) Where procuring entities need to issue GTEs to fulfil contractual commitments/ obligations entered by them before 15.05.2020 i.e. bid has been submitted by them to their clients before 15.05.2020. Similarly, where procuring entities need to issue GTEs in view of existing collaboration agreements entered by them with foreign suppliers before 15.05.2020. (OM No. 4/1/2021-PPD dated 12.03.2021).

W
03/08/2021

(Kanwalpreet)
Director (PPD)
Tel.No. 2309 3811
Email: kanwal.irss@gov.in

To,

All the Secretaries and Financial Advisers to Government of India

Format for seeking the approval of the Competent Authority as per DoE order on rule 161(iv) of GFR dated 15.05.2020 and 28.05.2020

S.No.	Particulars	Remarks
1	Name of the Ministry:	
2	Name of the Department:	
3	Name of the sub-ordinate office (If applicable):	
4	Detailed Description of the Item	
5	Use of the Item	
6	Life time of the item proposed (In years)	
7	Whether item is procured regularly? (If so, Details of procurement of the said item over the past three years (Three completed financial years or last three tenders and the current financial year) inclusive of supply details as per format at Annexure-A.	
8	Quantity required to be procured with justification for the quantity (State/UT/Region wise projection)	
9	Estimated procurement price along with basic of such estimation (International Price comparison chart)	

Stamp and Signature of the
Authorized officer of the proposing Department
Name and Designation

10	Justification to be submitted as under		
	a	Detailed justification for Global Tender and essentiality of import (Item wise)	
	b	Who are the (possible) vendors of the item under procurement, in the global (including India) market?	
11	1	Whether the Department has tried and floated the tender to identify the domestic suppliers in the past financial year (If not, the reason thereof)	
	2	Capacity of all domestic local suppliers as per the domestic tender floated, if any	
12	What are technical alternatives available within country and whether they can be used (<i>substituted</i>) for the proposed item under GTE?		
13	Whether the Department had in the past attempted at development of local suppliers/phased indigenization/promotion of alternative technology having sufficient local suppliers. (If so, details thereof)		

Stamp and Signature of the
Authorized officer of the proposing Department
Name and Designation

14	Consequences of non-procurement of the item through GTE.	
15	Whether BIS standards are available for the items proposed under procurement. If not, the efforts made to operationalize such standards.	
16	Whether the department had published procurement plan for next 5 years, for the item under discussion?	

The above proposal is submitted, with the approval of the Secretary of the Administrative Department/Ministry, for the consideration of the Competent Authority, as mandated by D/o Expenditure order dated 15th May, 2020 regarding Amendment in GFRs-2017, regarding Global Tender Enquiry.

Also, it is informed that the above proposal had been sent to Cabinet Secretariat (Via Email ID: ca4-cabsec@gov.in), D/o Expenditure (via Email ID: GTEnquiry-200@gov.in) and to DPIIT, for their consideration.

Stamp and Signature of the
Authorized officer of the proposing Department

Name

Designation

Contact Number

Email ID

FORMAT FOR GTE

Details of procurement of the said item over the past three years (Three completed financial years and the current financial year) inclusive of supply details.

Year of contract	Item	Contract No. & date	Supplier	Quantity of supply with unit	Rate per unit	Completion date of contract	Country of Origin of goods	Local content in %

Stamp and Signature of the
Authorized officer of the proposing Department.
Name and Designation

Efforts to locate domestic suppliers

Educational, Research institutions and other units will make full efforts towards reducing of imports in following manner. This will result in substantial effects both within the institutions and also through impact on the eco-system:

- (i) Identification of equipment being procured time and again from abroad, and help developing them in India by identifying potential manufacturers and providing them technical help and expertise for developing the equipment. This programme will be coordinated by the Empowered Technology Group (constituted by Cabinet and chaired by the PSA)
- (ii) Efforts to promote technology transfer through agreements or to encourage technological collaboration with foreign manufacturing in India at the Start-ups set up in Research Parks.
- (iii) Sharing and updating of information about the availability of research equipment across various Indian Institutes on a single portal (their I-STEM portal has been developed for this purpose) so that those can be utilized by the needy institutes.
- (iv) Without compromising quality, Institutes should indicate alternative/ equivalent technical specifications that could suit their requirement, so that there are more chances of local manufacturers participate in the tendering process.
- (v) Regular Interaction between academia and Indian industry organizations at the level of the institution about the requirement of equipment of foreign origin and for encouraging the domestic manufacturing.
- (vi) Regular requirement of proprietary/ non-proprietary research consumables may be assessed and domestic alternatives are explored for use.
- (vii) A national level programme for indigenous development of scientific equipment be initiated by the Office of PSA.
- (viii) Without compromising quality, Institutes should be flexible with specifications so that domestic manufacturers are encouraged to meet requirements.

2. Guidelines for resorting to GTE :

- (i) Market assessment should be done by the concerned institution, as certified by the Head of the Institution. Only after no Indian manufacturer is found, a GTE should be issued.
- (ii) In case no Indian manufacturer/ suppliers are found, procurement may be done, through GTE, subject to compliance of provisions of GFR and requirement of procurement through GeM.

- (iii) DEAN (R&D) or an appropriate authority within the institute will issue certificates as per para 3 below, before inviting GTE. As a reporting matter in the Board of Governors, such certificates should be tabled, and also shared with Office of the PSA, DPIIT and concerned Administrative Ministry.
- (iv) The information about the procurement of equipment should be shared across various Educational and Research Institutes, through the I-STEM portal, already established for this purpose by the PSA's office. This will allow the equipment to be used by other institutions too, for research purposes.
- (v) Analyze the equipment being procured time and again from abroad, and help developing them in India by identifying potential manufacturers and providing them technical assistance and expertise for developing the equipment. Half-Yearly reports on this action to be shared by the Institutes with the Office of the PSA, DPIIT and concerned Administrative Ministry. A national level scheme will also be initiated by the Office of PSA for indigenous development of scientific equipment.
- (vi) Preference to local suppliers over foreign supplier as per the existing GoI guidelines, should be observed as applicable.

3. Certificates to be issued

- (i) Confirmation of non-availability in India of particular equipment/ consumables of foreign origin through Government e-Marketplace (GeM) and other sources;
- (ii) Certification that locally available alternatives with equivalent specifications are not suitable for research purposes;
- (iii) The non-availability of such equipment for research purposes with nearby research institutes or within the institute.
- (vi) Certification of the requirement of proprietary items of foreign origin for research purposes (where applicable).

Government of India
Ministry of Finance
Department of Expenditure
E-Coord-I Branch

Sub: Uploading of Compendium of instructions.

Please find enclosed a copy of O.M. dated 12th April, 2017 regarding Compendium of instructions for creation, revival, continuation and transfer of posts as approved by competent authority for issuing Secretaries and FAs of all the Ministries/Departments.

2. It is requested that the same may be uploaded in the Department of Expenditure's Website.



(Sobeer Singh)
US(E.C.I)
13.04.2017

Encl: As above.

Incharge, NIC, MoF(DoE)

No. 7(1)/E.Coord-I/2017
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated, 12th April, 2017

OFFICE MEMORANDUM

Subject: Compendium of instructions for Creation, Revival, Continuation and Transfer of posts.

This Department has issued instructions related to creation, deemed abolition, revival and continuation of posts from time to time. Therefore, in supersession of all previous instructions/ orders regarding creation, continuation, transfer and revival of posts, it has been decided, with the approval of Competent Authority, to issue a compendium of instructions covering all the aspects relating to these issues.

2.1 These instructions shall apply to creation/continuation/revival of posts in all Ministries/ Departments, their Attached offices, Subordinate offices, Statutory bodies etc.

2.2 Proposal for creation/revival/continuation/supernumerary posts should be routed through IFD of concerned Ministry.

2.3 These instructions are not applicable to CPSEs, which may follow the instructions issued by Department of Public Enterprises in this regard.

2.4 Instructions in respect of Autonomous Bodies will be issued separately.

3.1 Creation of Posts:

- a. All powers with respect to creation of posts delegated under DFPRs stands withdrawn and only Finance Minister (for below JS level posts) and Cabinet (for JS and above level posts) would be the Competent Authority for creation of posts.
- b. For creation of posts at JS and above levels, only 'Cabinet' and no other 'Standing Committee' is competent, except in respect of requirements relating to national security.
- c. Approval of this Department is not required for creation of Statutory posts. Only those posts may be considered as Statutory, whose name and level/ pay scale have been specifically provided in an Act of Parliament (only post mentioned in Statute, not support staff).
- d. Proposals for creation of posts may be referred to Department of Expenditure through respective IFD with the approval of Secretary and Minister in-charge of the concerned administrative Ministry.
- e. The proposals for creation of posts may be submitted on file, along with the prescribed checklist issued by this Department (Annexure -I). Separate checklist may be prepared for each category of post. Proposals received without proper checklist would not be considered and returned.
- f. Specific exemptions for creation of posts granted to any Ministry/ Department by this Department will however continue.

3.2 The level of approval for creation of posts is summarized in the following tables:

For Ministries/ Departments, Attached offices, Subordinate offices, Statutory bodies etc.

S.No	Level of Post	Competent Authority
1	JS and above	Cabinet
2	Below JS level	Finance Minister

4.1 Supernumerary Posts:

The following principles should be observed while creating supernumerary posts:

- The supernumerary posts are created for the purpose of accommodating the lien of a Government servant who, though entitled to hold a lien against the regular post, cannot be so accommodated because of non-availability of such a post.
- The supernumerary post is a shadow post, i.e. no duties are attached to such a post. The supernumerary post is created for a definite and fixed period. Since, a supernumerary post is created for accommodating an officer till he is absorbed in a regular post, it should not be created for an indefinite period.
- The supernumerary post is personal to the officer for whom it is created and no other officer can be appointed against such a post. It stands abolished as soon as the officer for whom it was created vacates it on account of retirement or is accommodated in another regular post. In other words, no officiating arrangements can be made against such a post.
- Administrative authorities should maintain a record of the supernumerary posts, the particulars of the individuals who hold liens against them and the progressive abolition of such posts as and when the holder of the posts retire or are absorbed in regular permanent posts, for the purpose of verification of service for pension.

5.1 Deemed Abolition & Revival of posts:

- All posts, except newly created posts, kept in abeyance or remaining vacant for a period of more than 2 years in any Ministry/ Department/ Attached office/ Subordinate office/ Statutory body, would be considered as 'deemed abolished' unless an exemption has been given at the time of sanctioning the post.
- A post falling into the category of 'deemed abolished' cannot be filled up prior to obtaining its 'revival' from Department of Expenditure.
- Statutory posts, the name and level/ pay scale of which is specifically provided for in an Act of Parliament, are exempted from falling in the category of 'deemed abolished' on remaining vacant for a period of more than 2 years. Only the posts mentioned in Statute may be considered Statutory, not their support staff.
- Newly created posts (posts which have been sanctioned recently by Department of Expenditure/ Cabinet), which do not have RRs would fall under the category of 'deemed abolished' after a period of 3 years from the date of creation unless it is clarified that this relaxation would not be applicable to those newly created posts which have existing RRs.
- Revival of posts would be considered in rare and unavoidable circumstances only.
- Proposals for revival of posts may be referred to this Department on file, along with the prescribed checklist issued by this Department (Annexure - II). Separate checklist may be prepared for each post. Proposals received without proper checklist would not be considered.

5.2 All Ministries/ Departments may submit to this Department, within 3 months, an Action Taken Report regarding abolition of posts which are vacant for more than 5 years in the Ministry/ Department and organizations under their administrative control. Further, while

referring any proposal for creation/ revival of posts to this Department, Ministries/ Departments may enclose a Certificate that all posts under their administrative control, vacant for more than 5 years on the date of referring the proposal, have been abolished.

The conditions for deemed abolition are provided in the following table:

S.No	Type of Post	Post Live for
1	Existing Post (held in abeyance/ vacant for more than 2 year)	Post is deemed abolished
2	Newly created Post - RRs Exist	2 year
3	Newly created Post - RRs do not Exist	3 years
4	Existing Post vacant for 5 years	Post may be abolished Immediately
5	Statutory Posts	Do not fall under deemed abolition

6.1 Continuation of Posts:

Continuation of posts would be considered subject to continuation of the scheme/project for which the posts were initially sanctioned. For above JS level posts, Department of Expenditure would examine and put up the proposal for approval of Secretary (Exp.), Secretary (DoPT) and Cabinet Secretary. In the case of continuation of Secretary level post, approval of Prime Minister may be obtained by the concerned Ministry/ Department after the approval of Cabinet Secretary.

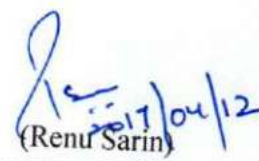
6.2 Competent Authority for continuation of posts is as follows:

S.No	Level of Post	Competent Authority
1	JS and below level	DoE
2	Above JS level	CoS [Secretary (DoE), Secretary (DoPT) and Cabinet Secretary]
3	Secretary level	CoS as above. Thereafter, Ministry to obtain approval of PM

7. Transfer of Posts:

A post sanctioned for a specific purpose in an organization may not be diverted for another purpose at the same or different station. Cases of transfer/ diversion/ adjustment of posts would amount to creation of new post with simultaneous abolition of existing post and prior approval of Department of Expenditure is required for the same.

8. This issues with the approval of Finance Minister.


 (Renu Sarin)
 Deputy Secretary(E.C.I)
 Tel # 2309 2761

To,

1. Secretaries of all Ministries/ Departments of Government of India
2. Financial Advisers of all Ministries/ Departments of Government of India

Checklist for Creation of Posts

S.No.	Particulars	
Details of Post		
1	Name/ Designation of the post	
2	Pay Scale of the post	
3	Nature of Post (Scientific/Technical/Admin/Faculty/other)	
4	Duties and responsibilities of the post	
5	Functional justification for creation	
6	Does this post exists with same scale of pay and grade pay	
7	How work is being managed in the absence of the post	
8	Mode of recruitment of post (enclose copy of RRs)	DR/Deputation/Promotion
9	Essential and minimum qualification of the post	
10	No. of existing posts in the grade of the post	(a) Sanctioned (b) Vacant (with date)
11	Immediate lower (feeder) post in the hierarchy	(a) Sanctioned (b) Vacant (with date)
12	Immediate higher (promotional) post in the hierarchy	(a) Sanctioned (b) Vacant (with date)
13	Workload of the post (Extract of SIU study, if any)	
14	Possibility of outsourcing/contract/redeployment	
15	Financial implication (both recurring and non-recurring)	
16	Matching Savings (Specific posts with pay scales) <i>(FA may certify that posts are live and not surrendered earlier or recommended by SIU for abolition)</i>	
17	Whether any Norms exist for the proposed posts. A copy of the Norms may be provided.	
Organization Details		
1	Name of the organization	
2	Status of Organization (Ministry/ Department/ Autonomous/ Attached/ Subordinate)	
3	Detailed sanctioned strength (category wise) with pay scale and vacancy position (with date of vacancy)	
4	Whether the organization has been studied by SIU/ IWSU. If so, details	
5	Any other relevant information	
Certificate: It is certified that all such posts under the administrative control of this Ministry/ Department which are vacant for more than 5 years, have been abolished		

Concurrence of Financial Advisor

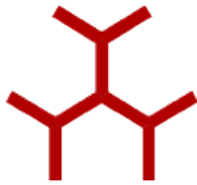
Concurrence of Secretary

Checklist for Revival of Posts

S.No.	Particulars	
1	Name of the organization	
2	Name of the post	
3	Pay Scale of the post	
4	Date of Vacancy	
5	Mode of recruitment of the post (enclose copy of RRs)	DR/Deputation/Promotion
6	No. of posts in the grade of post proposed to be revived	(a) Sanctioned (b) Vacant (with date)
7	Duties and responsibilities of the post	
8	Functional justification for revival of the post	
9	Efforts made to fill up the post, since date of vacancy (in chronological order with relevant documents)	
10	How the work is being managed in the absence of the post and why this arrangement cannot continue	
11	Possibility of outsourcing/ contract	
12	Financial implication of the revival of post	
13	Matching Savings (Specific posts with pay scales) (FA may certify that these posts are live and not surrendered earlier or recommended by SIU for abolition)	
14	No. of Posts in immediate lower (feeder) grade	(a) Sanctioned (b) Vacant (with date)
15	No. of Posts in immediate higher (promotional) grade	(a) Sanctioned (b) Vacant (with date)
16	Detailed sanctioned strength and vacancy position of the organization (grade-wise)	
17	Whether the post has been offered as matching savings for creation/ revival of any other post	
18	Whether the post has been recommended for abolition by SIU/ IWSU/ ERC	
19	Any other relevant information	
Certificate: It is certified that all such posts under the administrative control of this Ministry/ Department which are vacant for more than 5 years, have been abolished		

Concurrence of JS/ Director (Admin)

Concurrence of Financial Advisor



Departmental
FORMS for INFORMATION

NATIONAL INSTITUTE OF IMMUNOLOGY

ARUNA ASAF ALI MARG, NEW DELHI-110 067

CHARACTER CERTIFICATE

(It should be duly signed by a Gazetted Officer or a Stipendiary Magistrate who is not related to the applicant)

It is certified that Dr./Mr./Ms.....

S/o/D/o/W/o.....is known to me for the

lastyears.....months and to the best of my knowledge and belief, his/her

conduct is good and there is nothing against him/her which debars him/her to get a Government job.

He/she is not related to me.

Place :

Signature.....

Date :

Designation.....

**NATIONAL INSTITUTE OF IMMUNOLOGY
ARUNA ASAF ALI MARG, NEW DELHI-110067**

DECLARATION

I.....
S/o/D/o/W/O.....
employed as.....with effect
fromin the National Institute of Immunology, agree that maintaining
confidentiality is a condition to my employment and I have an obligation to safeguard
Confidential Information from unauthorized use and disclosure. I accept to abide by the
confidentiality obligations towards NII and declare as under:

2. that I understand that during the course of my employment with NII I can become privy
to information, knowledge, technique, procedure, strategy etc. relating to my direct /allied duties
(*whether in electronic or in any other form*) that are not publicly available. I will not share this
information for my personal gain or advantage or for the personal gain or advantage of anyone
with whom I improperly share this information;

3. that I will maintain strict confidentiality in the performance of my official duties as
required by any laws in force, particularly with regard to information, disclosure of which lead to
incitement of an offence or illegal or unlawful gain to any person;

4. that I will disclose promptly and fully to the Institute, the subject matter of each related
invention, if any, which I may learn while providing technical support to my Lab Incharge in his
/ her research activities in the National Institute of Immunology (applicable for technical
persons);

5. that I shall refrain from disclosing, publishing or permitting the publication of any
information which I may acquire while performing my official duties without the Institute's
express consent;

6. that I agree not to take or keep any Confidential Information when I leave NII.

Signature.....

Date.....

Witnessed by:

1.....
(Name)

.....
Signature

1.....
(Name)

.....
Signature



घोषणा पत्र

राष्ट्रीय प्रतिरक्षाविज्ञान संस्थान में.....से.....पद पर कार्यरत मैं.....पुत्र/पुत्री/पत्नी श्रीसहमत हूँ कि गोपनीयता को बनाए रखना मेरे रोजगार की एक शर्त है और अनाधिकृत उपयोग और खुलासे से गोपनीय जानकारी को सुरक्षित रखना मेरा दायित्व है। मैं राष्ट्रीय प्रतिरक्षाविज्ञान संस्थान के प्रति गोपनीयता दायित्वों का पालन करना स्वीकार करता हूँ/करती हूँ और निम्नानुसार घोषित करता हूँ/करती हूँ :

2. कि मैं यह समझता हूँ/समझती हूँ कि राष्ट्रीय प्रतिरक्षाविज्ञान संस्थान में मेरे रोजगार के दौरान, मैं अपने प्रत्यक्ष/ संबंधित कर्तव्यों से संबंधित सूचना, जानकारी, तकनीक, प्रक्रिया, कार्यनीति आदि (चाहे इलेक्ट्रॉनिक रूप में हो या किसी अन्य रूप में हो) जो सार्वजनिक रूप से उपलब्ध नहीं है, का भेदी/प्रिवी हो सकता हूँ। मैं इस जानकारी को अपने व्यक्तिगत लाभ या फायदे के लिए या जिनके साथ मैं अनुचित रूप से इस जानकारी को साझा कर सकता हूँ/सकती हूँ ऐसे किसी अन्य के व्यक्तिगत लाभ या फायदे के लिए साझा नहीं करूंगा/करूंगी :

3. कि मैं लागू किसी कानून द्वारा यथा अपेक्षित विशेष रूप से ऐसी जानकारी जिसके खुलासे से किसी व्यक्ति को अपराध या अवैध या गैरकानूनी लाभ प्राप्त होता है, के संबंध में अपने कार्यालय कर्तव्यों के पालन में सख्त गोपनीयता बनाए रखूंगा/रखूंगी:

4. कि मैं तुरंत और पूरी तरह से संस्थान में, प्रत्येक संबंधित आविष्कार, यदि कोई हो, की विषय वस्तु का खुलासा करूंगा/करूंगी, जिसे मैं अपने प्रयोगशाला प्रभारी को राष्ट्रीय प्रतिरक्षाविज्ञान संस्थान में उनके अनुसंधान गतिविधियों में तकनीकी सहायता प्रदान करते समय सीख सकता/सकती हूँ (तकनीकी व्यक्तियों के लिए लागू):

5. कि मैं संस्थान की सहमति के बिना अपने आधिकारिक कर्तव्यों का पालन करते हुए प्राप्त हुई किसी भी जानकारी के खुलासे करने, प्रकाशित करने, प्रकाशन की अनुमति देने से बचूंगा/बचूंगी:

6. कि जब मैं राष्ट्रीय प्रतिरक्षाविज्ञान संस्थान को त्याग करता हूँ / करती हूँ तो मैं किसी भी गोपनीय जानकारी को नहीं लूंगा और न ही रखूंगा।

गवाह

1.
(नाम)

हस्ताक्षर

तिथि

2.
(नाम)

हस्ताक्षर

हस्ताक्षर

NATIONAL INSTITUTE OF IMMUNOLOGY**ARUNA ASAF ALI MARG, NEW DELHI-110 067****DECLARATION**

I

S/o / D/o /W/o

employed as

in the National Institute of Immunology, hereby solemnly declare as under:

1. that I will disclose promptly and fully to the Institute, the subject matter of each related invention which may arise out of my research activities in the National Institute of Immunology ;
2. that I shall assign to the Institute the entire right, title and interest in and to any and all such related inventions and in and to any and all letters Patent of inventions Inventor's certificates. Design Patents or otherwise (all hereinafter collectively referred to as "Letter's Patent") that may be issued for such inventions, together with the right, where appropriate to apply for and obtain such letters Patent; and
3. that I shall refrain from disclosing, publishing or permitting the publication of any information concerning any related invention without the Institute's express consent.

Signature

Date

Witnessed by :

1.
(Name) Signature

2.
(Name) Signature

NATIONAL INSTITUTE OF IMMUNOLOGY
ARUNA ASAF ALI MARG, NEW DELHI - 110067

DECLARATION REGARDING MARITAL STATUS

I, Sh.....declare as under::

- *i) That I am unmarried/ a widower /a widow;
- *ii) That I am married and have only one spouse living;
- *iii) That I have entered into or contracted a marriage with a person having one spouse living. Application for grant of exemption is enclosed;
- *iv) That I have entered into and contracted a marriage with another person during the lifetime of my spouse. Application for grant of exemption is enclosed;

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Dated:.....

Signature :

*NOTE----- Please delete clause/clauses not applicable.

FORM OF OATH OF ALLEGIANCE

I Sh.....do hereby solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established, that I will uphold that sovereignty and integrity of India and that I will carry out the duties of my office loyally, honestly and with impartiality. (So help me God!).

Dated:

Signature :

NATIONAL INSTITUTE OF IMMUNOLOGY
ARUNA ASAF ALI MARG, NEW DELHI-110 067

I do hereby certify that I have examined Dr./Mr./Ms.....
a candidate for employment in the National Institute of Immunology, Aruna Asaf Ali Marg, New
Delhi and cannot discover that he/she has any disease, (communicable or otherwise) constitutional
affliction or bodily infirmity, except,.....

I do not consider this a disqualification for employment, in the office of the National Institute of
Immunology, New Delhi.

His/Her age is, according to his/her own statement is.....years, and by appearance
.....years.

Signature of the Candidate :

Taken before

Name of Medical Officer

Designation

on (Date)

Signature of Medical Officer

CHECK LIST OF DOCUMENTS FOR JOINING

1. Self Attested Copies of Academic qualification and experience certificates

- (i) 10th
- (ii) 12th
- (iii) B.Sc.
- (iv) M.Sc.
- (v) Ph.D
- (vi) Experience Certificates
- (vii) Caste Certificate in GOI format
- (viii) PwD certificate, if applicable

2. Joining Report with Annexures

- (i) **Annexure-I** (Confidentiality Deceleration)
- (ii) **Annexure-II** (Oath of Allegiance to India)
- (iii) **Annexure –III** (Medical Fitness certificate from a Govt. recognized Medical Practioneer).
- (iv) **Annexure- IV – 2** (Production of Character certificate from a responsible person)
- (v) **Annexure- V** (Vigilance Clearance/ Integrity Certificate)

- 3. Filling of Service Book
- 4. Declaration Form of Dependents
- 5. Nomination Form (Retirement Gratuity & Death Gratuity Form)
- 6. Photos- 2
- 7. Form 'G' for Scientist, if applicable
- 8. Copy of Aadhar Card
- 9. Copy of Passport
- 10. Police Verification Form

11. National Pension System (NPS) form-**Finance Department**

Administration-II

I-Card

Medical Card

Library

Library Card



NATIONAL INSTITUTE OF IMMUNOLOGY

Equipment Transfer

Following Equipments belonging to(Dr./Sh.....
have been transferred toDr./Sh.....

S.No.	DESCRIPTION OF EQUIPMENT (with NII marking)	Make/Model	QTY	Remarks

Signature+date  *Signature+date*



National Institute of Immunology

New Delhi

(Outpass slip)

Mr. _____ Designation _____ is working in the _____ Lab/ Department and hereby permitted to proceed an Official/personal work to _____ from _____ to _____ hrs. He will not visit any out of bound area and will not involve in any type of unlawful activity. He is in possession of the identity card issue by NII.

Signature of Incharge

Department/Lab _____