



R.S.R.

**(Applicability General
Conditions, lien etc. of
Service)**

-Mahesh Rajoria,
{R.Ac.S. (Rtd.)}
Former Financial Advisor,
Police Department,
PHQ ,Jaipur , Raj.

Rajasthan Service Rules 1951

- Rajpramukh of Raj., exercising power under the proviso to Article 309 of the Constitution, made these rules regarding **conditions of service of persons appointed to services & posts in connection with the affairs of Raj.**

Rule I: Short title & commencement-

-‘The Rajasthan Service Rules’

-w.e.f.1.4.51’



Rule 2: Extent of Applicability:- these apply to:

(i) To all persons appointed by Govt. on or after 7th April, 1949.

(ii) To all persons appointed on or after the said date to such posts/ services as a result of integration of the services of the Covenanted States , and

To all persons appointed to such posts or services on the basis of contracts by Govt. of Raj. or by Govt. of a Covenanted state.

Not Applicable:- These rules shall not apply to-

- (a) officers on deputation from G.O.I or from Govt. of any state,
- (b)(i) the judges of the high court&(ii) the officers & servants of high - court who are covered under Article229(2).
- (c) Chairman & members of R.P.S.C.
- (d) members of AIS who are covered by Union Rules.
- (e) persons paid from contingencies.
- (f) to Work- Charged employees.
- (g) persons for whom special or specific provision in respect of any matter covered by these rules has been made
- (h) persons paid out of consolidated fund of state & who are at the same time 'Workmen' as defined in section 2(s) of the Industrial Dispute Act 1947',and 'Factories Act 1948'.

General Conditions of Service

R- 8: All appointments on or after 20.1.2006 shall be made as a **probationer-Trainee** for a period of **2 years**. She/he will be paid **fixed remuneration** prescribed.

--Medical Officers --- one year.

After successful completion of probationer training, allowed **minimum pay in the pay scale** will be allowed.

The period of probationer training shall **not count for grant of annual increment.**

- where direct appointment is done for the entry posts higher than State Services & where besides academic / professional qualification, specific experience condition is also prescribed appointment will be made on “probation” for **–one year. Pay of such G.S.will also be protected.** (F.12(6)FD/Rules/2005 Dated 23-09-2014)

General Conditions of Service

-Only 12 Casual Leaves will be allowed during Probation period.

- During Probation period EOL upto one month:

If leave (EOL) beyond one month, the of Probation Period will be extended accordingly, if granted by Competent Authority with concurrence of F.D.

Exceptions-----

-Maternity Leaves, Paternity Leaves, Child Adoption Leaves are allowed.

General Conditions of Service

-Provided further that a Govt. servant **who is already in regular service ,if appointed as PT** for a period of 2 years on or after 20.1.2006 shall **be allowed his pay scale or fixed remuneration** whichever may be beneficial to him.

Facilities(during prob. Period)	Queries/ Details of queries(vide RIPA Letter-5533 Dt.17.07.2006)	Comments of FD(F.12(5)/FD/Rules/06 Dt.30.8.2006.
(a) Leave	(i)Whether he is entitled to his due leave of his previous post.	Yes, but it has to be decided by Competent Authority.
	(ii) Whether he is entitled to earn regular leave as per RSR .	As per Rule 122-A,he will not earn regular leave.
	(iii) Casual Leaves.	12 CL in the FY. If in middle of the year ,then proportionately.
(b)Increments	(i) Whether he is entitled to his due increments during prob. Pd.	He is entitled to increments in the existing pay .
(c)HRA	Whether he is to HRA . If yes; at what Rates i.e. Rates of Jaipur or place of earlier posting	He is entitled to HRA @ place of posting ; if he was posted in Jaipur, then HRA of Jaipur.
(d) Joining Time	Whether he is entitled to Joining Time &Joining Time pay.	Yes, only who has completed 3years; but those not completed 3 years will get Joining Time but not Joining time Pay.

R- 8 A: Age on 1st appointment: The **minimum & maximum age** for entry into Government service **shall generally** be **16 & 35 years** respectively. (5 years relaxation in upper age given w.e.f.6-3-2012)

Note: **Minor (less than 18 yrs)** not to be appointed to a **post requiring security.**

Relaxations for limits in Upper Age :-

- ___For- (1) women- - upto-42 years.
- (2) SC/ST - --5 years extra.
- (3) 'reservist' of Indian Armed Forces - -upto-50 years.

Change of Name: Govt. servant wishing to **change his name** or to **adopt a new name**

- by a **deed** changing his name
- deed should be attested by **two witnesses** known to Head of Office.
- **by publication of change** in a prominent **local newspaper & Rajasthan Rajpatra** at his own expenses.
- After these** (above) formalities, the adoption of **new name/change in name** **should be recognized** officially & record may be amended accordingly.

Recording of Date of Birth

The date of birth of a Govt. servant should **invariably be mentioned in the appointment order issued** at the time of entry into Govt. service for the first time on the basis of-

(i) Matriculation/Secondary certificate or Diploma recognized by Govt.

(ii) Secondary/ Hr. Secondary School certificate.

(iii) In absence of above , certificate issued by Panchayat /Municipality.

(iv) **In case of non-availability of above said certificates, the date of birth (age) declared by the applicant at the time of first appointment may be accepted** (Procedure as per GF&AR 132 be followed)

(v) In case of **work-charged employee** (in case of Conversion from 'Work charged' to 'regular' the date of birth recorded in the record at the time of first appointment in work charged post shall be accepted.

- The date of birth recorded in the Service Book/roll **shall be accepted by the Govt. finally as it is**, irrespective of the basis or authority on which it was entered.

The date of birth recorded as above **shall not be changed even by Adm.Deptt.**

If any genuine case , proposal be sent for prior approval of F. D.

R- 9: Production of Medical Certificate for appointment :- **No appointment without a Medical certificate** of health.

-**Govt. can exempt** any class of Govt. servant of specified class.

- Medical certificate be submitted to audit along with **the first bill of** the **G.S.**

R-II: Medical Certificate be signed by a M.O. of the rank of a D M H O, but in case of woman candidate, C A may accept certificate signed by Medical Practitioner

R-12: Govt. Servants exempted from Production of Medical Certificate:

- (1) A G. S. recruited through a examination & who had already undergone Medical examination.

- (2) A G S. in in temporary vacancy for less than 3 months.
- (3) IV class in Temporary Vacancy for less than 6 months.
- (4) A Temporary G. S. who has already been medically examined in one office & transferred to other office;
- (5) A Physically handicapped recruited in this category .

R- 13: Fundamental Conditions of Service: -

The **whole time** of a Govt. servant **is at the disposal of the Govt.**

He may **be employed in any manner** required by proper authority, **without claim for additional remuneration.**

R-14: (a) Two or more G.S. can not be appointed substantively to the same permanent posts at the same time.

(b) A G. S. can not be appointed substantively **except as a temporary measure**, to two or more permanent posts at the same time.

(c) A Govt. servant can not be appointed substantively to a post on which another Govt. servant holds a lien.

R-15: Lien:A Govt. servant on a **substantive appointment** to any permanent post **acquires a lien on that post & ceases** to hold any lien **previously acquired on any other post.**

R-16:- Unless his lien is suspended/transferred , a **G.S. holding substantively a permanent post retains a lien on that post-**

- WHILE-**
- (a) performing the duties of that post
 - (b) on foreign service or holding a temporary post , or officiating in another post
 - (c) during joining time on transfer to another post
 - (d) on leave
 - (e) under suspension.

R-17: Suspension of Lien:

- (a) **G. S. shall suspend the lien, if he is appointed in a substantive capacity-**
 - (i) to a tenure post;
 - (ii) **provisionally** to a post on which another G. S. would hold a lien.
- (b) **Govt. may at their option suspend the lien of a G.S., if-**
 - he is deputed out of India or
 - transferred to foreign service, or
 - is transferred in an officiating capacity, to a post in another cadre ,if there is reason to believe that he will remain absent on which he holds a lien for a period of not less than 3 years.

(c) If a Govt. servant's lien on a post is suspended, the post may be filled **substantively**, and the G.S. appointed to hold it **substantively** shall acquire a lien on it; **--provided** that the arrangement shall be reversed as soon as the suspended lien revives.

Note: This type of appointment will be termed as **provisional appointment**.

R- 18: Termination of Lien:

(a) A Govt. servant's lien on a post **shall not be terminated even if with his consent** (exception - chairman RPSC & members).

(b) A Govt. servant's lien on a post stands terminated on his acquiring a lien on a permanent post outside his cadre on which he was borne.

Principles Governing the Supernumerary Post:

- (i) A supernumerary post is normally created to accommodate the lien of an officer who is entitled to hold a lien against a regular permanent post, but due to non-availability of a regular permanent post, cannot have his lien against such a post.
- (ii) It is a shadow post – no duties attached to it. The officer performs duties of another post.
- (iii) It would not lead to an excess of working cadre strength.
- (iv) It is permanent post created till the officer is absorbed in regular permanent post.
- (v) It is personal to the officer. No officiating arrangements.
- (vi) No extra financial commitment is involved.

Reasons–

- (a) Court decision,
- (b) factual error,
- (c) mis -application or non-compliance of rules in the process of integration.

R-20- Transfer of G.S.: Govt. may transfer a Govt. Servant from one post to another; But he can not be transferred to a post carrying less pay of permanent post on which he holds a lien
Except-

- (i) on inefficiency or misbehavior or
- (ii) own written request.

R-21: Subscription to a Provident Fund or Life Insurance:

G. S. is required to subscribe in S.I . & GPF. Or/and

New Pension Scheme.

R-21A: A G.S. is required to subscribe to R S P M C S.

R-21B: in GPF including crediting any installment of D.A.

R- 21C: A Pensioner/family pensioner may be required to deposit the arrear of pension/family pension & D. Relief to GPF , if Govt. orders so.

R- 22: Condition for drawing Pay & allowances

(Pay & allowances, if joining in the forenoon – from the same date)

(Pay & Allowances, if joining in the afternoon –from next date)

Resignation:-

(a) Competent Authority to accept Resignation – appointing authority

(b) circumstances to accept:

(i) after alternative arrangement, if Govt. servant engaged on important work,

(ii) if under suspension ,with reference to the merit of disciplinary case – except grave delinquency (moral turpitude & charges of removal or dismissal is envisaged),

(iii) deposited the amount of penalty in the bond executed.

(c) Date when resignation become effective: Competent Authority to decide.

(d) Authority Competent can **permit withdrawal of resignation** but:

(i) **Not after date** of acceptance,

(ii) Resignation be accepted **after 'No Dues Certificate'**.

(iii) Temporary G. S. will be required by CA to give notice.

R- 22A: (I) Where on appointment a G.S. (gazetted) is required to undergo **training for a specified** period before assuming post, **resigns and takes another employment** during training or within two years after such training,

shall **refund emolument paid to him during Training and other expenses incurred on training (excluding TA&DA).**

Provided, no such refund, if the training will be useful in new (Govt./semi Govt.) appointment .

-But in such case, a fresh bond .

R- 22B: If a G S deputed for training of 3 months & more, the provisions of Rule 22A, will apply to him-

<u>Period of Training</u>	<u>Period to serve</u>
Exceeding 3 months but upto 6 months	One Year
Exceeding 6 months	Two years

R-23: leave –

(1) (a) No leave exceeding 5 years.

(b) If he remains on leave **after 5 years**, does not assume duty after leave, be **removed from service under CCA Rules**

(2) If he **remains absent without leave & does not join after leave action under 86 RSR.**

R- 23A: (1)(a) Notice for termination of service of a **temporary** employee:- **one month notice** in writing is required.

(b) Service may be terminated forthwith but Govt. servant is entitled to **claim one months (period falls short of 1 month) pay & allowances** at the same rates which he was immediately drawing.

(2) A temporary Govt. who has served **for 3 years**, notice of 3 months be given if he satisfies qualifications prescribed. (Both sides).

If not notice i.e. immediately, **then 3 months' pay** (or pay for the period which falls short of 3 months)

GRD:- RSR 23A does **not provide for the forfeiture of pay & allowances in lieu of notice, when the employee does not give the notice.**

- Appointing authority may refuse resignation, if suitable substitute is not available.
- **On mutual consent authority can reduce the period of notice**, if suitable arrangement has been made.

Chapter V – Addition to Pay

Rule 42: Govt. may grant such allowances to the Govt. Servant and may make rules prescribing their amounts and the conditions.

Rule 43: (a) Govt. may give permission for undertaking work and acceptance of fees, if this can be done without detriment to his official duties & responsibilities, to perform a specified services for a private person or body or a public body.

Rule 43: (b) Sanction of Competent Authority is necessary for acceptance of a fee.

Rule 43: (c) Circumstances in which honorarium can be granted-

except when Special reasons which should be recorded in writing for departure from this exists.

sanction to the grant or acceptance of honorarium should not be given unless work has been undertaken with the prior consent of Govt. and its amount has been settled in advance.

GRD

In special cases relating to members of ministerial; staff, however, where extra-ordinary only working hours have to be observed for a considerable period in exceptional circumstances, honoraria are sometimes sanctioned by Govt. on a matter of recognized practice. But this does not apply to gazetted officers.

- Guidelines for granting honoraria:

(i) No honorarium is admissible for temporary increase in work which are normal incident of work & form part of legitimate duties of Govt. servant.

(ii) No honorarium to perform duties of another sanctioned post in addition to his duties.

- Honorarium may be sanctioned in following cases:

(i) For dealing with Assembly Question during assembly session in HOD and AD offices only.

(ii) For preparation of Budget in F.D. only.

(iii) For attending to the Conference work organized at Govt. level/State level by HOD.

(iv) For attending work of Republic Day and Independence day at State level or at district level.

(v) For attending bills to be prescribed to Treasury in the second fortnight of March.

(vi) Fixation work by Treasury staff/office of A.Os (within six months).

(vii) Floating of public loan by F.D. (within 8 months).

(viii) Sudden natural calamities.

(ix) Visit to President or Prime Minister

(x) Drives for recovery of Govt. dues (for 2 months.)

Rule 43 (d): Reasons for grant to be recorded (both for fee & honoraria) in writing that due regard been paid to Rule 13 & to justify the grant.

Clarification

Govt. servant who is called to undertake work in connection with examinations of following bodies be permitted to accept remuneration:-

- (i) Universities of Rajasthan
- (ii) RPSC & DPSC
- (iii) HCM RIPA
- (iv) Other State Govt. departments & GOI examinations & other related works.

Rule 44: Govt. has power to frame Separate Rules to regulate acceptance of fees by Medical Officers.

Rule 47: When fees should be credited to Govt.:

One third of any fees in excess of Rs.400/- or, if a recurring of Rs.250/- a year, paid to Govt. servant shall be credited in Govt. (27.8.1965).

Rule 48: Payments of following can be accepted without Special permission:

- (i) the premium for essay/plan in public competition.
- (ii) reward for arrest of criminal, or for information or special service w.e.f. the admn. of justice.
- (iii) any reward in accordance with provisions of any act/rule/regulation
- (iv) any reward w.r.to admn. of customs and excise laws.
- (v) any fee which is required to perform in his official capacity under any special law or order of Govt.
- (vi) Cash prizes awarded by Govt. to Govt. servant under RCS (Grant of award & Merit Certificate) Rule 1973.

GRD

Govt. servant can be broadcast on AIR if such broadcasts are purely literary, artistic or scientific character of Family Welfare, Agriculture, Animal Husbandry, Cooperative, Panchayati Raj & Rural Development no permission is required to receive the honorarium.

Rule 49: Prohibition against obtaining patent-right for invention made by the Govt. servant employed in research work, Save with the permission of Govt. and in accordance with conditions as Govt. may impose.

Chapter-VI

Combination of Appointments

Rule 50: Combination of appointments:-

- (1) Govt. may appoint a Govt. servant to hold substantively, as a temporary measure or to officiate in two independent posts at any one time His pay shall be regulated as follows:
 - (i) The highest pay to which he is entitled if his appointment to one of the posts stood alone may be drawn on account of tenure of that post.
 - (ii) for the other post he will draw such reasonable pay but not exceeding 3% of the presumptive pay.
 - (iii) Compensatory and other allowances payable
- (2) The period of the combination of appointment shall in no case continue more than 6 months. After 6 months the post will be kept in abeyance.

GRD – Date of Creation of Post:-

The date of effect of newly created post would be the date w.e.f. which the post created is first filled on a full time basis.

No officiating pay allowances prior to that date.

Chapter-VII

Deputation out of India

Rule 51: Pay & allowances of Govt. servant on deputation out of India to be regulated according to Central Rules:

F.R.51 (I) When Govt. servant is deputation out of India either in connection with his post or any special duty, he may be allowed the same pay which he would have drawn had he remained on duty in India.

A Govt. servant on deputation may also be granted Compensatory allowance in a foreign country as the President thinks fit.

GRD

Govt. servant sent on deputation out of India to perform any Govt. function (seminar etc.) is treated on duty. Similarly Govt. servant sent to participate in Training programmes will draw pay which he would have been drawn the same pay had he remained on his duty.

HRA:- Same as he was drawing before deputation

Recovery of rent as he was drawing before deputation.

Chapter-VIII

Dismissal, Removal and Suspension

R- 52: Stoppage of pay & allowances from the date of dismissal (Procedure GF&AR 164).

R- 53: Subsistence Grant-

(i) A **G. S. under suspension** shall be entitled to:

(a) **Subsistence allowance at an amount equal to leave salary on half pay & D.A. based on such salary.**

Provided C.A. should be competent to vary subsistence allowance after 6 months-

(i) **can be increased not exceeding to 50%** of the subsistence allowance, if in his opinion, the period of Suspension has been prolonged for the reasons not attributable to Govt. servant.

(ii) **can be reduced to 50%** of the subsistence allowance, if in his opinion, the period of Suspension has been prolonged for the reasons not attributable to Govt. servant.

(iii) **D.A. will also be increased/decreased** according to (i) & (ii) above.

(b) **Any other Compensatory allowances admissible** which he was in receipt at the time of Suspension as per conditions thereof.

Clarifications:

(i) Govt. servant should furnish **a certificate that is not engaged in any other employment, business, profession or vocation.**

(ii) **his Subsistence allowance cannot be stopped, even if Govt. servant left Head Quarter without obtaining prior permission.** The Controlling Authority can initiate another enquiry under CCA for that.

Rule 54: Re-installment: (i) the Controlling Authority to order that the reinstalment shall consider and make a specific order –

(a) regarding the **pay & allowances to be paid to the Govt. servant for such period.**

(b) **Whether or not the said period shall be treated as a period spent on duty.**

(2) If Govt. servant is fully exonerated, in case of suspension is found fully unjustified, the Govt. servant shall be given full pay & D.A.

The period of absence from duty will be treated as period spent on duty for all purposes.

(3) In other cases, Govt. servant shall be given such proportion of such pay & allowances, as C.A. prescribes.

In such cases C.A. will specify whether the period of absence from duty such period shall be treated on duty or not (Leave may be converted)

(4) If punishment order does not indicate anything about counting for the purpose of pension period, it shall be counted for the purpose of pension.

Notes-

(i) The reviewing or appellate authority is competent to convert the period spent under suspension into one of Leaves & payment of Leave salary.

(ii) If a Govt. servant who is dismissed or removed from service is re-instated on appeal and the interval between days of dismissal/removal and re-instatement is ordered to be treated as spent on duty and allowed to count for leave & increments, such order shall have effect.

R- 55: ~~Leave may not be granted to a Govt. servant under suspension.~~

GRD – in such situation, permission to leave Head Quarter may be given by Controlling Authority, for reasonable period in unavoidable circumstances.

R-55A: Leave shall not be granted to Govt. servant whom Competent Punishing Authority had decided to dismiss, remove or Compulsory retire from Govt. service.

Chapter- IX

Compulsory Retirement

R-56: The date of Compulsory retirement of a Govt. servant would be the afternoon of the last day of the month in which he attains the age of 60 years.

Note:

(i) A Govt. servant whose date of birth is the 1st of a month shall retire from service in the afternoon of the last day of the preceding month of 60 years.

(2) In case the last day of the month happens to be closed holiday, even then, Govt. servant should relinquish the charge of the office in afternoon of that day.

General Condition of Leave

R-57: Leave is earned by duty. Period of Foreign Service counts, if contribution towards Pension Contribution is paid for this period.

R- 58: (a) employment (leave count at the discretion of authority sanctioning) ,if re-employment or

(b) on re-instatement on appeal or revision (entitled to count) his former service towards leave.

R- 59: Leave cannot be claimed a right. It can be refused/revoked.

But nature of leave allied by GS cannot be changed by CA.

R- 60: Leaves **commence** (on the day on which transfer of charge is effected) and **end** (on which charge is resumed).

R- 60A: GS must record **the address at which letters will find him** during leave (subsequent **changes be intimated**).

R- 61: **Combination of holidays (prefixes and suffixes) may be allowed** provided that-

(a) No involvement of handing over or taking over securities or moneys.

(b) No change of Head Quarter of another Govt. servant involved.

(c) does not effect corresponding delay to another GS.

R- 63: The consequential arrangement takes effect when holidays combined with leave :-

GRD:-For the purpose of above rule **holidays (prefix & suffix) to leave should be included in computing the period of dual arrangements.**

Non-acceptance of employment on leave

Note:This rule **does not apply to casual literary work, to service as an examiner & similar ;** nor on Medical Officers if takes prescribed fee.

R- 66: Recall from Leave: Order recalling a G.S. from leave before expiry of his leave should clearly state whether it is compulsory or optional. If it is **compulsory, he is entitled to be treated as on duty** from the date he starts for the station to which he is ordered .

R-68: G. S. before transfer to **Foreign Service should be acquainted with its leave rules** which will regulate his leave during such service.

R-69: Application for leave by GS in Foreign Service should submit all applications (not exceeding 120 days) through his employer to CA.

R-70: Medical certificate for gazetted officer: Before a gazetted G.S. can be granted leave on Medical certification, he must obtain a certificate in the prescribed form.

R-74: (i) A Gazetted G.S. may be granted leave by the Competent Authority for a period of not exceeding 60 days on the basis of Medical Certificate given by authorized Medical attendant .

(ii) More than 60 days' leave may be granted on the basis of Medical certificate given by a Medical Officer of or above the rank of CMHO.

(iii) In indoor patient under charge of not below CMHO, leave for hospitalization shall be sanctioned by Controlling Authority.

Note: Authorized Medical Attendant – as per RCS (Medical Attendance) Rules 2008/Medical Claim Scheme on & after I.I.2011/
Private authorized Medical Hospital.

R-75-Medical certificate does not confer right to leave ;it should be forwarded to C.A.

R-76: Leave on medical certificate to Non-gazetted Govt. servant – Application accompanied with Medical certificate from RMP, if Govt. Medical Officer/Vaidhya / is not sanctioned at the place where he falls ill.

R-77:Leave on Medical certificate to class IV Govt. servant – Controlling Authority can accept such certificate it may deem sufficient.

R-78: Medical certificate to Govt. servant who is unfit to return to duty – certificate should not be given but – it should be recorded that Govt. servant is permanently unfit to Govt. service.

Section II

R- 80: Priority of claims to leave, in case all applications of leave cannot be granted-

- (a) Govt. servant can best be spared
 - (b) amount of leave due to various applicants
 - (c) character of applicants since last returned from leave
 - (d) fact – that applicant was compulsorily recalled from his leave.
 - (e) fact – that applicant has been refused last.
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R-81: Grant of leave to a Govt. servant who is unlikely to be fit to return to duty – not be refused but granted –

- (a) if he never be returned – 12 months
- (b) if he is declared permanently & completely incapacitate for further service not exceeding 6 months beyond the date of Medical authority's report.

R-82: Leave not admissible to Govt. servant who ought to be dismissed from service for misconduct and general incapacity.

R-83: Certificate of fitness to return to duty.

R-86: Absence after expiry of leave:

(1) A Govt. servant who is absent from duty without leave or before leave sanctioned by Controlling Authority shall be treated to have remained willfully absent from duty; it may **be treated interruption of service involving of past service, unless regularized** by grant of leave to or commuted in EOL by Controlling Authority.

(2) (a) A Govt. servant remain absent from duty after expiry of sanctioned leave or after communication of refusal of extension of leave is not entitled to pay & allowances.

(b) it (above) renders to a Govt. servant liable to disciplinary action.

(3) Disciplinary authority may initiate D.E. under CCA who willfully remains absent for a period of exceeding one month; if charge proved, he may be removed from service.

(4) Govt. servant remaining willfully absent from duty for a continuous period exceeding 5 years (other than on foreign service) shall be deemed to be resigned.

CHAPTER XI LEAVE

R-87: Applicability: These rules apply only to G. S. holding permanent post in a substantive capacity.

(except in so far as they are expressly apply to temporary Govt. servant).

R- 87B: (i) Leave Accounts of gazetted Govt. servant shall be maintained by authorities who keep service books.

(ii) Leave Accounts of non-gazetted Govt. servant will be maintained by Head of Office where he is employed

R-88:Combination: Any kind of leave may be granted in combination or in continuation of any other kind of leave.

Section. II – Privilege Leave etc.

R-91: Privilege Leave(PL)(I)

(a) A Govt. servant **temporary/ permanent** shall be entitled to PL of
= 30 days

Temporary G.S. will get after he **has completed one year.**

(b) For R.A.C. (other than I.P.S.) on deputed to India Reserve Battalion or on border
= 42 days

(c) P.L. can be accumulated up to a maximum of 300 days.

(2)(a) (i) ~~PL A/C shall be credited, in advance, in two installments of 15 days (21 days R.A.C.), on 1st Jan. and on 1st July of every cal. yr.~~

Provided that PL on the last day of Dec./June is 300days or less but more than 285/279(RAC) ,
advance credit of 15/21 days PL shall be made on 1st day of Jan./July and Leave a/c of such adv. PL shall be kept separately & against which PL taken by the GS during the half year shall first be adjusted during that ½ year & balance ,if any, shall be credited to the leave a/c at the end of ½ year subject to the condition that balance PL(such Adv. PL + PL already at credit) do not exceed 300 days.

(Notification. F.I(4)FD/Rules/98 Dt.12.12.12.)

(ii) un-availed joining time up to a maximum of 15 days shall be credited in PL..

(b) If G. S. remains of E.O.L.. deduction shall be made @ 10th period of E.O.L. subject to Maximum Limit of 15 days/21 days (RAC) during that half year.

Monthly credit :-

(i) Govt. servant who is entitled to 30 days in a year	2½ days a month
(ii) R.A.C. 42 days	3½ days a month
(ii) Staff of Court 12 days	1 day a month

(3) Maximum of 120 days P.L. may be granted at a time. But for treatment of T.B., Leprosy or cancer or mental disease in a recognized Hospital/ Sanatorium maximum Limit is 300.

R- 91 A: (i) A govt. servant may, on surrender P.L. not exceeding 15 days once in a financial year, be granted leave encashment.

(ii) No encashment of 15 days to Temporary G.S. unless he has completed one year of service.

(iii) Application for this encashment within that financial year.

Rule 91 B: (1) Cash Payment in Lieu of unutilized P./L. on date of Retirement:- A G. S. on retirement on superannuation, invalid, or retirement pension under Rule 50 & 53, shall be paid cash equivalent to leave salary for unutilized due P.L. upto 300 days.

Note: Above encashment **not applicable for G.S. compulsorily retired as a measure of penalty (CCA).**

(2) encashment shall be **paid Lump sum in one time settlement.**

(3) equal to Leave **Salary + DA.**

(4) No Compensatory Allowance and HRA.

(5) Head of Office is competent to grant leave encashment.

(6) If service extended, then after extended time.

(7) Authority competent to grant leave may withhold whole or part of cash of P.L. on attaining the age of retirement, **while Govt. servant under suspension/disciplinary /criminal proceedings are pending against him.**

GRD: Order of encashment on retirement may be issued one month in advance but payment date of retirement be mentioned.

If any change, the revision accordingly.

R-91 C: On death of Govt. servant, the encashment (as above) may be paid to the widow/children of the deceased .

R- 92: In Vacation Department where G S. avails full vacation, will get –

(i) For teaching staff – 15 days P.L. in a calendar year shall be credited immediately after expiry of every calendar year.

(ii) 1¼ monthly credit

(b) If in any calendar year, officer does not avail of full vacation (he is prevented to avail by C.A.) 15 days PL admissible to him. (15 proportion to No. of days of vacation)

R-93 (1):- Admissibility of Half Pay Leave and Commuted Leave:

- (a) G. S. is entitled to **H.P.L. of 20 days** in respect of each completed year.
- (b) HPL can be granted **on Medical Certificate or on private affairs.**

(2) Commuted Leave: (i) Commuted leave not exceeding half of HPL on Medical Certificate.

- (a) Twice the number of days shall be debited to HPL due,
- (b) Competent Authority is satisfied that G.S. will return to duty (possibility).
 - (ii) HPL upto 180 days may be allowed to be commuted without medical certificate for an approved course of study.

(3) Leave not due: may be grant to a Govt. servant in permanent employment.

Conditions:

- (a) Sanctioning authority is satisfied that **there is reasonable prospects of the Govt. servant returning to duty on its expiry.**

(b) LND shall **be limited to HPL he is likely to earn thereafter.**

(c) Maximum 360 days in entire service (out of which 90 days at a time & 180 days in all may be otherwise than on Medical Certificate).

(d) LND shall **be debited against HPL**, the Govt. servant will earn subsequently.

(4) **Temporary G.S.** regularly appointed as per Recruitment Service Rules, **shall on completion of 3 years be entitled to Commuted Leave & LND.**

(5) Leave salary will **not be recovered where a Govt. servant (for CL/LND) dies or retires on invalid pension.**

In other cases (resignation, V.R., removal, dismissal) recovery shall be made.

R- 94: Admissibility of Terminal Leave: Terminal leave to the extent of P.L. not exceeding 300 days can be sanctioned **at the discretion of C.A.**

For the following G.S. **on termination of his service:-**

- (a) On a/c of **abolition of Post** before attaining the retirement age, or
- (b) **unqualified** temporary G.S. **who have to vacate post for qualified ones.**
- (c) whose services to be dispensed with as a matter of Adm. Convenience **as an alternate to initiate disciplinary proceeding .**
- (d) Temporary G . S. **who resigns on his own**, may on discretion of S.A. to be granted T. leave not exceeding half of the amount of P.L. (maximum **150 days**).

R-94 A: Vacation count as duty not as leave.

GRD: Vacation Deptt. is the deptt./post of deptt. Where Govt. servant are permitted to be absent from duty during vacations.

R-95: Privilege Leave to a temporary employee appointed substantively to permanent post without interruption in duty will be credited with the leave a/c of the Govt.servant, as if he had been in permanent post.

R- 96 (a): Extra-Ordinary Leave (E.O.L): in Special circumstances:

- (i) When no other leave by rule is admissible, or
- (ii) when other leave is admissible, but Govt. servant applies in writing.

(b) For Temporary Govt. Servant Less than 3 year service -3 months (in ordinary) and 18 months in TB/Leprosy etc. for treatment. E.O.L. may be converted into half Pay Leave subsequently.

GRD: (i) **24 months EOL** can be granted by AD for the purpose for studies to a permanent G.S. and Leave beyond 24 months with the concurrence of F.D.

(ii) **Fitness certificate is required, if EOL taken on Medical ground (TB etc.)**

R- 97: Leave Salary admissible for Leaves:

(1) G.S. on P.L./ Commuted leave is entitled to leave salary – equal to the pay .

Special Pay i.e. dual duty pay shall not be allowed.

(2) An Officer on HPL & LND will get half the amount of salary (maximum of Rs.23000/-).

Provided that this limit(23000) shall not apply, if EOL on Medical certificate or for pursuing study.

(4) On E.O.L, the G.S. is not entitled to any leave salary.

GRD: persons appointed temporary on teaching side on or before 31st December against clear vacancy will get pay for vacation subject to the condition that he joins within one month during next session.

R- 99: Special Disability Leaves are admissible: to G. S. who is disabled by injury intentionally inflicted or caused in or in consequence of the due performance of the official duty, or election duty.

Note: (i) Disability should be manifested itself within 3 months of occurrence (Govt. can relax this condition in Special cases).

(ii) Period of Leave should be such as certified by Medical Board. up to 24 months.

(ii) If more than 24 months for in consequence of any one disability.

Leave Salary during SDL shall be-

(a) for First 120 days (IV class 60 days) on full salary.

(b) For remaining period, on half the salary,

or

If G. S. 's opts, for a period of not exceeding the period of PL which would otherwise be admissible to him, to average pay (in this case half of the period of such Leave would be debited to his PL a/c).

Exception: In case of Police force who **remains in Govt. hospital** for treatment of injury received in encounter with dacoits on full salary.

For the remaining period of leave, he would be entitled to as (a) & (b) above.

R-100: The amount of leave salary will be reduced by the amount of Compensation paid for disability.

R-102: Govt. may **extend the application of this provision to a Govt. servant who is disabled by injury accidentally** incurred in or in consequence of the due performance of his duties. (certified by Medical Board).

Maternity Leave

R-103:Maternity Leave:- may be granted to a female G.S. (temporary or permanent) with less than two surviving children up to a period of 180 days. Once more ML may be granted , if there is no surviving child even after availing it twice.

- She will be entitled to leave salary equal to pay immediately before proceeding on leave.
- Entry of ML in the Service Book will be made separately.

Note: Maternity Leave will also be granted in case of miscarriage including abortion either once or twice to total of 6 weeks during the entire service on Medical Certificate.

R-103 A: Paternity Leave – 15 days (for two times Children) during confinement of his wife to 3 months after child birth.

R-103 B:-Child Adoption Leave:-

CAD may be granted to a female Govt. servant, with less than two surviving children, on valid adoption of a child below the age of one year.

-up to a period of 180 days immediate after the date of valid adoption.

-She shall be paid salary equal to the pay drawn immediately before leave.

C A L will not be debited against the leave account. Entry in Service Book will be made separately.

R- 104: Maternity Leave and C A L may be combined with any other kind of leave.

R- 105:Hospital Leave:- C.A. may grant Hospital Leave to **Class IV. & ministerial and subordinate G.S.** whose pay is less than (Rs.12000) and whose **duties involve handling of dangerous machinery, explosive materials, poisonous drugs etc. or the performance of hazardous tasks.** If injury due to the risks occurred in course of their duties.

R-106: Leave Salary during Hospital Leave) -full salary or half salary and for such period **as C.A. may consider necessary.**

Note:Any amount paid to Govt. servant as Compensation as per law will be reduced from the amount payable as leave salary.

R-108: Any other type of Leaves may be combined with Hospital leaves.

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R-109: Study Leave Applicability : -to study leave only

- not to G.S. sent/reputed to other countries /places for performance of their special duties or for investigating any technical scientific problems.

R-110 (1) Admissible to permanent G.S. to pursue course of study/investigation necessary in the public interest.

Ordinarily not be granted to G.S. who has completed 20 years of service or more.

(2) To Temporary G.S. who has completed 3 years service and his appointment was made by C.A. in accordance with rules.

(3) Temporary G.S. (above 3 years service) but not covered in sub-rule (2) above, be ordinarily granted EOL for two years of study is in public interest.

Note: Diploma holders (Engineers) may be granted S.L. for 24 months in addition to other kinds of leave to obtain a degree. If other kinds of leave not due, then EOL.

R-112: (1)(i) Grant of Study Leave will be certified by C.A. that study is in the interest of working of the department/service.

- A period of ordinary of 12 months at time be regards suitable.

(ii) in the entire period of service **24 months(3years for Medical Officers)**. For more period, **may be combined with other kinds of leave** but not exceeding 28 months, otherwise EOL.

(2) Study Leave is Extra leave and Leave **salary as per 97 (2) i.e. half.**

R- 114: Special Leave sanctioned to study but subsequently Govt. servant finds that his study leave will fall short, the C.A.'s assent should be taken for ordinary leave.

R-117: Govt. may prescribe the rate of study allowance, for study & for tour, exams etc.

R-119: Fee for course of Study: G.S. who are granted study leave are ordinary required to meet the cost of fee paid for the course of study.

In exceptional cases, the Govt. will be prepared to consider proposal of fee from Govt.

GRD: Govt. servant may be permitted to retain in addition to his salary, any scholarship or stipend awarded to him from non-Government sources.

- then, cost of fee study allowance payable will not be paid by Govt.

- in special case if the Stipend/scholarship is less, than the difference between the amount can be granted.

R-120: On completion of course, a certificate in proper form along with certificates of examinations passed or of special study be forwarded to Govt.

R-121: Study Leave will be counted as service for promotion and pension.

R-121: Execution of Bond to serve the state after training is as under:-

Period of Training

Period of Bond

3 months

One year

6 months

Two years

One year

Three years

Two years & more

Five years

GRD: In case of not serving for the period of bond as above, double the amount of leave salary, study allowance and the cost of fees and Cost of Travelling and other expenses should be got refunded from Govt. servant.

Relaxation :- No such refund required if Training is in the opinion of Govt. is Likely to prove useful in new (Govt semi- Govt) appointment also.

Section VII – Leave to Probationers & Apprentices

R- I22: Leave may be granted to Probationers as per rules, if he held his post substantively otherwise than on probation.

R- I22 A: (i) A Probationer Trainee shall **earn no leave** during the period of probation.

(ii) **Maternity Leave shall be granted to PT as per Rule I03 and I04.**

R- I23: Leave to **Apprentices** may be granted on Medical certificate or EOL on terms & conditions applicable to temporary G.S.

Section VIII – Leave Earned by Part Time Service

R-124: Leave to part time G.S. (Lecturers in Educational Institutions and Law Officers) – who hold post carrying a definite rate of pay but **whose whole time is not retained for Govt.** service may be granted:-

- (a) Leave of full pay for vacation, such leave will be counted as duty
- (b) Leave on H.P. (HPL) not more than 3 months only in service after 6 years of duty.
- (c) On Medical certificate HPL upto 2 months at a time
- (d) On the conditions of EOL Rule 96.

R-125: These leave may be combined with Leave under any other clause.

R-126: A Govt. servant remunerated by honoraria or daily wages may be granted leave on the terms laid down in Rules 124 & 125(above).