



GOVERNMENT OF HARYANA

FINANCE DEPARTMENT

HARYANA CIVIL SERVICES (GENERAL) RULES, 2016

(Amendments incorporated upto 4th December, 2017)

(DEFINITIONS, GENERAL CONDITIONS OF SERVICE,
CLASSIFICATION OF SERVICES, CREATION OF POST,
SERVICE RECORD, JOINING TIME, DISMISSAL,
REMOVAL & SUSPENSION, DEPUTATION OUT
OF INDIA, TRAINING OUT OF INDIA, FOREIGN
SERVICE AND DEPUTATION, RETIREMENT
FROM SERVICE - KINDS AND
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PREFACE

to

First Edition

Article 309 of the Constitution of India provides that subject to the provisions of the Constitution, Acts of appropriate Legislature may regulate the recruitment and conditions of service of persons appointed to public services and posts in connection with the affairs of the State, and, until a provision in that behalf is made by or under an "Act" of the appropriate Legislature, such rules may be framed by the Governor of the State.

2. All the three Volumes of Punjab Civil Services Rules, to regulate the terms and conditions of services of the employees of State of Haryana, which were in existence since re-organization of Haryana State, i.e. 1st November, 1966 have been revised by the Governor of Haryana in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India in the following nine set of rules w.e.f. 19.07.2016, namely:-

- 1. Haryana Civil Services (General) Rules, 2016**
- 2. Haryana Civil Services (Pay) Rules, 2016**
- 3. Haryana Civil Services (Travelling Allowance) Rules, 2016**
- 4. Haryana Civil Services (Allowances to Govt. Employees) Rules, 2016**
- 5. Haryana Civil Services (Leave) Rules, 2016**
- 6. Haryana Civil Services (General Provident Fund) Rules, 2016**
- 7. Haryana Civil Services (Pension) Rules, 2016**
- 8. Haryana Civil Services (Conduct of Government Employees) Rules, 2016**
- 9. Haryana Civil Services (Punishment & Appeal) Rules, 2016**

3. The book in hand is the Haryana Civil Services (General) Rules, 2016, which contains rules pertaining to Definitions, General Conditions of Service, Classification of Services, Creation of post, Service Record, Joining Time, Dismissal, Removal and Suspension, Deputation out of India, Training out of India, Foreign Service and Deputation, Retirement from service - kinds and circumstances

4. I am thankful to Shri Raj Pal Nasa, HSS-I, HSAS (now retired) and members of his team who made sincere efforts in drafting of the Haryana Civil Services Rules incorporating all the instructions/policy decisions taken from time to time pertaining to these rules.

5. It is a priced publication and can be purchased from the Printing & Stationery Department, Haryana. The soft copy, in PDF searchable form, of these rules, both in Hindi and English languages, is available on the website of Finance Department namely www.finhry.gov.in.

6. If any error or omission is found in these rules the same may please be brought to the notice of Finance Department, Haryana Civil Secretariat, Chandigarh so that the same can be corrected.

Dated : 7th December, 2017

P. Raghavendra Rao
Additional Chief Secretary to Government, Haryana,
Finance Department.

PREFACE

Article 309 of the Constitution of India provides that subject to the provisions of the Constitution, Acts of appropriate Legislature may regulate the recruitment, and conditions of service of persons appointed to public services and posts in connection with the affairs of the State, and, until a provision in that behalf is made by or under an "Act" of the appropriate Legislature, such rules may be framed by the Governor of the State.

2. Earlier, at the time of framing three Volumes of Punjab Civil Services Rules, the desirability of framing the "Act" was examined by the then Punjab Government in consultation with the Government of India and it was observed that from the promulgation of the Constitution, various sets of rules were framed and revised under the proviso to Article 309 and brought into conformity with the Constitution. Since the said proviso empowers the President and the Governor to make rules in the case of services and posts in connection with the affairs of the Union and of the State respectively, it was not considered necessary to enact the Act, referred to above.

3. The matter regarding re-writing of all the three Volumes of Punjab Civil Services Rules has been under active consideration of Haryana Government for last many years. The Governor of Haryana in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, has been pleased to approve the following seven rules books of Haryana Civil Services Rules to regulate the terms and conditions of services of the employees of State of Haryana :-

1. **Haryana Civil Services (General) Rules, 2016**
2. **Haryana Civil Services (Pay) Rules, 2016**
3. **Haryana Civil Services (Travelling Allowance) Rules, 2016**
4. **Haryana Civil Services (Allowances to Govt. Employees) Rules, 2016**
5. **Haryana Civil Services (Leave) Rules, 2016**
6. **Haryana Civil Services (General Provident Fund) Rules, 2016**
7. **Haryana Civil Services (Pension) Rules, 2016**

4. Haryana Civil Services (Govt. Employees' Conduct) Rules, 2016, Haryana Civil Services (Punishment & Appeal) Rules, 2016 and Haryana Civil Services (Compassionate Financial Assistance) Rules, 2016 are being notified separately by the General Administration Department.

5. Main features of these Rules are as under :-
- (1) All the instructions/policy decisions taken by Haryana Government upto December, 2015 have been incorporated and redundant/obsolete rules or portion thereof have been deleted.
 - (2) *The language of these rules is easy to understand and catchword titles have been provided to make the reading user friendly.*
 - (3) *New terms created from time to time since 1953 have been defined. Terms common for more than one rules books have been compiled at one place.*
6. The soft copy both in Hindi and English language has also been made available on the website of Finance Department namely www.finhry.gov.in. The hard copy of English language would also be made available in near future for sale in the sale depots of Printing & Stationery Department, Haryana.
7. If any error or omission is found in these rules the same may please be brought to the notice of Finance Department, Haryana Civil Secretariat, Chandigarh so that the same can be corrected.

Dated : 19 July, 2016

Sanjeev Kaushal
Additional Chief Secretary to Government, Haryana,
Finance Department.

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Haryana Civil Services (General) Rules¹

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the terms and conditions of service of Government employees of the State of Haryana:-

Chapter - I

Preliminary

1. Short title and commencement.—

- (1) These rules may be called the Haryana Civil Services (General) Rules, 2016.
- (2) These rules shall be deemed to have come into force from 19th July, 2016.

2. Extent of application.—

Except as otherwise provided, these rules shall apply to all *Government employees* but shall not apply to—

- (i) members of the All India Services;
- (ii) employees serving on deputation in a Department under Haryana Government from Centre or any other State Government or any other source, for a limited duration.

Note 1.— *The Speaker of the Legislative Assembly has agreed under clause (3) article 187 of the Constitution that until a law is made by the Legislature of the State under clause (2) of article 187 of the Constitution or rules are framed by the Governor in consultation with the Speaker of the Legislative Assembly under clause (3) of article 187 of the Constitution of India, these rules and amendments thereof, if any, after prior consent of the Speaker, shall apply to the secretarial staff of the Haryana Legislative Assembly.*

Note 2.— *The Chairman, Haryana Public Service Commission, has agreed to the application of these rules as amended from time to time, in the case of*

¹ Notified vide Notification No. 2/1/2013-4FR/1085, dated 19th July, 2016 and printed in HARYANA GOVT. GAZ., SEPT. 13, 2016 (BHDR. 22, 1938 SAKA)

officers and employees of the Haryana Public Service Commission.

Note 3.— *If any doubt arises as to whether these rules apply to any person or not, the decision shall lie with the Finance Department.*

3. Special provisions, if any, inconsistent with these rules.—

When in the opinion of the competent authority, special provisions inconsistent with these rules are required with reference to any particular post or any conditions of service, that authority may, notwithstanding anything otherwise contained in these rules, and subject to the provisions of clause (2) of article 310 of the Constitution of India, provide in the terms and conditions of appointment of the person appointed to such post for any matter in respect of which in the opinion of that authority special provisions are required to be made:

Provided that where no special provision has been made in respect of any matter in the terms and conditions of appointment, provisions of these rules shall apply.

4. Right and privilege under any law.—

Unless otherwise provided in these rules or in the terms and conditions offered at the time of appointment and accepted by the person, nothing in these rules shall operate to deprive any person of any right or privilege to which he is entitled by or under any law.

5. Regulation of claim of Government employee.—

Unless otherwise provided in any rules, Government employee's claim to entitlements shall be regulated by the rules in force at the time of earning of the claim.

6. Power to interpret, amend and relax.—

The power to interpret, change, amend, relax and removal of doubt of these rules shall lie with the Finance Department.

Note 1.— *Communications regarding the interpretation and alteration of these rules shall be addressed to the Finance Department through the Administrative Department concerned.*

Note 2.— *Where the Finance Department is satisfied that the operation of any of these rules regulating the conditions of service of Government employees or*

any class of such Government employees, causes undue hardship in any particular case, it may by order dispense with or relax the requirements of that rule to such extent and subject to such conditions, as it may consider necessary for dealing with the case in a just and equitable manner.

7. Repeal.—

- (1) The Punjab Civil Services Rules, Volume-I, Part-I and II (applicable to Haryana State) are hereby repealed.
- (2) Notwithstanding repeal, any entitlement of claim becoming due from a date prior to the publication of these rules shall be regulated by the rules/instructions applicable at that time.

Chapter - II

Definitions

8. Definitions.—

In these rules, unless there be anything repugnant in the subject or context,

- (1) “**administrative department**” means a department of the Haryana Government other than the Finance Department;
- (2) “**administrative secretary**” means an officer not below the rank of the Principal Secretary to Government, Haryana;
- (3) “**age**” means the length of time that a person has lived in terms of years, months and days from the date of birth;

Note 1.— *Every person newly appointed to a service or post under Government shall at the time of appointment declare the date of his birth by the Christian Era with confirmatory documentary evidence such as matriculation certificate, municipal birth certificate or a certificate issued in this regard by an authority competent under the law;*

Note 2.— *If a Government employee is unable to declare his date of birth with confirmatory documentary evidence, his age may be known by way of medical examination from the Civil Surgeon. In case the Civil Surgeon intimates—*

- (i) *the year, in that case 1st July of the year; or*
- (ii) *both month and year of birth, in that case 16th of the month and year;*
may be treated as the date of birth;

- (4) “**appointment on regular basis**” means appointment of a person in Government service on a post in *functional [level/pay scale]*¹ by way of direct recruitment, through an approved agency, or otherwise as per provision in relevant service rules provided it has been counted towards seniority;

Note.— *It includes deemed date of appointment if counted towards seniority;*

- (5) “**cadre post**” means a post which falls within the hierarchy or ordinary line of

¹ Substituted vide Notification No.2/12/2017-4FR, Dated : 4th December, 2017.

promotion in the cadre;

- (6) **“cadre”** means the strength of a service or a part of a service sanctioned as a separate unit;
- (7) **“child”** means a legitimate child and includes an adopted child, where adoption is recognized by the personal law governing the Government employee or a ward under the Guardians and Wards Act, 1890. In a case in which a person has given a child in adoption to another person and if, under the personal law of the adopter, adoption is legally recognized as conferring the status of a natural child, such a child shall, for the purpose of these rules, be considered as excluded from the family of the natural parent(s);

Note 1.— The term “legitimate children” in this rule does not include adopted children except those adopted under the Hindu Law;

Note 2.— An adopted child shall be considered to be a legitimate child, if, under the personal law of the Government employee, adoption is legally recognized as conferring on it the status of a natural child;

- (8) **“competent authority”** in relation to the exercise of any power under *Haryana Civil Services Rules* means the authority to which any power has been delegated under these rules otherwise the concerned *Administrative Department* acting in consultation with the Finance Department;

Note.— The Administrative Departments and the Heads of the Departments may re-delegate the powers, delegated to them in these rules, to any gazetted officer under them at their headquarter offices on their own overall responsibility and subject to such conditions and restrictions as they may like to impose and copies of such orders shall be endorsed to the Finance Department and the Principal Accountant General, Haryana for information.

- (9) **“competent medical authority”** for the purpose of medical examination of a candidate for entry into Government service on his first or subsequent appointment means—

- (1) in case of appointment to a gazetted post, medical board of Health Department of the nearest District where the candidate is residing and for female candidate a lady doctor shall be a member of the Board; and

- (2) in case of appointment to a non-gazetted post, the Civil Surgeon/Senior Medical Officer/Medical Officer of Health Department of the district, nearest to his residence;

Note.— The medical certificate of the female candidate appointed to a non-gazetted post shall also be signed by a lady doctor;

- (10) **“compulsory waiting period”** means the period of compulsory waiting spent by a *Government employee* for getting posting orders on return from *foreign service*, deputation, training, leave and for any other reasons for which *Government employee* is not accountable. This period shall be treated as *duty* when sanctioned by the *competent authority*;

Note 1.— Administrative Department and Head of Department are competent to sanction compulsory waiting period as duty upto forty two days and thirty days respectively;

Note 2.— Where compulsory waiting period exceeds six weeks, the junior-most shall be reverted to accommodate senior;

- (11) **“confirmation”** means the **substantive appointment of a Government employee** against a regular post on completion of probation period successfully by specific order of the *competent authority*;

- (12) **“consolidated fund of state”** means the fund into which all revenues received by the Government of the State, loans raised by the Government by the issue of treasury bills, loans or ways and means advances, and moneys received by the Government in repayment of loans, credited and from which the expenditure of that State, when authorized by the appropriate Legislature, is met;

Note.— All other public moneys received by or on behalf of the Government of Haryana, shall be credited to the “Public Account of the State of Haryana”;

- (13) **“controlling officer”** means a head of department or any other departmental officer who is entrusted with the responsibility of controlling the incurring of expenditure and/or the collection of revenue by the competent authority;

Note.— Administrative Secretary may declare any gazetted officer, a Controlling Officer for the purpose of Travelling Allowance, who is immediately subordinate to him and is working in his own office;

(14) **“cooling period”** means the period prescribed by the *competent authority* for which a *Government employee* has to work in lending department after his return from and before proceeding again on *foreign service* in an *Organization*;

(15) **“current duty charge”** means the charge of a post held by a *Government employee* purely for performing routine duties of that post;

Note.— *An officer appointed to perform the current duties of an appointment may exercise administrative or financial power vested in the full-fledged incumbent of the post subject to restrictions, if any, imposed by the appointing authority, but shall not exercise statutory powers, e.g. powers delegated under any Act, Haryana Civil Services (Punishment and Appeal) Rules, 2016, Haryana Civil Services (Government Employees’ Conduct) Rules, 2016 etc;*

(16) **“day”** means a calendar day, beginning and ending at midnight;

(17) **“dependent”** means a *family member* whose total income from all sources is less than the sum of minimum *family pension* plus dearness relief thereon prescribed from time to time by Haryana Government.

Note 1.— *Parents shall be deemed to be dependent on the Government employee if their combined income is less than the minimum family pension, prescribed from time to time, plus the dearness relief admissible thereon. Similarly, disabled sibling [brother(s) and sister(s)] shall be deemed to be dependent on the Government employee if their income is less than the minimum family pension plus dearness relief;*

Note 2.— *Family pension admissible to a beneficiary in respect of one deceased employee/pensioner is not to be counted as income for the purpose of determination of eligibility for another family pension which is admissible in connection with another deceased employee/pensioner. However, any other income/earning of the beneficiary under consideration shall be counted towards income for deciding eligibility for family pension;*

(18) **“deputation allowance”** means an allowance granted to a *Government employee* on deputation or *foreign service* from an *organization* under Central/ other State Government to Haryana Government or *vice versa*;

(19) **“deputation out of India”** means to depute a *Government employee* for a limited

period out of India either in connection with the post held by him in India or in connection with any special duty during which he is paid salary from the consolidated fund of Government of India;

- (20) **“deputation”** means to depute a *Government employee* for a limited period with specific terms and conditions from one department to another of Haryana Government or from any other State Government or Government of India to Haryana Government or vice versa, during which the salary is paid from the consolidated fund of the borrowing Government;
- (21) **“dies non”** means the period availed in transit by a *Government employee* on transfer when no joining time is actually admissible to him under the rules. It is not to be treated as break in service and shall not be counted for any purpose;
- (22) **“drawing and disbursing officer”** means an authority or officer who has been declared as such by the *Administrative Department* concerned in consultation with the Finance Department and authorised to draw and disburse money from the treasury;
- (23) **“duty”** includes the period –
- (a) spent in actually performing Government job;
 - (b) spent on tour in public interest within or out of *sphere of duty*, provided and authorized by competent authority for the purpose;
 - (c) of joining time admissible under the rules;
 - (d) of casual leave, special casual leave, quarantine leave including the gazette holiday(s) falling during the spell of these leave;
 - (e) of gazetted holiday(s) prefixed and suffixed to the leave;
 - (f) of service as a *probationer*;
 - (g) of training in India or abroad including journey period, provided it is in public interest;
 - (h) of the day of death while in service irrespective of time, if otherwise be on duty;
 - (i) of *compulsory waiting period* when authorized by the *competent authority*;
 - (j) occupied in attending obligatory or optional departmental examinations including the time reasonably necessary for the journeys to and from the place of examination provided the Government employee is permitted to appear by the competent authority;

Note.— *Head of office* has full power to permit a Government employee to appear for obligatory as well as optional departmental examination or test;

- (k) taken for handing over and taking over of charge. Also the period spent by newly appointed Engineer Officers from the day they report for duty to the day they complete taking over charge of posts involving verification and inspection of stores etc.

Note.— *It is not necessary to create new posts to accommodate the direct recruits since treating the period as duty is by itself a sufficient sanction in this regard;*

- (l) spent in all cases of enforced halts occurring enroute on tour/transfer when journeys necessitated by break down of communications due to blockade of roads on account of floods, civil riots, rains, heavy snowfall, landslides, etc. when authorized by the competent authority;

Note.— *Administrative Department has full power to sanction period of enforced halt as duty whereas Head of Department shall be competent upto thirty days for the purpose;*

- (m) spent in transit on recall from leave, within or out of India, to duty before the expiry of sanctioned leave as per conditions provided in Haryana Civil Services (Leave) Rules, 2016;
- (n) absence from India of a Government employee deputed out of India on duty;

Note.— *The apprenticeship period shall not be treated as duty period for any purpose;*

(24) “emoluments” for the purpose of—

- (a) leave salary contribution means—
- (i) basic pay in [level/pay scale]¹ ; and;
 - (ii) any other amount specially classed as emoluments for the purpose by the competent authority.
- (b) pension contribution for those who covered under the Haryana Civil Services (Pension) Rules, 2016 means—
- (i) basic pay in the [level/pay scale]¹ , actual fixed/refixed last;

¹

Substituted vide Notification No. 2/12/2017-4FR, Dated : 4th December, 2017

- (ii) dearness allowance on (i) above;
 - (iii) non-practicing allowance; and
 - (iv) any other amount specially classed as emoluments for the purpose by the competent authority;
- (c) matching contribution in lieu of pension contribution (for those who covered under the Defined Contributory Pension Scheme) means—
- (i) basic pay in [level/pay scale]¹, actual fixed/refixed last;
 - (ii) dearness allowance admissible on (i) above; and
 - (iii) any other amount specially classed as emoluments for the purpose by the competent authority;
- (25) “**ex-cadre post**” means the post which is out of the regular line of promotion. It may be within or out of parent department;
- (26) “**extension in service**” means the retention in service of a *Government employee* in public interest after attaining the age of superannuation or otherwise;
- (27) “**family**”
- (A) for the purpose of *leave encashment*/final payment of General Provident Fund/any other dues means—
- 1(a) wife or wives (wherever permissible under personal law) including judicially separated wife or wives, in the case of male Government employee;
 - 1(b) husband including judicially separated husband in the case of female Government employee: Provided that if she by notice in writing to the Head of office expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the employee’s family in matters to which these rules relate, unless the employee subsequently cancels such desire by express notice in writing to the Head of office;
 - 1(c) sons and daughters including legally adopted children, widowed/divorced daughter(s);
 - 1(d) widow(s) of predeceased son provided not remarried, otherwise the children of predeceased son in equal shares;

¹ Substituted vide Notification No.2/12/2017-4FR, Dated : 4th December, 2017.

- 2(a) failing (1) above, brother(s) below the age of 18 years, dependent unmarried/widowed/divorced sister(s);
- 2(b) failing (1) and 2(a) above, mother, including adoptive/step mother in case of individuals whose personal law permits adoption;
- 2(c) failing (1) and 2(a) & (b) above, father including adoptive/step father in case of individuals whose personal law permits adoption;
- 3 failing (1) & (2) above, major brother(s) and sister(s).

Note 1.— *For the purpose of this rule, wife means legally wedded wife of deceased Government employee;*

Note 2.— *Divorce by the Panchayat or social organizations shall not constitute a legal divorce;*

Note 3.— *Son/daughter includes children legally adopted under the Hindu Law or personal law of the Government employee residing with and wholly dependent upon his/her parent but does not include step children;*

(B) for the purpose(s) for which no special provision has been made in these rules or any other rules means—

- (i) legally wedded wife (wives wherever permissible under personal law) or husband, as the case may be, residing with him/her;
- (ii) legitimate children (major & minor) including step children, children legally adopted under the Hindu Law or personal law of the Government employee residing with and wholly dependent upon his/her parent;
- (iii) widowed/divorced daughter(s) residing with and wholly dependent upon her parent;
- (iv) parent(s) residing with and wholly dependent upon Government employee;
- (v) minor brother(s) and sister(s) residing with and wholly dependent upon the Government employee.

- (28) **“fee”** means a recurring or non-recurring payment to a *Government employee* from a source other than the consolidated fund of India or the consolidated fund of a State (including the Haryana State), whether made directly to the *Government employee* or indirectly through the intermediary of Government, but does not include—
- (a) unearned income such as income from property, dividends and interest on securities; and
 - (b) income from literary, cultural, artistic, scientific or technological efforts, if such efforts are not aided by the knowledge acquired by *Government employee* in the course of his service;
- (29) **“feeder post”** means the lower post from which a *Government employee* is appointed by promotion to higher post in the hierarchy;
- (30) **“Finance Department”** means the Finance Department of the state of Haryana;
- (31) **“financial year”** means the year beginning on the first April and ending on the 31st March following;
- (32) **“first appointment”** means the appointment of a person not at the time holding any appointment under Haryana Government, even though he may have previously held such an appointment;
- (33) **“fixed medical allowance** means a monthly allowance admissible to a *Government employee* to meet the expenses of his own medical treatment and the treatment of family members *dependent* upon him;
- (34) **“foreign service”** means the service when a Government employee receives his pay from a source other than the consolidated fund of India or a State. It may be within India or out of India;
- (35) **“Gazetted Government employee”** means a Government employee who is a member of Group A or B services of State or All-India Services or any other Government employee holding a post which may be declared to be a gazetted post by the competent authority;
- (36) **“Government employee”** except as otherwise provided in these rules of any other rules means a member of State Services Group A, B, C or D whose—

- (i) conditions of service are regulated by rules made by the Governor of Haryana under the proviso to article 309 of the Constitution of India;
- (ii) appointment is made on regular basis in connection with the affairs of Government of Haryana; and
- (iii) pay is debited to Consolidated Fund of the State of Haryana except when serving on foreign service or deputation;

but it shall not include persons—

- (1) in casual or daily-rated or part-time employment;
- (2) paid from contingencies/contingent charges;
- (3) of work-charged establishment; and
- (4) appointed on contract basis;

(37) “Government” means the Government of the State of Haryana in the Administrative Department;

(38) “Head of department” means an authority specially designated by the competent authority with the order to exercise the powers of a Head of Department for the purpose of these rules;

Note.— List of Head of Departments is placed at Annexure-1 at the end of these rules;

(39) “Head of office” means any gazetted *Government employee* declared to be the head of an office by the competent authority;

Note.— Administrative Department in consultation with the Finance Department may designate an authority to exercise the powers of a Head of office copy of such orders should invariably be endorsed to the Finance Department and Principal Accountant General, Haryana;

(40) “Headquarters” of a Government employee are—

- (a) if he is attached to the Secretariat offices of the Government, the *headquarters* for the time being of the Government; and
- (b) in other case, the station which has been declared to be his *headquarters* by competent authority or, in the absence of such declaration, the station where the records of his office are kept;

Note.— *The following authorities are competent to declare the Headquarters of a Government employee:-*

Power to declare a Government employee's headquarters	Administrative Department	Full powers.
	Head of Department	Full powers in case of Government employees of Group B, C and D and also Group A Officers upto district level.
	Head of Office	Full powers in case of Government employees of Group C and D working in his office including subordinate offices.

(41) **“Holiday”** means—

- (a) a holiday prescribed or notified by or under section 25 of the Negotiable Instruments Act, 1881; and
- (b) in relation to any particular office, the day on which such office is ordered, by notification in the official Gazette or otherwise to be closed for the transaction of Government business without reserve or qualification;

Note.— *This term does not include “local holiday” which may be granted at the discretion of the Head of the Office;*

- (42) **“home town”** means the permanent home town or village as entered in the service book of the *Government employee*;
- (43) **“honorarium”** means a recurring or non-recurring payment made to a *Government employee* from the Consolidated Fund of India or a State as remuneration for special work of an occasional or intermittent character;
- (44) **“inter-se-seniority”** means, except as otherwise provided in any rules, the seniority inter-se of members of the more than one cadre(s) or service(s) which is determined by the length of continuous service counted toward seniority;
- (45) **“joining time”** means the time allowed to a *Government employee* to enable him to join a new post or the same post on *transfer in public interest* from one station to another which involves change of residence;

- (46) “**judicial officer**” means the members of Haryana Civil Service (Judicial Branch) or the Haryana Superior Judicial Service;
- (47) “**last pay certificate**” means a certificate in the prescribed proforma showing entitlement of pay and allowances and deductions, recovery of loans and advances, etc. issued at the time of *quitting service* or transfer of a *Government employee* permissible at that time;
- (48) “**leave of the kind due**” means earned leave and half pay leave due, if any, in the leave account of a *Government employee*, otherwise extraordinary leave;
- (49) “**leave salary contribution**” means the amount to be recovered from the foreign employer at the prescribed rate in respect of all kinds of leave earned by a *Government employee* during the period he remained on *foreign service* and in return the Government accepts the liability of leave salary for such period of leave earned;
- (50) “**lien**” means the title acquired by a Government employee after *confirmation* against a *regular post*;
- (51) “**local fund**” means—
- (a) revenues administered by bodies which by law or rule having the force of law come under the control of Government, whether in regard to proceedings generally or to specific matters such as the sanctioning of their budgets, sanction for the creation or filling up of particular posts, or the enactment of leave, pension or similar rules; and
 - (b) the revenues of anybody which may be specially notified by the competent authority as such;
- (52) “**local holiday**” means such holiday declared as such by the *Head of office*;
- (53) “**matching contribution in lieu of pension contribution**” means the amount to be deposited by the foreign employer calculated at the prescribed rate of *emoluments* for the purpose, in respect of the period of *foreign service* rendered by a *Government employee* covered under Defined Contributory Pension Scheme;
- (54) “**medical certificate of fitness**” for the purpose of entry into Government service

means a certificate of fitness of health in the prescribed form signed by a *competent medical authority*;

(55) “**Military Commissioned Officer**” means a commissioned officer from military other than a departmental officer. It does not include a warrant officer;

(56) “**Military Officer**” means any officer from military falling within the definition of Military Commissioned Officer and a warrant officer;

(57) “**ministerial employee**” means a *Government employee* belonging to State Service of—

(i) Group C posts, whose duties are entirely clerical and any other category of post(s) specially defined as such by general or special order of the competent authority; and

(ii) Group-B post whose duties are predominantly clerical;

(58) “**month**” means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, shall first be calculated and the odd number of days calculated subsequently treating thirty days equal to a completed month;

Example 1.— The period from 25th October to 13th May, is calculated as six months and twenty days(25th to 31st October 7 days and 1st to 13th May 13 days);

Example 2.— The period commencing on 16th November and ending with 21st February, works out to be as three months six days;

(59) “**nomination**” means declaration conferring on one or more person(s) the right to receive any due payment i.e. final payment of general provident fund, gratuity, *leave encashment* etc. after the death of a *Government employee*;

(60) “**nominee**” means the person conferred upon the right to receive any payment i.e. final payment of general provident fund, gratuity, *leave encashment* etc. due after the death of the *Government employee*;

- (61) **“officiating appointment”** means the appointment of a *Government employee* as a temporary measure but not in a substantive capacity, it may be against a permanent or temporary vacant post;

Note 1.— *The appointment of a Government employee on probation is also considered officiating appointment;*

Note 2.— *The following authorities are competent to appoint a Government employee in officiating capacity against a vacant post:-*

Power to appoint a Government employee to officiate in a vacant post.	Administrative Department	Full powers
	Heads of Departments	Full powers in case of non-gazetted Government employees and upto four months in case of Group B Officers.
	Heads of office	Full powers in case of Government employees whom they can appoint.

- (62) **“officiating pay”** or **“officiating basic pay”** means the pay or basic pay, as the case may be, of a *Government employee* to which he is entitled, under the rules applicable to him at the time of officiating appointment against a post;

- (63) **“organization”** means—

- (i) Statutory Bodies created under a Statute/Act of State/Central Government; and financed wholly or substantially from the Cess or Central/State Government grants. “Substantially” means that more than 50% of the expenditure of the autonomous bodies is met through Cess or Central/State Government grants;
- (ii) Municipal Corporations, Universities provided they come under the control of Central/State Government, such as the sanctioning of their budgets, sanction for the creation or filling up of posts, the enactment of rules of pay, leave, pension, etc.; and
- (iii) Societies/Councils, Public Sector Undertakings, Public Sector Enterprises owned and managed by Central/State Government;

Note.— *It does not include Government aided or affiliated institutions;*

- (64) “**overseas pay**” means pay granted to a *Government employee* while on deputation out of India;
- (65) “**pension contribution**” means the amount to be deposited by the foreign employer at the prescribed rate of *emoluments* for the purpose in respect of service qualifying for pension rendered by a *Government employee* covered under Haryana Civil Services (Pension) Rules, 2016 while on *foreign service*;
- (66) “**permanent Government employee**” means an employee who has been confirmed under rule 28 *infra* by the competent authority on a regular post;
- (67) “**permanent post**” means a post carrying a *functional* [level/pay scale]¹ sanctioned without limit of time;
- (68) “**premature retirement**” means the retirement of a *Government employee* from service in public interest on or after attaining the age or completing the *qualifying service*, as the case may be, prescribed for the purpose;
- (69) “**Principal Accountant General**” means the Head of Office of Accountant General representing the Comptroller and Auditor General of India, who maintains the accounts of the Haryana State and exercises audit functions in relation to those accounts on behalf of the Comptroller and Auditor General of India;
- (70) “**Probationer**” means a *Government employee* appointed by direct recruitment in or against a temporary or permanent post with definite conditions of probation including the condition of passing of departmental examination, if any, prescribed in the service rules applicable to him, whereas, another *Government employee* already in service if appointed, on the same post other than by way of direct recruitment, with similar conditions or otherwise will be **on probation**;
- (71) “**purely temporary service**” means the service of a *Government employee* who is appointed in the *functional* [level/pay scale]¹ against a vacant post but not on *regular basis*;
- (72) “**quitting service**” means and includes retirement, dismissal, removal, resignation and retrenchment from service. It also includes disappearance or death while in service and permanent absorption to a body or Department under the control of Central or any State Government;
- (73) “**re-employment**” means re-appointment of a *Government employee* in public

¹ Substituted vide Notification No. 2/12/2017-4FR, Dated : 4th December, 2017

interest after his retirement;

- (74) **“regular posts”** for the purpose of these rules means sanctioned permanent and temporary posts against which persons are appointed on regular basis;
- (75) **“retirement on superannuation”** means the retirement from service on attaining the age prescribed for a post held by him or for *Government employee*, as the case may be;
- (76) **“retrenchment”** means the termination from service of a Government employee due to abolition of post;
- (77) **“service book”** means a single binding of prescribed forms in which service record of a *Government employee* is maintained by way of making entries of all official events occurred during his service career and attested by the *Head of office* or any other gazetted officer authorized by the competent authority;
- (78) **“services”** means the civil services under the administrative control of the Haryana Government classified as under:-
1. the State Civil Services, Group A;
 2. the State Civil Services, Group B;
 3. the State Civil Services, Group C;
 4. the State Civil Services, Group D;
- (79) **“sphere of duty of a Government employee”** means the local area outside which he cannot travel without the special orders of competent authority. The sphere of duty of—
- (i) *Administrative Secretary* is Haryana, Chandigarh and Delhi;
 - (ii) *Head of Department* is Haryana, Chandigarh and Delhi;
 - (iii) *Commissioner of Division* is his respective Division;
 - (iv) *Special Secretary and above in the Secretariat* is Haryana, Chandigarh and Delhi;
 - (v) remaining Government employees, as may be ordered by the competent authority;

Note.— *The following authorities are competent to declare the limits of a Government employee’s sphere of duty:-*

Powers to define the limits of a Government employee's sphere of duty.	Administrative Department	Full powers
	Heads of Departments	Full powers in case of his subordinates
	Heads of offices	Full powers in case of his subordinates.

(80) **“statutory body”** means a body which is—

- (i) created under a Statute/Act of State/Central Government; and
- (ii) financed wholly or substantially from the Cess or Central/State Government grants;

Explanation.— *It includes a State University but does not include a Public Sector Undertaking/Public Enterprise/Company registered under the Companies Act/Society registered under the Societies Registration Act/and private bodies and managements;*

Note.— *“Substantially” means that more than 50% of the expenditure of the autonomous bodies is met through Cess or Central/State Government grants;*

(81) **“strike”** means refusal to work or stoppage or slowing down of work by a group of employees acting in combination and includes—

- (i) mass abstention from work without permission (which is wrongly described as "mass casual leave");
- (ii) refusal to work overtime where such overtime work is necessary in the public interest;
- (iii) resort to practices or conduct which is likely to result(s) in the cessation or substantial retardation of work. Such practices would include, what are called, 'go-slow', 'sit-down', 'pen-down', 'stay-in', 'token', 'sympathetic' or any other similar strike; as also absence from work for participation in a bandh or any similar movements;

(82) **“subsequent appointment”** means appointment afresh of a Government employee from one post to another in the same or any other Department, through approved agency, by way of direct recruitment or from amongst eligible employees of all the Departments of Haryana Government through a competition

or otherwise but not by promotion. If appointment afresh is on a post of higher [level/pay scale]¹ it shall be subsequent appointment for the purpose of Haryana Civil Services (ACP) Rules, 2008 also;

Note.— *Appointment afresh from amongst all the eligible employees of a particular or few department(s) shall not be treated subsequent appointment for the purpose of Haryana Civil Services (ACP) Rules, 2008;*

- (83) **“subsistence allowance”** means an allowance admissible at prescribed rate(s) to a Government employee subject to adjustment of income, if any, earned by way of employment during the period of suspension;
- (84) **“substantive appointment”** means *confirmation* of a Government employee against a regular post;
- (85) **“supernumerary post”** means a post created for a limited period to accommodate a Government employee with retrospective effect when no regular post is available. It may or may not involve financial liability in the shape of pay and allowances involved in the creation of such post. It shall stand abolished as soon as the Government employee vacates it by way of promotion, retirement or otherwise on availability of vacancy in that cadre;
- (86) **“suspension”** means to debar a Government employee usually for the time being from exercise of a function, especially to deprive him of public service;
- (87) **“temporary Government employee”** for the purpose of these rules means a Government employee appointed on *regular basis* but who is not confirmed;
- (88) **“temporary post”** means a post carrying a functional [level/pay scale]¹ sanctioned for a limited period;
- (89) **“temporary transfer”** means transfer of a Government employee from one station to another for a limited period not exceeding 180 days, inclusive the day(s) of outward and inward journey, specifically mentioned in the order. It includes temporary duty or deputation from one station to another within the same department;
- (90) **“tenure post”** means a permanent or *temporary post*, which an individual Government employee may not hold for more than a limited period;

¹ Substituted vide Notification No. 2/12/2017-4FR, Dated : 4th December, 2017

(91) “**transfer in public interest**” means *transfer* on administrative grounds. It does not include the *transfer* of a Government employee who is transferred on the—

- (i) request of his own or any member of his family or relatives; or
- (ii) recommendation of any prominent person like MLA/MP/Ministers etc. on other than administrative grounds;

Note.— *It includes subsequent appointment of a permanent Government employee at different station within the same or any other Department provided the application was submitted through proper channel;*

(92) “**transfer**” means the shifting/posting of a Government employee while on duty or otherwise on the same or any other post from one—

- (i) department to another at the same or another station;
- (ii) station to another in the same or another department;

(93) “**voluntary retirement**” means retirement of a Government employee at his own request—

- (i) on or after attaining the prescribed age but before the age of superannuation; or
- (ii) after completion of minimum *qualifying service* prescribed for this purpose;

(94) “**wilful absence**” means period of absence from duty without proper permission of the competent authority. The wilful refusal to perform duties by a Government employee by any means including pen down strikes shall be deemed to be willful absence from duty;

Note.— *The period during which a Government employee participates in any bundh, dharna, strike or similar activities shall be treated as willful absence;*

(95) “**working day**” means the day which is not in the list of notified gazetted holidays or any other day not declared as holiday by the competent authority for a department(s) or office(s) as the case may be.

CHAPTER - III**General Conditions of Service****9. Medical certificate of fitness for first entry into Government service.—**

Except as otherwise provided in these rules, no person may be appointed to a post in Government service without a medical certificate of fitness of health in the prescribed form obtained from the *competent medical authority* according to the medical standards not lower than those required for the post on which he has been appointed.

Note 1.— *The standard for conducting medical examination of the candidate shall be adopted by the medical authorities as laid down for various posts/categories in different departments.*

Note 2.— *For medical examination of fitness in case of subsequent appointment, see rule 15.*

10. Form of declaration and medical examination.—

The statement and declaration of candidate, in Part-I of the prescribed form, given as Annexure-2 at the end of this chapter, duly filled in and signed by him in the presence of *competent medical authority* shall be obtained at the time of medical examination. The *competent medical authority* shall medically examine the candidate and issue the medical certificate of health in Part-II of the prescribed form given as Annexure-2. The *competent medical authority* shall obtain the signature and photograph of the candidate on the prescribed form of medical examination in its presence and attest the same at the time of medical examination.

11. Drawal of pay and allowances without medical examination.—

The *appointing authority* or Head of Department, whichever is higher, may, in exceptional circumstances and in public interest with recorded reasons, authorize the drawal of pay and allowances for a period upto two months subject to the production of medical certificate of fitness within two months in respect of a person—

- (a) fresh recruited for a period exceeding six months; or

- (b) promoted from non-gazetted to gazetted post and who is required to undergo medical examination by the *competent medical authority* afresh under these rules or any other rules; and if he is subsequently found medically unfit his services shall be terminated or reverted to *feeder post*, as the case may be, after the expiry of the period of one month from the date of communication to him of the findings of the *competent medical authority*, in case no appeal for second medical examination is made by him during this period. If an appeal is made for second medical examination and is found unfit again, his services be terminated or reverted to *feeder post*, as the case may be, immediately. It shall clearly be stated in the initial letter of appointment or promotion order, as the case may be.

12. Certificate of medical examination by the Drawing and Disbursing Officer on the first pay bill.—

A certificate to the effect that—

- (i) the medical certificate of fitness has been obtained in the prescribed form from the *competent medical authority* in respect of the concerned Government employee; or
- (ii) he has been appointed without medical certificate of fitness with the approval of competent authority subject to production of the same within a period of two months, as per provision laid down in rule 11 of these rules;

shall be recorded by the Drawing and Disbursing Officer on the first pay bill of newly appointed Government employee.

13. Fee for medical examination.—

The fee prescribed from time to time shall be charged from the candidate for medical examination and the same be credited into Government Treasury. At present the rate of fee is as under:-

Serial Number	On appointment to a post of	Rate in Rupees	Category to which the candidate belongs
1	2	3	4
1	Group 'A' or 'B'	200/-	All Categories
2	Group 'C'	100/-	General
		50/-	Schedule Caste, Schedule Tribe
3	Group 'D'	20/-	General
		10/-	Schedule Caste, Schedule Tribe

Note.— *No fee for medical examination shall be charged from ex-servicemen and dependent(s) of deceased and serving soldiers on their first entry into Government service to a post of any group in any Department of Haryana Government.*

14. Exemption from medical certificate of fitness.—

- (1) A competent authority may, in individual cases dispense with the production of a medical certificate and may, by general order, exempt any specified class of Government employees from the operation of rule 9. Authority competent to dispense with the production of a medical certificate of fitness is as under:-

Administrative Department	Full powers in individual cases.
Heads of Department	Full powers in respect of non-gazetted Government employees.

Note.— *Once a person is asked to produce a medical certificate of fitness for entry into Government service, if he has actually been examined and declared unfit, it is not open to the competent authority to use his discretion to ignore the certificate.*

- (2) Except where the competent authority by general or special order directs otherwise, the following classes of Government employees are exempted from producing a medical certificate of fitness:-
- (i) A candidate appointed against a temporary vacancy for a period not exceeding six months. However, if he is subsequently retained in that office or is appointed in any other office without break and the total period of continuous service under Government is expected to exceed six months, he shall produce such certificate within a week from the date of orders sanctioning his retention in that office or joining the new office, as the case may be;
 - (ii) On *subsequent appointment* subject to provision in rule 15;
 - (iii) A Government employee recruited to the Haryana Civil Services (Executive Branch) from Register A-I (Tehsildars and Naib-Tehsildars)

and Register A-II (Ministerial Government employees) shall not be required to undergo medical examination if he was medically examined and declared fit on appointment to Government service.

- (iv) A retired Government employee re-employed immediately after retirement.

15. Medical certificate of fitness on subsequent appointment with or without break.—

Unless otherwise provided in any case, on *subsequent appointment* from one post to another of same or other group by direct recruitment, transfer or otherwise (even after resignation if applied through proper channel) from one Department to another or within the same Department under Haryana Government or from one Department to an Organization under Haryana Government or vice versa, with or without break, the fresh medical certificate of fitness shall not be required provided that the—

- (a) incumbent was previously medically examined by the *competent medical authority* and declared fit according to the medical standards not lower than those required for the post of *subsequent appointment*, and
- (b) break, if any, is not for a period exceeding one year.

Note 1.— *If the period of break exceeds one year, the candidate has to obtain his medical certificate of fitness afresh.*

Note 2.— *In case of regularization of service or fresh appointment on the same post of a person already on daily-wages, part-time, contract basis or otherwise medical certificate afresh shall not be required.*

16. Fitness of woman candidate in a state of pregnancy.—

If a woman candidate who is otherwise fit is found to be pregnant during medical examination before appointment, she may not be declared as temporarily unfit for entry into Government service against the post on which any elaborate training is not required. However, she may be declared temporarily unfit if she is appointed against a post carrying hazardous nature of duties, e.g., in Police Department etc. where she has to complete a period of training as a condition of service, she may be declared temporarily unfit on account of being pregnant.

17. Defect in fitness prior to subsequent appointment by transfer.—

When a Government employee, in whom a defect has been noticed by the *competent medical authority*, but the defect is not considered to be a disqualification for a particular post and/or department in which he is serving, is subsequently appointed by transfer only to another post or department, the duties of which are of a different character, the transfer shall not be regarded as permanent until the *competent medical authority* has, at the written request of the Head of the new office or department, certifies either that the defect previously noticed has disappeared or that it does not constitute a disqualification for the new duties entrusted to the Government employee.

18. Appeal against medical examination of fitness on first or subsequent appointment.—

Person aggrieved by the decision of the Board may request Director-General, Health Services Haryana for re-examination by the medical board constituted at Post Graduate Institute of Medical and Science, Rohtak. The Director-General Health Services, Haryana shall forward the request to the Post Graduate Institute of Medical and Science, Rohtak alongwith a copy of the certificate issued by the Board for re-examination. The report of Post Graduate Institute of Medical and Science, Rohtak shall be final and no further re-examination shall be allowed.

19. Medical fitness for efficient discharge of duties.—

The appointing authority shall have power to require a Government employee to appear before a medical board to test his physical fitness for the efficient discharge of the duties of his post, whenever, it has reason to believe that the Government employee is not physically fit to carry out his duties satisfactorily.

Note 1.— *The entire expenditure of medical examination including travelling allowance shall be reimbursable/borne by the Government. The prescribed fee shall also be refunded, if the Government employee is found fit for further service.*

Note 2.— *If the Government employee is not found fit for his duties by the competent medical authority, his case shall be considered under section 47 of The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996).*

20. Appeal against adverse findings of medical examination to retain in service.—

If a Government employee is declared unfit to retain in Government service by the medical board, the grounds for rejection may be communicated to him in broad terms. The Government employee concerned shall, however, have a right of appeal to Director General Health Services, Haryana against the decision of the medical board:

Provided that the appeal is filed within thirty days of such communication; and the appointing authority or Head of Department, whichever is higher, is satisfied on the evidence placed before him by the Government employee concerned on the possibility of an error of judgement in the decision of the examining medical authority.

21. Fee for medical examination on appeal.—

- (i) The fee for appeal against Medical Examination of candidates who have been declared unfit by the *competent medical authority* shall be charged at the rate of rupees one thousand for gazetted officers and rupees five hundred for non-gazetted employees.
- (ii) The second appeal is permissible in doubtful cases of rejection on account of visual acuity only by depositing again the fee prescribed for appeal.
- (iii) The successful appellant may be refunded the fee of appeal and he shall also be allowed *actual travelling expenses* limited to his entitlement for his attendance before the Board.

22. Age for entry into Government service.—

- (a) A person whose *age* exceeds forty two years shall not ordinarily be admitted into service under the Government unless it is provided otherwise in these or any other rules. The minimum age limit for entry into Government service shall be sixteen years in the case of Group-D post and seventeen years for the posts of other groups.
- (b) The upper age limit of forty two years shall be extended by five years in the case of person belonging to one or more of the following:-
 - (i) Scheduled Castes/Scheduled Tribes;

- (ii) Backward Classes;
 - (iii) Wives of military personnel who are disabled while in military service;
 - (iv) Widowed or legally divorced women;
 - (v) Judicially separated women residing separately for more than two years from the date as prescribed for the purpose of age for candidates of other categories.
- (c) The upper age limit prescribed for appointment to any service or post shall be relaxed in favour of ex-serviceman to the extent of his military service added by three years provided—
- (i) he has rendered continuous military service for a period of not less than six months before his release; and
 - (ii) he was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.
- (d) The *differently abled persons*, viz. deaf, dumb, blind and orthopaedically handicapped, shall be given age concession of ten years over and above the upper age limit prescribed for direct recruitment to the post against which they can suitably be employed.

23. Waiving of the restriction of age limit.—

The competent authority may, in case of any class or category of persons, waive the restriction of age limit specified in these rules, if in its opinion, it is justified in view of the special circumstances.

Note.— *Competent authority for the purpose is—*

- (i) *Administrative Department in the case of persons to be recruited on any post in the concerned department;*
- (ii) *Secretary to Governor in the case of persons to be recruited on Group-D posts in the Haryana Raj Bhawan; and*
- (iii) *Speaker, Haryana Legislative Assembly in the case of persons to be recruited on the posts of Group-C and Group-D in the Secretariat of the Haryana Legislative Assembly.*

24. Vaccination and re-vaccination.—

Every Government employee shall get himself vaccinated and re-vaccinated at any time when so directed by the Government by general or special order.

25. Whole time at the disposal of Government.—

Unless in any case it be otherwise distinctly provided, the whole time of a Government employee is at the disposal of the Government which pays him and he may be employed in any manner required by proper authority, without claim or additional remuneration whether the services required of him are such as would ordinarily be remunerated from Union or State revenues, or from the revenues of a local fund.

Note.— Government employee shall be required to maintain his headquarters at the place of posting and shall not leave the headquarters without the prior approval of the officer-in-charge.

26. Willful absence is break in service.—

Without prejudice to the provisions of any rule, a period of *wilful absence* shall be deemed to cause an interruption or break in service of the employee, unless otherwise decided by the competent authority.

27. Duration of probation.—

Persons *appointed on regular basis* to any post shall remain on probation for a period of two years, extendable upto three years, if appointed by direct recruitment, and on probation for a period of one year if appointed otherwise.

Note.— On successful completion of probation period, necessary order shall be issued by the appointing authority.

28. Lien on Confirmation.—

(1) A Government employee *appointed on regular basis* shall, on successful completion of probation period, be confirmed by the *appointing authority* only once in his service career. He shall acquire *lien* on that *regular post* of his first appointment and ceases to hold any lien previously acquires on any other post.

- (2) (a) Two Government employees cannot be confirmed (appointed substantively) against the same *regular post* at the same time.
- (b) A Government employee cannot be confirmed (appointed substantively) against two *regular posts* at the same time or against a regular post on which another Government employee holds a lien.

Note 1.— *Confirmation is delinked from the availability of permanent vacancy in the cadre.*

Note 2.— *The temporary Government employee who has completed probation period successfully on the regular post of his first appointment upto the date of notification of these rules shall be confirmed on such post by the competent authority.*

Note 3.— *The temporary Government employee working on promotional post shall also be confirmed on the promotional post or feeder post of which he has completed probation period successfully.*

- (3) On return of a *permanent Government employee* to his parent cadre/Department, if no regular post, on which he holds a lien, is vacant, the junior-most Government employee in that *cadre* shall be—
- (i) reverted to feeder post from which he was promoted;
 - (ii) terminated from service if appointed on that post by direct recruitment;
 - or
 - (iii) sent back to his parent cadre/Department, if appointed by transfer;

to accommodate permanent Government employee. If, however, he, himself is the junior most, he shall be reverted to the *feeder post* from which he was promoted.

29. Confirmation on subsequent appointment.—

- (1) On subsequent appointment of a *temporary Government employee* within the same or any other Department, he shall be considered for confirmation after successful completion of probation period of the post of subsequent appointment.
- (2) On subsequent appointment of a *permanent Government employee* to another post by direct recruitment or otherwise within the same or any other Department, he shall have to, at the time of eligibility for confirmation on that

post, exercise an option either to opt for his confirmation on the new post or to revert back to his previous post, within a period of three months from the date of issue of notice, failing which it shall be deemed that he opts to be confirmed on the post of *subsequent appointment*. After the receipt of option or expiry of the prescribed period, orders shall be issued accordingly by the competent authority. The option once exercised shall be final.

Note 1.— *On subsequent appointment of a permanent Government employee in an Organization under any Government, the lien shall be maintained upto the date of probation period of the new post.*

Note 2.— *A Government employee who is appointed by direct recruitment or otherwise from other Government shall be considered afresh for the purpose of confirmation.*

30. Retention of lien.—

A permanent Government employee shall retain a lien on a regular post while—

- (a) performing duties of that post;
- (b) during the probation period on appointment to another post;
- (c) on foreign service or deputation or training;
- (d) working on a tenure post;
- (e) on leave; and
- (f) under suspension.

31. Transfer from higher to lower post.—

- (a) A Government employee may be transferred in officiating or *substantive capacity* from one post to another of lower *pay structure* by *appointing authority*—
 - (i) on account of inefficiency or misbehaviour;
 - (ii) on his written request; or
 - (iii) on account of abolition of a *regular post*.
- (b) Nothing contained in clause (a) above shall operate to prevent the re-transfer of a Government employee to the higher post on which he was holding a lien.

Note.— *In cases covered by clause (a) above, the pay shall be regulated as per provision in Haryana Civil Services (Pay) Rules, 2016.*

32. Subscription to provident funds or any other fund.—

A Government employee may be required to subscribe to a Provident Fund, Defined Contributory Pension Scheme, Insurance Fund, and/or any other similar fund in accordance with such rules as the competent authority may by order specify.

33. Date of reckoning pay and allowances.—

Subject to any exceptions specifically made in these rules, a Government employee commences or ceases to be entitled to the pay and allowances of a post with effect from the date he assumes or relinquishes charge of the duties of that post, if he assumes or relinquishes charge of the duties in the forenoon of that date. But, if he assumes or relinquishes charge in afternoon of that day, the commencement or ceasing of entitlement to pay and allowance shall effect from the next day.

Note.— *In case of death while in service, on the day of death the Government employee is treated on duty, if he is not otherwise on leave. Pay and allowances of that day shall be admissible accordingly.*

34. Charge of office.—

Except as provided in rule 36 infra, the charge of an office must be made over at the headquarters; both by the relieving and relieved Government employee being present.

Note 1.— *Every relieving Government employee is responsible for informing the Government employee to be relieved, at the earliest possible moment of the date when he shall be in a position to receive charge and it is the duty of the Government employee to be relieved to be in readiness to deliver charge on that date.*

Note 2.— *When more than one day is occupied in making over charge, the last date shall be entered in the charge report and an explanation shall be submitted.*

Note 3.— *The Head of office shall be competent to allow two days for handing over/taking over the charge, if he considers essential and in case more period is required, the Head of Department shall be the competent authority.*

35. Fixation of optimum period for handing/taking over charge.—

In cases in which the charge to be handed over at different places, the relieving and the relieved Government employees are required by the orders of a superior officer, to inspect together to complete the job of handing over and taking over of charge, the period taken for handing over and taking over of charge shall be treated as duty for the both relieving and relieved Government employees. The Head of office shall be competent to allow two days for handing over/taking over the charge, if he considers essential and in case more period is required, the Head of Department shall be the competent authority.

Note.— *The Administrative Departments in consultation with Finance Department shall fix the optimum period for their respective Departments for handing over/taking over the charge along with list of items to be handed over/taken over.*

36. Exceptions in making over charge of office.—

Head of Department in case of Government employees of Group B, C and D and also of Group A upto district level and Administrative Department has full powers to relax either or both the following conditions—

- (i) for making over of charge at headquarters; and/or
- (ii) presence of both at headquarters except in case of assumption of charge which involves the handing or taking over of securities or of moneys other than a permanent advance.

Note 1.— *In cases involving transfer and charge of an office elsewhere than its headquarters, the exact nature of the reasons shall be expressed in the orders.*

Note 2.— *On the condition that the departing Government employee remains responsible for the moneys in his charge, a competent authority may declare that sub clause (ii) above is not applicable to a particular case.*

Note 3.— *The handing over of a permanent advance is not a transfer of money, but the Government employee going on leave continues, to be responsible for the money till the formal assumption of charge by his successor.*

37. Retirement as a condition of service.—

A Government employee shall stand retired from service on attaining the age of superannuation. He may also be retired prematurely in public interest or may seek *voluntary retirement* from service on attaining the prescribed age or on completion of prescribed *qualifying service*. Further, he may also be retired compulsorily from service as a measure of punishment irrespective of his age or length of service.

CHAPTER - IV**Classification of Services, Creation of post, Conduct and Discipline and Punishments and Appeals****38. General.—**

(a) Besides the All-India Services which are under the rule-making control of the President of India, the public services under the administrative control of the Haryana Government shall be classified as follows:-

1. the State Services, Group A;
2. the State Services, Group B;
3. the State Services, Group C;
4. the State Services, Group D.

(b) In the case of a person to whom these rules apply and who is not already included in any of the services given in the Annexure-3, Administrative Department shall decide the services to which he shall belong.

39. Rights on subsequent appointment.—

Subsequent appointment of a Government employee from one post to another shall not deprive him from any right or privilege to which he may have been entitled as a member of his former service without his consent, provided he has not been confirmed on the post of *subsequent appointment* or removed/dismissed from service under Haryana Civil Services (Punishment and Appeal) Rules, 2016.

40. Making of rules regarding recruitment.—

A competent authority may make rules regulating the—

- (a) method of recruitment to the different services;
- (b) strength (including both the number and character of posts) of such services; and
- (c) making of first appointment to the different services.

Note.— *Rules relating to the subjects mentioned in this rule for the different services shall be issued separately by the Department concerned.*

41. Competent authority for creation of post.—

Except as otherwise provided in these rules, Administrative Department, with the concurrence of Finance Department, has full power for creation or abolition of permanent/temporary post. However, in the case of All-India Services, the sanction of the Government of India is necessary to the holding in abeyance of a post borne on the cadre of the All-India Services, and the creation in its place a temporary post of different status.

Note 1.— *To allow any person to work on part-time basis, who is paid from the “contingencies” as per provisions in Punjab Financial Rules applicable to Haryana shall not be considered a creation of post.*

Note 2.— *For creation of posts in connection with plan schemes, as provided in the State Five Year Plans, Administrative Departments with the concurrence of Planning and Finance Department are competent; provided that these posts are —*

- (i) on the same pay structure as for similar existing posts; and
- (ii) in accordance with the norms regarding work load, if already prescribed.

Note 3.— *Power to create posts by the Chief Justice and the Judges of Hon'ble High Court and District Judges in Haryana shall be as under :-*

(a) To create new permanent ministerial posts required for the High court and courts subordinate thereto	The Hon'ble Judges of the High Court
(b) To create new permanent posts in the process serving establishment required for the High Court and Courts Subordinate thereto : (i) Civil Nazirs (ii) Naib-Nazirs/Madad Naib Nazirs (iii) Bailiffs (iv) Process-Servers	The Hon'ble Judges of the High Court
(c) To create new permanent posts in the Group 'D' establishment required for the High Court and Courts Subordinate thereto.	The Hon'ble Judges of the High Court

(d) To create temporary ministerial and Group 'D' posts required for the High Court and courts subordinate thereof.	The Hon'ble Judges of the High Court
(e) To create the post of a messenger for each District Court when the amount of station dak to be dealt with appears to render this necessary.	The Hon'ble Judges of the High Court
(f) To create temporary posts given below for the Courts of Temporary Additional District and Sessions Judges: One Reader One Judgment Writer (Sr. Grade) One Stenographer One Translator One Ahlmad One Copy Clerk One Usher Two peons	District and Sessions Judges
(g) To Create following temporary posts required for Courts of Additional Sub Judges:- One Reader One Judgment Writer (Jr. Grade) One Ahlmad One Naib-Nazir One Peon One additional Peon	District and Sessions Judges
(h) To create temporary posts of Bailifits for execution work in connection with applications made to courts on behalf of Co-operative Societies.	District and Sessions Judges
(i) To Create the following temporary posts required for Courts of Chief Judicial Magistrates and Judicial Magistrate:- Reader Judgment Writer (Jr. Grade) Ahlmad Steno-typist Peon Addl. Peon	District and Sessions Judges

42. Filling up of short term vacancies.—

- (a) The short term vacancies, the duration of which exceeds two months by an appreciable margin, may be filled up in the normal manner by the authorities competent to make appointments against the posts.
- (b) Officiating promotion in case of—
- (i) vacancies of less than two months duration; or
 - (ii) continuous chain of vacancies of two months duration or less when taken together exceed beyond two months,

shall, in very exceptional circumstances be made with prior approval of the Administrative Secretary concerned in case of Group A and B posts and by Head of Department in case of Group C and D posts:

Provided that in the case of Haryana Vidhan Sabha such appointment, except that of Secretary, shall be made by the Speaker.

Note.— “Short term vacancy” for the purpose of these rules means a vacancy, including the chain of vacancies of the same post, of a duration of less than 180 days.

43. Declaration of State Services.—

- (a) The State Services, Group A and B, consist of such services as the competent authority may from time to time declare by notification in the Official Gazette to be included in Group A or B services.

Note.— A list of services declared as State Services, Group ‘A’ or ‘B’ has been appended at Annexure-3 at the end of these rules.

- (b) The State Services, Group ‘C’ and D include the Government employees to whom these rules apply but are not included in State Services Group ‘A’ or ‘B’.

44. Framing of Government Employees’ Conduct Rules.—

The Government of Haryana (General Administration Department) is competent authority to frame rules to regulate the conduct of members of the State Services (other than Members of All India Services).

Note.— The Rules notified under this rule by the competent authority are contained in Haryana Civil Services (Government Employees’ Conduct) Rules, 2016.

45. Framing of Punishment and Appeal Rules.—

The Government of Haryana (General Administration Department) is competent authority to frame rules specifying the penalties which may be imposed on members of the State Services and the procedure for preferring appeals against the imposition of such penalties.

Note.— *Rules notified under this rule by the competent authority are contained in Haryana Civil Services (Punishment and Appeal) Rules, 2016.*

Chapter - V

Service Record

46. Prescribed forms of service book.—

A record of service of a Government employee shall be maintained in the following forms as per Annexure-4 of these rules:-

1. Form of bio-data.
2. Form of certificates, nominations and detail of family members.
3. (a) Form of previous qualifying service.
(b) Form of foreign service.
4. Form of history of service event.
5. Form of record of verification of service.
6. Form of detail of family members.
7. Form for entry of leave travel concession.
8. Form of loans and advances taken by the Government employee.
9. Form of comments of Internal Audit.
10. Forms of leave account (Annexure-5) prescribed in the Haryana Civil Services (Leave) Rules, 2016 :-
 1. Form of earned leave account.
 2. Form of half pay leave account.
 3. Form of maternity leave and child adoption leave or paternity leave account.
 4. Form of child care leave account.
 5. Form of extra ordinary leave or any other kind of leave account.

47. Maintenance of service book.—

- (1) The service book shall be maintained for a Government employee from the date of his first appointment by the Head of office in which he is employed and shall be supplied by the Department at its own cost. The instructions for maintenance of service book are given at Annexure-4 at the end of these

rules. It must be kept in the safe custody of Head of office in which he is serving.

- (2) When a Government employee is transferred from one office to another or from one Department to another, the head of the office from which he is transferred shall complete the leave account and update the other entries in the service book upto the date of transfer and send the same to the Head of the office to which the Government employee is transferred. The service book of the transferred employee shall be maintained further by that office.

48. Receipt of photocopy of service book.—

A Government employee may have a photocopy of his service book duly attested for his personal record on payment of a fee of rupees five per page once in a year. He shall be entitled to have a photocopy of his service book duly attested, on quitting Government service on payment of a fee of rupees two hundred.

49. Entries of every event in Service Book.—

Every event of Government employee's service shall be recorded in service book and each entry shall be attested with full signature and rubber stamp by the head of his office or, if he himself is the head of an office, by his immediate superior. The head of office or the authorized officer shall see that all entries are duly made and attested, and that the service book contains no erasure or over writing, all corrections being neatly made and properly attested.

Note.— *Every period of suspension from employment and every other interruption in service shall be noted with full details of its duration, by an entry written across the page and attested by the Head of office or other attesting officer.*

50. Responsibility for attestation of entries.—

- (a) The head of office is responsible to attest the entries in service book alongwith leave account of his subordinates with full signature and rubber stamp. He may authorize any gazetted Government employee serving under him to attest the same. Provided that—
 - (i) this shall not relieve the head of office of his responsibility for attestation of such entries, proper maintenance and the custody of service books.

- (ii) the Head of office shall also scrutinize at least 10% of the service books every year and initial the same in token of having done so.
- (b) The gazetted officers who have been delegated powers to attest the entries in service books and leave accounts shall not exercise such powers in respect of entries in their own service books and leave accounts. The entries in their service books shall be attested by the Head of office. Further, the entries in the service book of Head of office shall be made and attested by the next superior authority.

Note.— *The power to attest the entries shall not be delegated to non-gazetted officer.*

51. Entries in red ink.—

The following entries shall be made in the service book in red ink:-

1. Period of *suspension*.
2. Period of *extraordinary leave* with or without medical certificate.
3. Period of *wilful absence*.
4. Any period of interruption in service.
5. Any punishment awarded by the competent authority.
6. Reversion to lower post owing to inefficiency or restructuring of staff.
7. Date of *confirmation* in service.
8. Resignation from service.
9. *Termination* from service.
10. Retirement from service.
11. Date of disappearance or death while in service.

52. Inspection by the Government employee of his own service book.—

It is the duty of every Government employee to see that his service book is properly maintained as prescribed in these rules so that there may not be difficulty in verifying his service for pension. The head of office shall permit a Government employee to examine his service book as and when desired. The Head of Office shall obtain his signature therein in token of his having inspected the service book. The Government employee shall inter-alia ensure before affixing his signature that his services have been duly verified and certified correctly.

53. Transfer of service book in case of foreign service/deputation.—

- (1) On transfer of a Government employee to foreign service/deputation, the head of office shall send his service book after recording the necessary entries of foreign service/deputation, to the concerned office in which he has been sent on foreign service/deputation. Every official event of Government employee in foreign service/deputation shall be recorded in his service book, and be attested by the head of that office.
- (2) On repatriation of Government employee from foreign service/deputation, the Head of Department or the authorised officer, shall check all the entries recorded in service book during foreign service/deputation for correctness and shall also record a certificate in service book regarding total period of foreign service/deputation and recovery of leave salary and pension contribution from the foreign employer/Department at prescribed rates.

54. Missing of service book.—

- (1) In case the service book of a Government employee has been misplaced and is not traceable after putting all diligent efforts, the matter shall be reported immediately to the Head of Department. The Head of Department shall order for recasting of the service book of such Government employee from the office record, wherever available.
- (2) The attested photocopy of service book, if any, obtained by a Government employee for his personal record under these rules shall be considered as an authentic record for recasting of service book.

55. Internal audit of service book.—

The entries of service books of all the Government employees shall be scrutinized by the internal audit of the Department concerned at least once in a year but before the annual audit to be conducted by the Principal Accountant General Haryana, the entries relating to pay fixation shall be scrutinized thoroughly.

56. Instructions for entries in service book entries in Form Part-I regarding bio-data.—

- (1) Entries in Form Part-I shall be made regarding bio-data of the Government employee at the time of his first appointment and the same shall be attested

by the head of office or any other officer duly authorized in this behalf. Additions and alterations in this part shall also be similarly attested by the Head of office or authorized officer.

- (2) Signature or left/right hand thumb impression of the Government employee concerned shall be obtained in the presence of the head of office or authorised officer.

57. Entries in Form Part-II.—

- (1) The entries of first nine certificates/documents in Form Part-II shall be recorded at the time of initial appointment of the Government employee and the remaining, at the appropriate stages. In particular before certifying item 4 regarding the oath of secrecy, the head of office shall ensure that a copy each of Official Secrets Act and Haryana Civil Services (Government Employees' Conduct) Rules, 2016 are made available to the Government employee concerned for formally noting their contents.
- (2) All these certificate/documents shall be kept in safe custody and placed in a separate folder titled Volume-II of service book and shall not be attached with the service book.
- (3) The entries of nominations and related notices like changes in nominations for general provident fund, death-cum-retirement gratuity and/or benefits admissible under Defined Contributory Pension Scheme, leave encashment and any other dues shall be made in this form.
- (4) Entries of option exercised at the time of revision of pay scales, promotion, grant of assured career progression etc. shall also be made in this form.

58. Entries in Form Part-III (a).—

Entries in Form Part-III(a) shall be filled only where no service book is available in respect of the past service, if any, which has to be admitted on the basis of collateral evidence. The purpose for which the previous service has been accepted as "qualifying" shall also be specified, e.g., leave, pay, pension, etc. These entries shall be attested by the head of office or any other officer duly authorized in this behalf.

59. Entries in Form Part-III (b).—

Columns 1, 3 and 4 of Form Part-III(b) shall be filled after receipt of intimation from the foreign employer about the Government employee having reported for duty on

foreign service. Column 2 shall be filled after repatriation from foreign service. Entry in column 4 shall be in brief, as may be appropriate.

60. Entries in Form Part-IV.—

- (1) Entries in Form Part-IV shall be made at the time of initial appointment and thereafter, on the occurrence of events involving a change in the post, office, station, pay structure or nature of appointment. Such events shall include appointment, promotion, reversion, deputation, transfer (including transfer on foreign service), increment, leave and suspension.
- (2) Entries regarding period of suspension, period of extraordinary leave with or without medical, period of *wilful absence*, any period of interruption in service, any punishment awarded by the competent authority, date of confirmation in service, resignation from service, termination from service, retirement from service and date of disappearance or death while in service shall be made in **red ink**.
- (3) Columns 4 to 6 in respect of second and subsequent entries need be filled only if there is a change in the post, pay structure, office or station.
- (4) [Columns 6 shall show different components of pay separately, e.g. "Pay Rs. 85,100 in Functional/ACP Level + Dearness Pay, if any, + Special Pay Rs. 200 + Personal Pay Rs. 200."]¹
- (5) Column 7 relates to entries regarding promotion/reversion/grant of assured career progression/transfer etc. which affect the columns 2 to 6.
- (6) Before attesting any entry made in column 11, the attesting officer shall ensure that there is no un-explained gap between entries and signatures/ rubber stamp of the attesting officer.
- (7) Any event not effecting columns 2 to 6, shall be briefly noted in column 11.

61. Entries in Form Part-V.—

Entries in Form Part-V shall be made for relevant period after due verification from pay bill. It will be the duty of Head of office to ensure that in case of transfer of Government employee working in his office all the details under relevant columns are duly completed before forwarding the service book to the new office of the Government employee concerned. He shall also ensure that all certificates/ documents of Volume-II of the service book are handled/forwarded with due care.

¹ Substituted vide Notification No.2/12/2017-4FR, Dated : 4th December, 2017.

62. Entries in Forms Part-VI and Part-VII.—

- (1) Every Government employee at the time of entry into Government service shall inform the detail of his family members and entries in this regard shall be made by the Head of office in Form Part-VI. Whenever any change occurs in the family, it shall also be informed by him and necessary entries shall also be made in his service book.
- (2) Whenever leave travel concession of home town or anywhere in India is sanctioned to and actually availed by a Government employee, necessary entries in this regard shall be made by the Head of office in Form Part-VII.

63. Entries in Forms Part-VIII and Part-IX.—

- (1) In Form Part-VIII, necessary entries shall be made whenever any loan/advance is sanctioned and released to a Government employee, and thereafter on every financial year basis. Due care must be taken while calculating the amount of interest and penal interest if any.
- (2) Whenever service book of a Government employee is checked by an internal audit party, necessary entry shall be made by them in Form Part-IX form alongwith comments.

Chapter - VI

Joining Time

64. Joining time on transfer in public interest.—

Joining time, except as otherwise provided in these rules, shall be granted to a Government employee on his *transfer in public interest*.

Note.— *When a Government employee is offered by the competent authority another post at any time before the abolition of his post, he is also entitled to joining time.*

65. Joining time on temporary transfer.—

In case of *temporary transfer*, joining time equal to actual transit period as admissible in case of journeys on tour shall be allowed.

66. Journey period before and after the training.—

The time reasonably required for journeys between the place of training and the station(s) to which a Government employee is posted immediately before and after the period of training shall be treated as part of the training period. This does not apply to probationers holding 'training posts' which they may be considered as taking with them on transfer. Such probationers are entitled to joining time when transferred.

67. Joining time to Government employee of other Government.—

On *subsequent appointment* of a temporary or permanent Government employee of any other State Government or Government of India shall not be entitled to *joining time*, joining time pay or travelling allowance to join the new post in any Department of Haryana Government. However, joining time limited to transit period may be allowed provided the application for *subsequent appointment* was submitted through proper channel.

68. Joining time on subsequent appointment.—

On *subsequent appointment* of a permanent Government employee from one Department to another of Haryana Government, *joining time*, joining time pay and travelling allowance shall ordinarily be allowed to him provided he applied through proper channel for the post of *subsequent appointment*.

69. No joining time on transfer within the same office.—

No *joining time* shall be admissible when a Government employee is transferred from one post to another in the same office of his Department.

70. Joining time when transfer does not involve change of residence.—

Not more than one day is allowed to a Government employee if his transfer from one office to another does not involve a change of residence from one station to another. A holiday counts as a day for the purpose of this rule.

71. Joining time in case of transfer while on leave.—

The joining time of a Government employee admissible under these rules shall be calculated by taking the distance from his old station from where he proceeded on leave to the station of new assignment irrespective of receipt of transfer orders at any place during the period of spending of leave. If he joins his new post before the expiry of such leave plus the joining time admissible, the period short taken shall be considered as leave not enjoyed, and a corresponding portion of the leave already sanctioned shall be cancelled.

72. Joining time on transfer during vacation.—

- (1) A Government employee on transfer during vacation may be permitted to take *joining time* at the end of the vacation.
- (2) *Joining time* may be combined with vacation and/or regular leave of any kind except casual leave.

73. Leave during joining time.—

If a Government employee takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post, shall be included in his leave. On the expiry of the leave, the Government employee may be allowed normal *joining time*.

74. Joining time in case of further transfer while under transfer.—

If a Government employee already under transfer and relieved, is further transferred in public interest to another station and the orders are delivered at the—

- (i) original station, no extra joining time shall be admissible except otherwise admissible under these rules;

- (ii) new station, fresh spell of joining time shall be admissible from the day following the day of receipt of order of transfer.

75. Joining time on transfer to another Government.—

When a Government employee under the administrative control of the Haryana Government is transferred to the control of another Government, his joining time for the journey to join his post and on reversion therefrom shall be governed by the rules of the Government to which he is proceeding.

76. Special casual leave in lieu of joining time.—

The authority competent to transfer may in special circumstances direct the Government employee to join the new assignment immediately without availing joining time. He may be allowed special casual leave during the current or next calendar year in lieu of unavailed joining time.

77. Calculation of joining time.—

On transfer from one station to another in public interest which involves change of residence, the joining time shall be admissible as under irrespective of the mode of journey actually performed:-

Serial No.	Distance between the old station and the new station	Joining time admissible inclusive of preparation days, all holidays, Saturday and Sunday
1	2	3
1	Upto 20 kms.	03 days
2	21 to 300 kms.	08 days
3	301 to 500 kms	09 days
4	Above 500 kms.	10 days

Note 1.— *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.*

Note 2.— *The authority competent to transfer may in special circumstances reduce the period of joining time admissible under this rule.*

Note 3.— *When holiday(s) follow(s) joining time, the normal joining time may be deemed to have been extended to cover such holiday(s).*

Note 4.— *If a Government employee is authorized to make over charge of a post elsewhere than at his headquarters, his joining time shall be calculated from the place at which he actually makes over charge.*

78. Pay and allowances during joining time.—

(1) In case of transfer within the same Department.—

On transfer from one station to another within the same Department during the period of joining time, admissible under these rules, a Government employee is entitled to pay and allowances as under:-

- (a) Pay equal to the pay which was drawn before relinquishing the charge of the old post or admissible at new post, whichever is less;
- (b) Compensatory allowance(s) of the old or new station, whichever is less.

(2) In case of transfer on deputation/foreign service.—

In case of transfer on *deputation* or *foreign service* in public interest from one station to another, for joining time, pay and allowances during joining time see Chapter X of these rules.

79. Pay during joining time in continuation of leave.—

Where the joining time admissible under these rules is availed in continuation of any kind of leave, the basic pay during joining time shall be equal to the leave salary which would have been admissible had he been on earned leave. The compensatory allowances shall be admissible equal to the rate of old or new station, whichever is less.

80. Grant of leave of the kind due in case of transfer on his own request.—

A Government employee on *transfer* is not entitled to joining time and joining time pay unless he is transferred in public interest. However, if he applies for leave of the kind due, the competent authority may grant the same, limited to the period of joining time otherwise admissible under these rules. In case he does not apply for leave and joins his duty at new station, the time to cover the period after handing over charge at the old station and before taking over charge at new station, shall be treated as *dies non*.

Note.— *When a Government employee on transfer is relieved and there is holiday(s) intervening the date of relief and the date of joining and he joins the new place in the forenoon after the holiday(s), it shall be deemed that he has availed holiday(s) and pay for such holiday(s) shall be borne by the Department where the Government employee joins after his transfer.*

81. Overstay of joining time.—

A Government employee who does not join his post within the joining time admissible under these rules shall not be entitled to any pay or leave salary at the end of the joining time. After the expiry of joining time, the period of absence shall be treated as *willful absence* and also tantamount to misconduct attracting disciplinary action under the rules.

82. Extension of joining time.—

- (1) A *competent authority* may in any case extend the joining time admissible under these rules; provided the general spirit of rule is observed.
- (2) Subject to maximum of thirty days, the Heads of Departments may, in the case of Government employees under their control (other than the members of All India Services), extend the joining time admissible under the rules to the extent necessary in the following circumstances:-
 - (a) When a Government employee has been unable to use the ordinary mode of traveling or, notwithstanding due diligence on his part, has spent more time on the journey than is allowed by the rules; or
 - (b) when such extension is considered necessary for the public convenience or for the saving of such public expenditure as is caused by unnecessary or purely formal transfer;
 - (c) when the rules have, in any particular case, operated harshly, as for example, when a Government employee has though no fault on his part i.e. missed a steamer, fallen sick on the journey, delayed on account of blockade of roads/railway track/landslide

Note.— *The Head of Department is competent to extend joining time upto thirty days and Administrative Department has full power to extend the same beyond thirty days.*

CHAPTER - VII**Dismissal, Removal and Suspension****83. Subsistence allowance during the period of first six months.—**

A Government employee under suspension is entitled to *subsistence allowance* at an amount equal to the *leave salary* which he would have drawn had he been on *leave on half pay*.

Note.— *The subsistence allowance shall not be denied on any grounds unless the Government employee under suspension does not furnish the certificate that he is not engaged in any other employment, business, profession or vocation during the period of suspension.*

84. Review of subsistence allowance after every six months.—

Where the period of suspension exceeds six months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of *subsistence allowance* for the period after every six months as follows:-

- (i) the amount of *subsistence allowance* may be increased by a suitable amount not exceeding fifty per cent of the *subsistence allowance* admissible during the period of the first six months, if, in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the Government employee; or
- (ii) the amount of *subsistence allowance* may be reduced by a suitable amount, not exceeding fifty per cent of the *subsistence allowance* admissible during the period of the first six months, if, in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing, directly attributable to the Government employee.

Note 1.— *The initial grant of subsistence allowance shall be payable at an amount equal to leave salary on half pay leave. In the event of any alteration in subsistence allowance under clause (i) or (ii) of this rule, the increase or decrease shall be calculated on the amount of subsistence allowance initially fixed and shall not be subject to any maximum limit.*

Note 2.— *It is obligatory under this rule in sufficient time before the expiry of the six months of suspension the competent authority shall review each case in*

which the period of suspension is likely to exceed six months and even if it comes to the conclusion that the rate is not to be altered having regard to all the circumstances of the case. Specific orders to that effect are to be passed placing on record the circumstances under which the decision had to be taken. Such review shall be made at least on every six months and specific orders are to be passed for increasing or decreasing or not altering of the subsistence allowance.

85. Allowances during suspension.—

During the period of suspension the following compensatory allowances shall be admissible on *subsistence allowance*; namely:-

- (a) Dearness allowance as per rate prescribed from time to time on the amount of *subsistence allowance* allowed;
- (b) House rent allowance on the emoluments drawn before suspension at the rate in existence and prescribed for his headquarters irrespective of the fact the amount of *subsistence allowance* has been increased or decreased after first six months of suspension;
- (c) Hill compensatory allowance, if admissible at the headquarters;
- (d) Fixed medical allowance, if opted;
- (e) Any other compensatory allowance or relief equal to the amount admissible while on half pay leave.

86. Certificate before payment of subsistence allowance.—

No payment under the rules of this chapter shall be made unless the Government employee furnishes a certificate, and the authority which made or is deemed to have made the order of suspension is satisfied that he is not engaged in any other employment, business, profession or vocation:

Provided that in the case of a Government employee dismissed, removed or compulsorily retired from service, who is deemed to have been placed or to continue to be under suspension from the date of such dismissal or removal or compulsory retirement and who fails to produce such a certificate for any period(s) during which he is deemed to be placed or to continue to be under suspension, he

shall be entitled to the *subsistence allowance* and other allowances equal to the amount by which his earnings during such period or periods, as the case may be, falls short of the amount of *subsistence allowance* and other allowances that would otherwise be admissible to him. Where the *subsistence allowance* and other allowances admissible during the period of suspension are equal to or less than those earned by way of any other employment, business, profession or vocation, nothing shall be paid to him.

87. Pay and allowances on reinstatement after suspension.—

When a Government employee under suspension is reinstated, or would have been reinstated but for his *retirement on superannuation*, the authority competent to order the reinstatement shall consider and make a specific order—

- (a) regarding the pay and allowances to be paid to the Government employee for the period of his absence from duty, occasioned by suspension and/or dismissal, removal or compulsory retirement ending with his reinstatement or the date of his retirement on superannuation, as the case may be, and
- (b) whether or not the said period shall be treated as a period spent on duty:

Provided that such proportion of such pay and allowances shall not be less than the subsistence and other allowances admissible under the rules.

Note.— *If no order is passed directing that the period of absence be treated as duty for any specified purpose, the period of absence shall be treated as 'non-duty'. In such event, the past service (i.e. service rendered before dismissal removal, compulsory retirement or suspension) shall not be forfeited.*

88. In case penalty of dismissal, removal or compulsory retirement is set aside.—

(1) Subsistence allowance for the period of deemed suspension or continued suspension.—

Where a penalty of dismissal, removal or *compulsory retirement* from service imposed upon a Government employee while under suspension is set aside—

- (i) on appeal or review and the case is remitted for further inquiry or action with any other directions; or

- (ii) declared or rendered void in consequence of or by a decision of a court of law and the punishing authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or *compulsory retirement* was originally imposed,

the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or *compulsory retirement* and shall remain in force until further orders and he shall be entitled to *subsistence allowance* as admissible under these rules.

(2) Pay and allowance for the period of absence, on reinstatement after dismissal, removal or compulsory retirement.—

Where a penalty of dismissal, removal or *compulsory retirement* from service imposed upon a Government employee while under suspension is set aside—

- (i) on appeal or review; or
- (ii) declared or rendered void in consequence of or by a decision of a court of law;

and is reinstated, or may have been reinstated but for his *retirement on superannuation*, the authority competent to order the reinstatement shall consider and make a specific order—

- (a) regarding the pay and allowances to be paid to the Government employee for the above said period and reasons of absence from duty; and
- (b) whether or not the said period shall be treated as a period spent on duty.

Note 1.— *Where a Government employee is prosecuted for commission of defalcation of public funds and fabrication of records and said prosecution culminates into acquittal, he cannot be made entitled to reinstatement with grant of all consequential benefits alongwith back wages etc. as a matter of course, if the conduct alleged is the foundation for prosecution, though it may end in acquittal due to lack of sufficient evidence. In such a case, unless the selfsame conduct was subject of charge and on trial the acquittal was*

recorded on a positive finding that the accused did not commit the offence at all or the acquittal is not on a benefit of doubt given, it shall be open to the competent authority to enquire into the misconduct and take appropriate action thereon. Even otherwise, the competent authority may, on reinstatement after following the principles of natural justice, pass appropriate order including treating suspension period as non-duty and when the suspension period pending trial of such an employee is so treated to be as non-duty, he shall not be entitled to the consequential benefits i.e. not entitled to be treated as on duty from the date of suspension till the date of the acquittal for the purpose of computation of pensionary benefits etc.

Note 2.— *On re-instatement after removal, dismissal or compulsory retirement from service, the date of re-instatement shall be the date on which he assumes charge of his post.*

Note 3.— *If no order is passed directing that the period of absence be treated as duty for any specified purpose, the period of absence shall be treated as 'non-duty'. In such event, the past service (i.e. service rendered before dismissal removal, compulsory retirement or suspension) shall not be forfeited.*

89. Pay and allowances in case of fully exoneration.—

Where the competent authority is of the opinion that the Government employee has been fully exonerated or, in the case of suspension, that it was wholly unjustified, the Government employee shall be given the full pay and allowances to which he shall have been entitled, had he not been dismissed, removed, compulsorily retired or suspended, as the case may be. The payment of allowances shall be subject to all other conditions under which such allowances are admissible. The period of absence from duty shall also be treated as a period spent on duty for all purposes.

Note 1.— *As this rule is absolute, the law of limitation need not be invoked at the time of paying the arrears of pay and allowances for the period from the date of dismissal/removal/compulsory retirement/suspension to the date of reinstatement in respect of cases where the pay and allowances are regulated on reinstatement in accordance with the provisions contained in this Chapter.*

Note 2.— *Where a Government employee under suspension is acquitted by a Court of Law and the order of reinstating him is passed sometime after the date of acquittal, full pay and allowances shall be paid from the date of acquittal to the date of re-joining duty.*

90. Pay and allowances if not fully exonerated.—

Where the competent authority is of the opinion that the Government employee has not been fully exonerated, he shall be given such proportion of pay and allowances as the competent authority may prescribe. The payment of allowances shall be subject to all other conditions under which such allowances are admissible. The period of absence from duty shall not be treated as a period spent on duty unless the competent authority specifically directs that it shall be treated as duty for any specified purpose.

Note 1.— *If no order is passed to treat the period of absence as duty for any specified purpose, the period of absence shall be treated as 'non-duty'. In such event, the past service (i.e. service rendered before dismissal removal, compulsory retirement or suspension) shall not be forfeited.*

Note 2.— *Except as per provision in Note 2 below rule 89, in all other cases on re-instatement after suspension, the date of re-instatement shall be the date on which the Government employee assumes charge of his post. For the intervening period from the date of order of re-instatement to date of assumption of charge the Government employee shall also be treated as remained under suspension.*

91. Conversion of suspension period as leave of the kind due.—

Where the suspension period is not to be treated as duty by the competent authority the same may be converted into leave of the kind due if the Government employee concerned so desire.

Note 1.— *The period of suspension shall not be converted into leave of the kind due without the consent of the Government employee.*

Note 2.— *The period spent under suspension, if converted into leave of the kind due, the subsistence allowance already received shall be adjusted as per admissibility of leave salary. If such leave period consists of extraordinary*

leave, the subsistence allowance already paid to the Government employee for the period of extraordinary leave shall be recovered.

Note 3.— *The order of the competent authority regarding conversion of period of suspension as leave of the kind due is absolute and no sanction from higher authority would be necessary for the grant of any kind of leave to any extent at the credit of the Government employee including extraordinary leave. The period of extraordinary leave shall not be treated as qualifying service for any purpose, except the suspension period spent under medical treatment, if any.*

92. Certificate before payment of arrear of pay and allowances.—

Where any amount is earned by a Government employee through any other employment, business, profession or vocation between the date of dismissal/removal/*compulsory retirement* and the date of reinstatement; and the emoluments admissible under the rules of this chapter, exceed those earned during such employment, the former shall be reduced by the latter. Where, however, the emoluments admissible under this rule are equal to or less than those earned during the employment, nothing shall be paid to the Government employee.

93. Creation of supernumerary post.—

On reinstatement on appeal or otherwise of a Government employee already dismissed/removed/*compulsory retired* from service, he shall be accommodated against any post which shall be vacant in the same or post of higher pay structure in the hierarchy to which he belonged. If there is no such vacant post he shall be accommodated against a supernumerary post which shall be created by the Administrative Department with the concurrence of Finance Department, with the stipulation that such post shall be abolished on the occurrence of the first vacancy in that pay structure.

94. Suspension period spent under medical treatment.—

The period spent under medical treatment by a Government employee under suspension shall be treated as spent under suspension and the *subsistence allowance* as admissible under the rules shall be given for that period. On

reinstatement, if the period of suspension is converted into leave of the kind due then the period spent under medical treatment shall be treated as commuted leave or any other kind of leave due on medical certificate, as the case may be.

95. Leave during suspension and filling of vacancy.—

- (1) No leave of any kind is admissible to a Government employee who is under suspension.

Note.— See also rule 25 of *Haryana Civil Services (Leave) Rules, 2016*.

- (2) A vacancy caused by suspension of a Government employee shall be filled by a reservist, if one is available at that time. Otherwise an outsider may be appointed but replaced by a reservist as soon as one is available. Where the provision for leave reserve does not exist the post shall be filled by an officiating appointment. It is, however, not necessary to create an extra post.

96. Suspension in case of arrest or detention.—

A Government employee against whom proceedings have been taken either for his arrest for debt or on a criminal charge or who is detained under any law providing for preventive detention shall be considered as under suspension for any periods during which he is detained in custody or is undergoing imprisonment, and shall not be allowed to draw any pay and allowances (other than any *subsistence allowance* that may be granted in accordance with the principles laid down in these rules) for such period until the final termination of the proceedings taken against him or until he is released from detention and allowed to rejoin duty, as the case may be. An adjustment of his allowances for such periods shall thereafter be made according to the circumstances of the case, the full amount being given only in the event of the employee being acquitted of blame or (if the proceedings taken against him were for his arrest for debt), of its being proved that the employee's liability arose from circumstances beyond his control or the detention being held by the competent authority to be unjustified.

97. Suspension in case of criminal charges are pending.—

- (1) A Government employee against whom a criminal charge is pending may, at the discretion of the competent authority, be placed under suspension by the

issue of a specific order to this effect during the periods when—

- (a) he is not actually detained in custody or imprisoned;
- (b) detained but released on bail; or
- (c) not detained due to anticipatory bail,

if the charge made against him is connected with his position as Government employee or is likely to embarrass him in the discharge of his duties as such or involves moral turpitude. However, as soon as a criminal charge is framed by a court against a Government employee in a case involving moral turpitude, suspension shall follow automatically.

- (2) A Government employee against whom a proceeding for arrest for debt is pending shall be placed under suspension by the issue of specific order to this effect during the period when he is not actually detained in custody or imprisoned (e.g. while released on bail) if the proceeding taken against him is likely to embarrass him in the discharge of his duties as such.
- (3) In regard to pay and allowances in the cases referred to in sub rules (1) and (2) above, the provisions of rule 96 infra shall apply.

98. Deductions from subsistence allowance.—

The monthly deductions from the *subsistence allowance* of a Government employee under suspension shall be made as under:-

(I) Compulsory deductions:-	
(i)	Income tax.
(ii)	Licence fee, water charges, electricity charges and other charges relating to the occupation of Government residence, on the basic pay drawn by him before suspension.
(iii)	Recovery of loans and advances taken from the Government at such rates as the competent authority may deem fit to fix.
(iv)	Group Insurance Scheme.

(II) Optional deductions:-	
(i)	Subscription to General Provident Fund and any refund of advances taken from thereof.
(ii)	Any other type of recovery.
(III) Deductions not to be made:-	
(i)	Subscription to Defined Contributory Pension Scheme.
(ii)	Subscription to GPF account unless he opted.
(iii)	Recovery of loss to Government.
(iv)	Recovery of over payment(s).
(v)	Attachment orders from Court of law.

99. Cessation of pay and allowances on removal or dismissal.—

The pay and allowances of a Government employee who is dismissed or removed from service shall cease from the date of such dismissal or removal.

CHAPTER - VIII**Deputation out of India****100. Terms and conditions of deputation out of India.—**

No deputation of a Government employee out of India shall be sanctioned without the prior approval of the Administrative Department. The terms and conditions of deputation out of India shall be governed by the rules applicable from time to time to the employees of Government of India.

Chapter - IX

Training out of India

101. Regulation of terms and conditions for training abroad.—When Government employees are sponsored by the various Departments of the State Government for training abroad under the various training schemes, the terms for training period shall be regulated as per rules of this Chapter.

102. Pay and allowances while on training abroad.—

(1) **Pay.**— The entire period of absence of the Government employee from his post in India shall be treated as duty on full pay which he would have drawn had he remained on duty in India.

(2) **Dearness allowance.**— During the entire period of training the Government employee concerned shall be allowed to draw dearness allowance at the rate at which he would have drawn had he not proceeded on training abroad.

(3) **Compensatory allowances.**— Compensatory allowances shall also be admissible at the rate at which he would have drawn had he not proceeded on training abroad.

(4) **House rent allowance or recovery of licence fee.—**

House rent allowance shall, during the entire period of his training, be admissible at the same rate as he would have drawn in India but for his training abroad subject to the fulfillment of the conditions laid down in Haryana Civil Services (Allowances to Government Employees) Rules, 2016. If the Government employee concerned is allowed to retain Government accommodation during the period of training, the licence fee thereof shall continue to be charged at the same rate at which it would have been normally charged had the Government employee not proceeded on training.

103. Duration of training abroad.—

The period of training of Government employee sent abroad shall not be longer than absolutely necessary. Ordinarily, the maximum period of one time training shall not be more than 18 months.

Note.— *A Government employee shall not be sponsored again for training abroad before completion of minimum three years' service after the conclusion of previous training aboard.*

104. Conditions for training abroad under any scheme.—

While formulating proposals for training of Government employees under any Scheme, the sponsoring Department shall ensure fulfillment of the following conditions by the candidate to be sponsored:-

- (a) He should have at least five years to serve after the conclusion of training.
- (b) He should have completed a minimum of five years' service. The limit may, however, be relaxed in cases where the very nature of the training does not warrant such a restriction, e.g., cases where individual is recruited on the condition that he should undergo training before he is posted to regular duties.
- (c) He should possess adequate background of the subject or field in which he would be receiving training.
- (d) In the case of a Government employee borrowed from any Department or Organization of any other Government or Haryana Government, the lending authority should agree to make him available to the sponsoring Department of Haryana Government for a period of not less than five years after the conclusion of training, if required.
- (e) Where a particular scheme provides for any specific conditions to be fulfilled before a person is approved for training, the same shall be followed in preference to the general conditions referred to above.
- (f) While nominating an officer for various trainings abroad it may be ensured that the officer nominating has given an undertaking that he shall be willing and available for training-related-assignments on return from training.

Note.— *In no case the Government employees shall themselves approach or negotiate direct with the foreign Governments or Organizations for scholarships.*

105. Bond for training abroad.—

- (1) A Government employee deputed abroad for training shall be required to execute bonds in Forms T-1 and T-2 at Annexure-6 and 7 and supplementary bonds in case of extension of Training in Forms T-3 and T-4 at Annexure-8 and 9 appended to these terms. The bond shall be got

executed in all cases of Training irrespective of the period(s) of training and irrespective also of the fact whether the Government employee is allowed training as per terms of provisions in these rules or any other terms.

- (2) The lump sum amount of refund to be specified in the bond shall include all moneys paid to the Government employee concerned or expended on his account e.g. pay and allowances, leave salary, travelling and other expenses, cost of international travel and cost of training abroad met by the foreign Government agency concerned.

106. Bond for extension.—

An undertaking shall be obtained from the trainee, to the effect that he shall not on his own initiative on arrival or during his stay in the country of training take up the question of extension or variation of his training with the authorities responsible for his training abroad. He may, however, approach his sponsors for extension or variation of his training abroad who, after consultations with the authorities concerned, shall decide about it. No such extension shall be given unless the trainee executes another bond in Forms T-3 and T-4 at Annexure-8 and 9 as the case may be, for such lump sum as may be specified by the State Government keeping in view the provisions in these rules.

107. Sanction of terms and conditions.—

Actual sanctions in individual cases regarding terms and conditions of the training mentioned above shall be issued only in consultation with the Finance Department.

Chapter - X

Foreign Service and Deputation

108. Transfer to foreign service or on deputation.—

- (1) A Government employee may, in public interest, be transferred by the appointing authority or Head of Department, whichever is higher, to *foreign service* or on *deputation* to any *Organization/Department* under the control of Haryana Government including Chandigarh Administration and Bhakra Beas Management Board:

Provided that no Government employee shall be transferred to foreign service or on deputation during the period of *probation* and one year before his *retirement on superannuation*.

- (2) No Government employee shall be transferred to foreign service or on deputation against his will in any *Organization/Department* under the control of Government of India or any other State Government or out of India.
- (3) Transfer of a Government employee under sub rule (1) or (2) above shall be sanctioned by the *competent authority* subject to the conditions laid down in these rules and any restrictions which it may deem fit to impose by general or special orders.

Note 1.— *No Government employee shall be transferred to foreign service or on deputation unless the borrowing employer undertakes to afford him the privileges not inferior to those which he would have enjoyed, had he remained in the service of the Government of Haryana.*

Note 2.— *The lien of temporary or permanent Government employee in his parent Department shall remain intact had he not been transferred to foreign service or on deputation.*

Note 3.— *A Government employee transferred to Chandigarh Administration, Bhakra Beas Management Board or any other Department of Haryana Government shall be on deputation however, he shall not be entitled to any deputation allowance and there shall be no liability on the borrowing Department for payment of leave salary and pension contribution, except*

matching contribution under Defined Contributory Pension Scheme, for the period of deputation.

109. Transfer to foreign service while on leave.—

When a Government employee while on leave is transferred to foreign service or on deputation, in public interest, he ceases to be on leave and to draw *leave salary* from the date of such transfer.

110. Terms and conditions of foreign service or on deputation.—

Whenever a Government employee is transferred to foreign service or on deputation his terms and conditions shall be fixed by the competent authority, as per provision in these rules. Specimen(s) of standard terms and conditions in case of—

- (i) Foreign service in an *Organization* under Haryana Government;
- (ii) Foreign service in an Organization under Government of India or any other State Government;
- (iii) Deputation in a Department under Government of India or any other State Government;
- (iv) Deputation with Chandigarh Administration; and
- (v) Deputation with Bhakra Beas Management Board,

are at Annexure '10', '11', '12', '13' and '14' respectively at the end of these rules.

111. Joining time, pay of joining time and transfer travelling allowance on transfer to foreign service/on deputation.—

- (1) On transfer to foreign service in an *Organization* under any Government and on reverting therefrom in public interest, the entitlement of joining time, pay for the period of joining time and *transfer travelling allowance* of both ways shall be regulated as per the provisions of *Haryana Civil Services Rules* or the rules of foreign employer which are more beneficial for the concerned Government employee. The liability of both ways shall be borne by the foreign employer.
- (2) In case of transfer on deputation to a Department under any Government or reversion therefrom in public interest, the entitlement of *joining time*, pay for

the period of joining time and *transfer travelling allowance* shall be regulated under the rules of and borne by the Department/Government to which the Government employee is proceeding.

112. Fixation of pay on transfer to foreign service or deputation in an Organization under Haryana Government.—

Save as otherwise provided, in case of transfer to foreign service/Deputation in an Organization/Department under Haryana Government to the—

- (i) post of same [level/pay scale]¹, the Government employee shall continue to draw his pay already drawn by him in his parent Department.
- (ii) post of higher [level/pay scale]¹ than that of the post held by him in his parent cadre/Department, his pay in the higher pay structure shall be fixed as per provision in Haryana Civil Services (Pay) Rules, 2016.
- (iii) same post of higher [level/pay scale]¹, the higher [level/pay scale]¹ shall be admissible.

113. Fixation of pay on deputation with Chandigarh Administration or Bhakra Beas Management Board .—

- (1) On deputation with Chandigarh Administration, the pay already drawn by the Government employee or the pay which would have been admissible had he not been sent on deputation shall be admissible.
- (2) On deputation with Bhakra Beas Management Board, the employee may elect to draw—
 - (a) either the pay and allowances of deputation post as per the provisions contained in the rules of Bhakra Beas Management Board; or
 - (b) pay and allowances as per provisions of rules applicable to him in the parent Department.

114. Option for fixation of Pay on foreign service or deputation under any other Government.—

Except as otherwise provided in these rules, in case of deputation/foreign service to a post of higher pay structure in a Department/Organisation under Government of India or any other State Government, a Government employee may elect to draw—

¹ Substituted vide Notification No. 2/12/2017-4FR, Dated : 4th December, 2017

- (a) either the pay in the higher pay structure of deputation/foreign service post with the benefit of one increment; or
- (b) his basic pay in the parent cadre plus deputation allowance thereon.

The borrowing authority shall obtain the option of the employee within one month from the date of joining the ex-cadre post. The option once exercised shall be final.

Note.— *The above provision shall not be applicable in case of appointment on deputation with Chandigarh Administration.*

115. Re-exercising of option for pay fixation or deputation allowance.—

- (1) The option for the purpose of pay fixation once given shall be final, however, the employee may re-exercise his option under the following circumstances which shall be effective from the date of occurrence of the same:-
 - (a) When he receives *proforma promotion* or is granted assured career progression [level/pay scale]¹ in the parent cadre;
 - (b) When he is reverted to a post of lower [level/pay scale]¹ in the parent cadre;
 - (c) When the [level/pay scale]¹ of the parent post on the basis of which his emoluments are regulated during deputation/foreign service or of the ex-cadre post held by the employee on deputation/foreign service, is revised either prospectively or from a retrospective date.
- (2) In the event of proforma promotion or grant of assured career progression [level/pay scale]¹ or modification or upgradation of [level/pay scale]¹ in the parent cadre, the pay shall be re-fixed on the basis of the revised/existing option, with reference to the revised entitlement of pay in the parent cadre. However, if the initial option was for the pay structure of the deputation post and no change in option already exercised is envisaged, the pay already drawn on deputation post shall be protected.
- (3) If the pay of an employee in his cadre post is re-fixed downwards, the pay in

¹

Substituted vide Notification No. 2/12/2017-4FR, Dated : 4th December, 2017

the ex-cadre post is also liable to be re-fixed on the basis of refixed pay and in accordance with the revised or existing option, as the case may be.

Note.— *Revision in the rates of dearness allowance, house rent allowance or any other allowance either in the borrowing or lending Department shall not be an occasion for re-exercise of option.*

116. Benefit under 'Next Below Rule'.—

Except as otherwise provided in these rules, a Government employee transferred to foreign service shall remain in the cadre(s) in which he was included in a *substantive or officiating capacity* immediately before his transfer, and may be considered for the grant of benefit of promotion and assured career progression [level/pay scale]¹ under next below rule by the competent authority of his parent Department which would have been admissible to him had he not been transferred to foreign service.

Note.— *This rule is not applicable to the Accounts Personnel and those Government employees who are appointed against cadre posts in the Organizations under the control of Haryana Government. They shall, while on foreign service, be entitled to normal promotion or benefit of assured career progression [level/pay scale]¹ on their turn instead of benefit under next below rule.*

117. Rate and admissibility of deputation allowance.—

On transfer to foreign service in any Organization under Haryana Government, no deputation allowance shall be admissible during the period of foreign service/deputation. However, the same shall be admissible in case of transfer on foreign service/deputation in an Organization/Department under the Government other than Haryana Government or *vice-versa* at the prescribed rate(s). The rate(s) of deputation allowance shall be as under:-

¹ Substituted vide Notification No. 2/12/2017-4FR, Dated : 4th December, 2017

Serial Number	Event	Rate of Deputation Allowance
1	2	3
1.	Transfer at the same station on deputation/foreign service to the Central Government/other State Government or vice versa.	At the rate of 5% of basic pay subject to maximum of Rs. 2000/- per month or the rate of foreign employer/Government, whichever is higher.
2.	Transfer at the other station on deputation/foreign service to the Central Government/other State Government or vice versa.	at the rate of 10% of basic pay subject to maximum of Rs. 4000/- per month or the rate of foreign employer/Government, whichever is higher.
3.	Foreign service to an Organization under Haryana Government or vice-versa.	No deputation allowance.
4.	Deputation with Chandigarh Administration or Bhakra Beas Management Board or vice versa.	No deputation allowance.

Note 1.— *The deputation allowance shall be treated as pay for the purpose of grant of dearness allowance and it shall be admissible while on leave.*

[Note 2.— *During the period of deputation or foreign service, the basic pay plus deputation allowance of Government employee while drawing pay in any pay level lower than or equal to functional level 19, shall not exceed Rs. 2,19,600/-. Where the post held on deputation or foreign service is of Level 20, the basic pay, from time to time, plus deputation allowance shall not exceed Rs. 2,24,100.]¹*

Note 3.— *In case of transfer to any of the places falling within the same urban agglomeration of the old headquarters, it shall be treated as transfer within the same station.*

118. Incidence of dearness allowance.—

The Government employee while on deputation or foreign service in any

¹ Substituted vide Notification No.2/12/2017-4FR, Dated : 4th December, 2017.

Organization or Department under any Government shall be entitled to dearness allowance at the rates prevailing in the parent Department.

119. Admissibility of compensatory allowances while on deputation/foreign service.—

Except as otherwise provided in these rules, the compensatory allowances (excluding dearness allowance) like house rent allowance, transport/conveyance allowance, travelling allowance, children education allowance, medical facilities, while on foreign service/deputation in an Organization/Department under the control of Haryana Government or any other Government shall be regulated as per the provisions prevailing in parent Department or borrowing Organization/Department, which are more beneficial for the concerned Government employee.

Note.— The allowances admissible to regular employees of corresponding status in the borrowing Department/Organization shall be admissible to the Government employee on deputation/foreign service, even if the same were not admissible in the parent Department/Organization.

120. Admissibility of rent free accommodation, any other facility or special allowance.—

(1) While on foreign service in an Organization under Haryana Government neither any rent free accommodation nor free conveyance nor any conveyance allowance be provided at the expenses of lending Department. These facilities may be provided by the foreign employer if the same are normally attached as a condition of service to the post to which he is deputed.

(2) While on foreign service or on deputation in an Organization or Department under any other Government, the facility of rent free accommodation, free conveyance, transport Allowance or any other facility, shall be regulated as per provision in the borrowing Organization or Department, as the case may be.

121. Retention/fresh allotment of Government accommodation.—

(1) In case of foreign service, a Government employee transferred to foreign service in an Organization under any Government at the same station shall

be entitled to retain the government accommodation allotted by the competent authority provided—

- (a) the licence fee shall be charged from him by the foreign employer; and
- (b) the difference amount, between market rent prescribed from time to time and licence fee recovered from the concerned Government employee, shall be borne by the foreign employer and deposited in the account where the licence fee was being deposited prior to transfer on foreign service.

- (2) In case of deputation in any Government, a Government employee transferred on deputation in a Department under any Government at the same station shall be entitled to retain the government accommodation allotted by the competent authority provided the licence fee shall be charged from him by the borrowing Department and deposited in the account where the same was being deposited prior to transfer on deputation.

Note 1.— *Government accommodation does not include 'rent free accommodation'.*

Note 2.— *A Government employee while on deputation/foreign service shall also be entitled to submit his application for fresh allotment of Government accommodation through his foreign employer.*

122. Admissibility of leave travel concession while on deputation/foreign service.—

Save as otherwise provided in these rules or any other rules, the leave travel concession shall be admissible as per provision in the respective rules of the lending Department subject to prior sanction of the lending Department. However, the liability of leave travel concession shall be borne by the borrowing employer provided the Government employee has served in the borrowing Organization for a period more than two years during the period of the respective block.

123. Application of leave rules while on foreign service or deputation in India.—

- (1) A Government employee while on foreign service or deputation in India in any Organization or Department under any Government shall be entitled to avail leave as per provisions in Haryana Civil Services (Leave) Rules, 2016.
- (2) Unless otherwise provided in any case, leave to a Government employee on

foreign service/on deputation shall be granted by the competent authority of parent Department.

Note.— A Government employee on foreign service in India is personally responsible for the observance of the rules. By accepting leave to which he is not entitled under the rules he renders himself liable to refund leave salary irregularly drawn. In the event of his refusing to refund, his previous service under Government, shall be forfeited for the purpose of leave and/or pension.

124. Liability of compensatory allowances during the period of leave while on foreign service.—

Save as otherwise provided, the rate prescribed for leave salary contribution has been calculated on the basis of pay only, therefore, the *compensatory allowances* including dearness allowance admissible during the period of earned leave and half pay leave shall be borne by the Foreign employer for the period of any kind of leave availed by the Government employee while on foreign service in an Organization under any Government. The liability of basic pay during the period of earned leave, half pay leave and commuted leave shall be borne by the parent Department.

125. Liability for leave salary of special disability leave.—

The foreign employer shall, in the case of Government employees transferred to foreign service anywhere in India, accept liability for leave salary in respect of disability leave granted on account of disability incurred in and through foreign service, even though such disability manifests, itself after the termination of foreign service. The foreign employer is liable to bear leave salary, if it is medically certified that the disability has been incurred in or through foreign service, irrespective of the period that has elapsed between the date of reversion and the date of manifestation of the disability.

Note.— The leave salary charges for such leave shall be recovered from foreign employer.

126. Leave salary for maternity leave, child adoption leave and child care leave.—

Notwithstanding anything contrary to the rules, *leave salary* for maternity leave, child adoption leave and child care leave availed of by a female Government employee while on foreign service or deputation shall be borne by the foreign employer/Department where she was working before proceeding on such leave.

127. Incidence of leave salary contribution.—**(1) In case of deputation—**

- (a) No leave salary contribution between Central/any State Government and Haryana Government shall be required to be made by the borrowing Department/Government;
- (b) Except as otherwise provided in these rules, on deputation from Haryana Government to Central Government/State Government(s) or vice versa, liability for bearing leave salary for the period of leave of kind availed by the Government employee on deputation shall be borne in full by the borrowing Department from which the officer proceeds on leave and no *leave salary contributions* shall be payable to the lending Department.

(2) In case of foreign service—

On transfer to foreign service in an *Organization* under Haryana Government or any other Government, *leave salary contribution* (except for the period of leave availed of while on foreign service) shall be required to be paid in the Consolidated Fund of Haryana by the foreign employer.

Note 1.— *When a Government employee is transferred to foreign service on his request, the leave salary contribution may be deposited by him where the foreign employer is not ready to bear the same.*

Note 2.— *The period of deputation or foreign service includes the joining time admissible at the time of joining and also on repatriation to parent Department.*

128. Rate for leave salary contributions.—

The rates of leave salary contributions shall be at the rate of 11% of emoluments drawn during the period of *foreign service*.

Note.— *Emoluments for leave salary contribution See Rule 8(24) of these rules.*

129. Admissibility of leave while on foreign service out of India.—

- (1) In any individual case the authority sanctioning the transfer to foreign service out of India shall determine before hand in consultation with the foreign employer the conditions on which leave shall be granted by the

foreign employer. The leave salary in respect of such leave shall be paid by the employer. The leave account of the Government employee shall neither be debited nor be credited for the period during which he remained on foreign service out of India.

- (2) In special circumstances, the authority sanctioning transfer to foreign service out of India may make an arrangement with the foreign employer under which leave may be granted to the Government employee in accordance with the rules applicable to him as a Government employee, provided the foreign employer pays leave contribution at the rate prescribed under these rules.

130. Incidence of pension contribution/matching contribution.—

- (1) In case of transfer on deputation from Haryana Government to Central Government/State Government(s) or vice versa, the liability of pension for the period of qualifying service in respect of Government employee covered under Haryana Civil Services (Pension) Rules, 2016 shall be borne by the department to which he permanently belongs at the time of retirement. Neither any pension contribution nor any proportionate contribution at the time of retirement shall be recovered from the landing department. However, the liability for matching contribution under *Defined Contributory Pension Scheme* shall be borne by the borrowing department for the period of deputation in respect of Government employee covered under the Scheme.
- (2) In case of on transfer to foreign service in an Organization under any Government, either the pension contribution in the Consolidated Fund of Haryana or employer share of matching contribution under Defined Contributory Pension Scheme alongwith accounts maintenance charges, as the case may be, for the period of foreign service shall be required to be paid by the foreign employer.

Note 1.— *When a Government employee is transferred to foreign service on his request, the pension contribution or matching contribution may be deposited by him where the foreign employer is not ready to bear the same.*

Note 2.— *The period of deputation or foreign service includes the joining time admissible at the time of joining and also on repatriation to parent department.*

131. Rate for pension contributions.—

The rates of pension contributions in respect of Government employees covered under the Haryana Civil Services (Pension) Rules, 2016 for the period of foreign service shall be as under of the emoluments:-

Serial Number	Total length of service upto the date of proceeding foreign service	Rate of Pension Contribution
1	2	3
1	upto 10 years	@ 10% of emoluments
2	more than 10 and upto 20 years	@ 15% of emoluments
3	more than 20 years	@ 20% of emoluments

Note.— *Emoluments for Pension Contribution See Rule 8(24) of these rules.*

132. Procedure for payment of leave salary and pension contribution.—

- (1) Contribution for leave salary and pension, due in respect of a Government employee covered under Haryana Civil Service (Pension) Rules, 2016 for the period of foreign service, shall be paid quarterly within fifteen days from the end of each quarter, and if the payment is not made within the prescribed period, interest must be paid to Government on delayed contribution by the foreign employer at the rate of rupees ten per day irrespective of the amount of leave salary and pension contribution for the delayed period.
- (2) The matching contribution in respect of Government employees covered under Defined Contributory Pension Scheme for the period of deputation or foreign service shall be paid monthly.

[Note.— *The leave salary and pension contributions shall be paid separately as these are creditable to different heads of accounts. No contribution shall be payable for the period of leave availed by the Government employee while on foreign service. Dues, if any, recoverable from Government on any account shall not be set off against these contributions.]¹*

133. No option to withhold leave salary and pension contributions.—

Neither a Government employee nor the foreign employer shall opt to withhold

¹ Substituted vide Notification No.2/12/2017-4FR, Dated : 4th December, 2017.

leave salary and/or pension contributions and to forfeit the right to count the time spent in foreign service as duty in Government service. The contributions made on his behalf also maintain his claim to pension or to pension and leave salary, as the case may be, in accordance with the rules of the service of which he is a member. Neither he nor the foreign employer has any right of property in a contribution paid, and as such no claim for refund can be entertained.

134. Exemption from payment of contribution.—

The Administrative Department in consultation with Finance Department may exempt the contributions due in any exceptional case(s).

135. Contribution to GPF/GIS Account, PRAN.—

During the period of foreign service or deputation, the concerned Government employee shall continue to subscribe to his, General Provident Fund Account or Permanent Retirement Account Number, as the case may be, Group Insurance Scheme etc. to which he was subscribing before being placed on foreign service or deputation, in accordance with the rules of such fund/scheme.

136. Acceptance of bonus, ex-gratia etc.—

A Government employee transferred to foreign service may accept any benefit such as bonus, ex-gratia payments or similar benefit from his foreign employer in respect of period of foreign service unless it is specifically restricted by the lending Department.

137. Term of foreign service or deputation.—

- (1) Except as otherwise provided in these rules, the foreign service or deputation in an Organization/Department under Haryana Government or any other Government shall be for a period upto three years at a time. Where it is considered necessary in public interest to extend the period of deputation or foreign service beyond three years or five years, prior approval of the Administrative Department and Finance Department, shall respectively be obtained well in time giving full justification in this regard.
- (2) The term of foreign service to Public Enterprises under the Central Government or any other State Government shall not, in any case, be more than five years, during entire service.

- (3) Government has inherent powers to terminate deputation or foreign service earlier than the period specified in the terms and conditions of deputation, in public interest. The foreign employer can also make a request to Government for repatriation of the Government employee concerned.

Note 1.— *This rule does not apply to the Government employees transferred on foreign service or deputation in an Organization under the Control of Haryana Government against the cadre post(s) or in a Department under Chandigarh Administration.*

Note 2.— *A Government employee already on deputation or foreign service in one Organization may be transferred to another provided the total period of foreign service shall not exceed the prescribed limit. The continuous whole period of foreign service in various Organizations shall be treated as one spell.*

Note 3.— *When a Government employee while on foreign service or on deputation in India is sent by his foreign employer out of India on duty he shall continue to be treated as on foreign service or deputation in India. The fact of the Government employee being so deputed shall be brought to the notice of the lending authority.*

138. Cooling period between two spells of foreign service/deputation.—

A Government employee who has served on foreign service or deputation shall not be allowed to proceed again on foreign service or deputation (except with Chandigarh Administration) unless he has worked for a minimum period of two years in his lending Department after his repatriation.

Note.— See also Note 1 of rule 137 infra.

139. Date of repatriation from foreign service.—

When a Government employee is repatriated from foreign service, his pay, allowances and contributions shall be discontinued by the foreign employer with effect from the date on which he assumes charge of the new post. In case of any leave taken after relieving from foreign service but before assuming charge of the new post, the date preceding the date of assuming charge of the new post shall be treated the date of repatriation.

Note.— *The compulsory waiting period, if any, shall be treated as foreign service for all purposes.*

140. Fixation of pay on return from foreign service/deputation.—

On return from foreign service/deputation to parent Department the pay drawn in higher pay structure while on foreign service/deputation shall not be taken into account for the purpose of fixation of pay of the cadre post(s). The pay of Government employee shall be fixed equal to the presumptive pay which would have been admissible had he not been transferred to foreign service/deputation.

Note.— *The period of non-qualifying service, if any, shall not be counted for the purpose of increment, pension etc.*

141. Terms and conditions on deputation from an Organization to a Department of Haryana.—

In case of appointment on deputation of an employee of an *Organization* under—

- (i) any Government, other than Haryana, his terms and conditions shall be decided by mutual consent.
- (ii) Haryana Government, his terms and conditions shall be fixed as per Annexure-15 at the end of these rules.

142. Subsequent appointment is not foreign service.—

On *subsequent appointment* of a temporary Government employee by transfer or otherwise in an *Organization*, whether on a permanent or temporary basis, shall not be regarded as foreign service and he has to resign from Government service. However, in case of permanent Government employee, the leave salary and/or pension contribution shall be born by the new *Organization* upto the date of retention of his lien.

Note.— *The payment of pro-rata pensionary benefits shall be admissible upto the date of retention of lien, if any.*

Chapter - XI

Retirement from service – kinds and circumstances

143. [Retirement on superannuation.—

(1) Except as otherwise provided in these rules, every Government employee shall retire from service on afternoon of the last day of the month in which he attains the age of retirement prescribed for him or for the post held by him in substantive or officiating capacity, as the case may be. However, a Government employee whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the prescribed age. The age of retirement on superannuation is fifty eight years for all groups of employees except the following for whom the same is sixty years:-

- (i) Differently-abled employees having minimum degree of disability of 70% and above;
- (ii) Blind employees;
- (iii) Group 'D' employees; and
- (iv) Judicial Officers.

No Government employee shall be retained in service after attaining the age of superannuation, except in public interest and in exceptional circumstances, without the approval of Council of Ministers.

Note 1.— *One eyed employee shall not be treated as blind or differently-abled person for the purpose of this rule.*

Note 2.— *When a Government employee is due to retire on superannuation from service an office order shall be issued on 7th of the month in which he is going to be retired and a copy of every such order shall be forwarded immediately to the Principal Accountant General, Haryana. There is no need to re-instate a Government employee who is under suspension at that time.*

Note 3.— *A Government employee who becomes disabled while in service shall bring to the notice of his Head of Department minimum three months before attaining the age of 58 years. He shall be got examined from a Medical Board of the Post Graduate Institute of Medical and Science, Rohtak to be*

headed by its Director. On receipt of medical report from the Board, the appointing authority or the Head of Department, whichever is higher, shall take a final decision to grant or not to grant the extension in service to such physically disabled employee.'

(2) (a) *The age of retirement on superannuation of HCMS Doctor of Health Department shall be 65 years provided—*

- (i) *he should be eligible to be retained in service beyond 58 years as per eligibility criteria prescribed by Government from time to time; and*
- (ii) *he has to perform only clinical duties during the period beyond the age of 58 years*

(b) *If a doctor does not wish to work in clinical capacity beyond the age of 58 years he may seek voluntary retirement provided he opt for it in writing minimum three months before attaining the age of 58 years.'*

(3) No Engineer-in-Chief in the PWD (B & R), Irrigation Department and Public Health Engineering Department shall, without re-appointment, hold the post for more than five years, but re-appointment to the post may be made as often and in each case for such period not exceeding five years, as the competent authority may decide:

Provided the term of re-appointment shall not extend beyond the date of attaining the age of superannuation.

Note.— *The following authorities are competent to retain a Government employee after the age of superannuation:-*

Powers to retain a Government employee in public interest and in exceptional circumstances after the age of superannuation.	Administrative Department	Full powers subject to a maximum of two years with the approval of Council of Ministers.] ¹
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Substituted vide Notification No.2/12/2017-4FR, Dated : 4th December, 2017.

144. Premature retirement after attaining the prescribed age or qualifying service.—

The appointing authority shall, in public interest, have the absolute right to retire prematurely a Government employee of any Group, other than of Group D, on account of inefficiency after attaining the prescribed age irrespective of his length of service or after completion of twenty years' qualifying service irrespective of his age, by giving him a notice of not less than three months in writing or pay and allowances in lieu of notice period. The minimum age prescribed for the purpose, except in case of twenty years' qualifying service, is—

- (i) 50 years for the Government employees who are working on a post of Group 'A' or 'B' and joined service on any post before attaining the age of thirty five years;
- (ii) 55 years for the Government employees who are working on a post of Group 'A' or 'B' and joined service on any post after attaining the age of thirty five years; and
- (iii) 55 years for Government employees working on Group C posts :

Provided that in the case of Judicial Officer, the case for retention in service beyond the age of fifty-eight years shall be considered by the competent authority before he attains such age, irrespective of his date of entry into Government service.

Note 1.— (i) *The provision of this rule may be initiated against a Government employee whose efficiency is impaired but against whom it is not desirable to make formal charges of inefficiency or who has ceased to be fully efficient (i.e. when a Government employee's value is clearly incommensurate with the pay which he draws) but not to such a degree as to warrant his retirement on a compassionate ground. It is not the intension to use the provisions of this rule as a financial weapon, that is to say, the provision shall be used only in the case of Government employees who are considered unfit for retention on personal as opposed to financial grounds; and*

- (ii) *in cases where reputation for corruption, dishonesty or infamous conduct is clearly established even though no specific instance is likely to be proved*

under the Haryana Civil Services (Punishment and Appeal) Rules, 2016 or the Public Servants (Inquiries) Act, 1850 (37 of 1850).

Note 2.— *Authority competent to retire under this rule shall carefully examine the record of the Government employee whether he has completed prescribed age or qualifying service, as the case may be, with particular reference to his integrity or otherwise; and if it is desirable in the public interest that he should be retired, action shall be taken accordingly.*

Note 3.— *The Government employee shall be given a reasonable opportunity to show cause against the proposed premature retirement under this rule. In case of gazetted Government employee, approval of Council of Ministers shall be obtained and in the case of non-gazetted Government employee the Head of Departments shall effect such retirement with the previous approval of the Administrative Department. In all cases of such retirement the Haryana Public Service Commission or Haryana Staff Selection Commission, as the case may be, shall be consulted.*

Note 4.— *Heads of Departments shall report to Government in each quarter, the action taken under this rule.*

145. Three months' notice or pay and allowances in lieu of notice period on premature retirement.—

A Government employee shall stand retired immediately on expiry of three months' notice or from the date of payment of three months' pay and allowances in lieu of the notice period and shall not be in service thereafter, therefore, he shall not be entitled to any increment or counting of any period subsequent to the date of such retirement for the purpose of pension etc. He shall be entitled to pension, if admissible under the rules, from the next date of such retirement and the pension shall not be deferred till the expiry of the period of three months for which he is paid pay and allowances.

Note 1.— *Pay and allowances in lieu of three months' notice shall include basic pay in the [level/pay scale]¹, special pay in lieu of higher time scale, personal pay, dearness allowance and house rent allowance only. As the pay and allowances paid in lieu of notice period are, "Salary" and therefore, income tax shall be deducted at source.*

¹

Substituted vide Notification No. 2/12/2017-4FR, Dated : 4th December, 2017

Note 2.— *The payment of pay and allowances in lieu of the notice period shall be made simultaneously with the order of retirement.*

146. Voluntary retirement on attaining the prescribed age or qualifying service.—

(1) A Government employee of any group may, by giving a notice of not less than three months in writing to the appointing authority, seek voluntary retirement from service on completion of minimum twenty years' qualifying service irrespective of his age or on attaining the prescribed age irrespective of his length of service, subject to acceptance of notice by the appointing authority and also subject to Rule 10 of the Haryana Civil Services (Pension) Rules, 2016. The minimum age prescribed for the purpose is:-

- (i) 50 years for the Government employees who are working on a post of Group 'A' or 'B' and joined service on any post before attaining the age of thirty five years;
- (ii) 55 years for the Government employees who are working on a post of Group 'A' or 'B' and joined service on any post after attaining the age of thirty five years; and
- (iii) 55 years for all other Government employees:

Provided that in the case of Judicial Officer, he shall have the option to retire on or after attaining the age of fifty-eight years, which should be exercised by him in writing before he attains the age of fifty-seven years. A Judicial Officer who does not exercise such option before he attains the age of fifty-seven years, would be deemed to have opted for continuing in service till the age of superannuation.

- (2) The retirement shall become effective from the date of expiry of the notice period, where the appointing authority does not refuse to grant the permission for voluntary retirement before the expiry of the said period;
- (3) A Government employee who gives notice of voluntary retirement, shall satisfy himself by means of a reference to the appropriate authority that he has, in fact, completed twenty years' or more *qualifying service*.

Note 1.— *In computing the notice period of three months the date of service of the notice and the date of its expiry shall be included.*

Note 2.— *Heads of Departments shall report to Government in each quarter, the action taken under this rule.*

147. Curtailment of notice period of voluntary retirement.—

Where a Government employee seeking retirement under these rules makes a request in writing to the appointing authority for his retirement before the expiry of notice of three months giving reason therefor, the appointing authority may consider such request for the curtailment of the period of notice of three months on merits and if it is satisfied that the curtailment of the period of notice will not cause any administrative inconvenience, the appointing authority may relax the requirement of notice of three months on the condition that the Government employee shall not apply for commutation of a part of his pension before the expiry of the period of notice of three months. However, he shall be entitled to retiring pension, if admissible under the rules, from the next date of his retirement.

148. Refusal of notice of voluntary retirement.—

- (1) The request made under this rule may be refused if the Government employee, who seeks voluntary retirement, is under suspension or judicial proceedings or departmental proceedings under rule 7 of Haryana Civil Services (Punishment and Appeal) Rules, 2016 are contemplated or pending against him and penalty of removal or dismissal from service is likely to be imposed in his case:

Provided that where the appointing authority does not refuse the request of voluntary retirement before the expiry of notice period, the retirement shall become effective from the date of expiry of the said period.

- (2) The notice of voluntary retirement shall not be accepted by the appointing authority if the Government employee does not fulfill the condition of attaining the minimum age or completion of qualifying service prescribed for the purpose.

149. Withdrawal of notice of voluntary retirement.—

Notice of voluntary retirement shall not be withdrawn without specific approval of the appointing authority. The request in this regard made before the date of intended retirement may be considered by the competent authority irrespective of the fact that orders of voluntary retirement have been made or not.

150. No weightage upto five years qualifying service in case of voluntary retirement.—

A Government employee who seeks *voluntary retirement* under these or any other rules shall not be entitled to benefit of weightage upto five years for the purpose of calculation of pension and death-cum-retirement gratuity.

151. Leave during notice period of premature/voluntary retirement.—

A Government employee during the currency of notice period of voluntary or premature retirement may apply, before the expiry of the notice, for the leave standing to his credit which may be granted to him to run concurrently with the period of notice.

Note.— *The extraordinary leave is not termed as leave standing to his credit and therefore, it cannot run concurrently with the period of notice given by him for seeking voluntary retirement. In case, a Government employee applies for voluntary retirement while already on extraordinary leave other than on medical ground, the notice period need not be insisted upon and his request may be accepted with immediate effect, provided he is clear from vigilance angle. However, if a Government employee while already on extraordinary leave on medical ground, applies for voluntary retirement, the notice period, if any, given may be accepted and he may be allowed to retire after the expiry of the notice period subject to vigilance clearance.*

Annexures
of
Haryana Civil Services
(General) Rules, 2016

Annexure - 1*[see rule 8(38)]***List of Head of Departments**

Sr. No.	Designation of Head of Departments	Departments
1	2	3
1	Advocate General	Advocate General, Haryana
2	Director General	Agriculture Department, Haryana.
3	Director General	Animal Husbandry & Dairying Department, Haryana
4	Director	Archaeology & Museums Department, Haryana
5	Chief Architect	Architecture Department, Haryana
6	Director	Archives Department, Haryana
7	Director	AYUSH Department, Haryana
8	Director	Census Operations, Haryana
9	Chief Electrical Inspector	Chief Electrical Inspector, Haryana
10	Adviser	Civil Aviation Department, Haryana.
11	Registrar	Cooperative Societies, Haryana.
12	Director General	Development & Panchayats Department, Haryana
13	Director	Economic & Statistical Analysis, Haryana.
14	Chief Electoral Officer	Elections Department, Haryana
15	Director	Electronics and Information Technology, Haryana
16	Director	Elementary Education Department, Haryana.
17	Director	Employees State Insurance Health Care, Haryana
18	Director General	Employment Department, Haryana.
19	Director	Environment Department, Haryana
20	Excise & Taxation Commissioner	Excise & Taxation Department, Haryana
21	Additional Chief Secretary-cum-FCR	Financial Commissioner's Office, Haryana Revenue and Disaster Management Department.
22	Director	Fisheries Department, Haryana
23	Director	Food & Supplies Department, Haryana.

24	Commissioner	Food and Drugs Administration, Haryana
25	Principal Chief Conservator of Forest	Forest Department, Haryana
26	Chairman	Haryana Backward Classes Commission, Chandigarh.
27	Additional Resident Commissioner	Haryana Bhawan, New Delhi
28	Chief Secretary	Haryana Civil Secretariat
29	Director General	Haryana Police.
30	Chairman	Haryana Public Service Commission.
31	Chairman	Haryana Staff Selection Commission.
32	Director	Haryana State Lotteries Department.
33	Secretary	Haryana Vidhan Sabha
34	Director General	Health Services, Haryana
35	Director General	Higher Education Department, Haryana
36	Commandant General	Home Guards, & Director, Civil Defence, Haryana.
37	Director	Horticulture Department, Haryana.
38	Director	Hospitality Departments, Haryana.
39	Director	Industrial Training & Vocational Education Department, Haryana.
40	Director	Industries & Commerce Department, Haryana.
41	Director General	Information, Public Relations & Cultural Affairs Department, Haryana.
42	Director	Institutional Finance & Credit Control, Haryana
43	Engineer-in-Chief	Irrigation and Water Resources Department, Haryana.
44	Labour Commissioner	Labour Department, Haryana
45	Director General	Land Records and Consolidation, Haryana,
46	Secretary-cum-Legal Remembrancer	Law & Legislative Department, Haryana
47	Director	Local Audit Department, Haryana.
48	Director	Medical Education and Research Department, Haryana.

49	Director	Mines & Geology Department, Haryana.
50	Chief Engineer	Panchayati Raj, Haryana
51	Director	Elementary Education Department, Haryana
52	Controller	Printing & Stationery Department, Haryana.
53	Director General	Prisons Haryana
54	Director	Prosecution Department, Haryana.
55	Engineer-in-Chief	Public Health Engineering Department, Haryana
56	Engineer-in-Chief	Public Works Department (Buildings & Roads), Haryana.
57	Registrar	Punjab & Haryana High Court
58	Director	Renewable Energy Department, Haryana.
59	Director	Rural Development Department.
60	Director	Science & Technology Department, Haryana.
61	Director General	Secondary Education Department, Haryana.
62	Director	Small Savings Department, Haryana.
63	Director	Social Justice & Empowerment.
64	Director	Sports and Youth Affairs, Haryana.
65	State Election Commissioner	State Election Commission, Panchkula.
66	Chief Information Commissioner	State Information Commission, Haryana.
67	Director General	State Transport Department, Haryana
68	Director	State Vigilance Bureau, Haryana, Panchkula.
69	Director	Supplies & Disposals, Haryana
70	Director	Technical Education Department, Haryana
71	Director	Tourism Department, Haryana.
72	Director	Town & Country Planning Department, Haryana
73	Transport Commissioner	Transport Department, Haryana
74	Director-General	Treasuries and Accounts Department, Haryana
75	Director General	Urban Estates Department, Haryana
76	Director	Urban Local Bodies Department, Haryana.
77	Director	Welfare of Schedule Castes & Backward Classes Department, Haryana

78	Director	Women & Child Development Department, Haryana.
79	Governor	HOD with respect of himself and his personal staff.
80	Commissioners of Divisions	HODs with respect to Government employees whose pay is charged to the minor heads 'Commissioners' 'District Establishment' and 'Other Establishment'.
81	Conservators of Forests	For all ministerial Government employees; Forest Rangers, Deputy Rangers, Foresters, Forest Guards and Group 'D' Government employees and other employees serving in their circles.
82		Any other Authority specially appointed by the competent authority to exercise the powers of a Head of Department.

Annexure - 2*(See rule 10)***Medical Examination Report of Candidate****(Part - I)****Candidate's Statement and Declaration**

Photograph of the candidate

The candidate must make the statement required below prior to his Medical Examination and must sign the declaration appended thereto. His attention is specially invited to the warning contained in the note below:-

1	Name in full (in block letters) Sh./Smt./Kumari	:
2	Date and place of birth.	:
3	(a) Have you ever had intermittent fever or any other fever, enlargement or suppuration of glands, spitting of blood, respiratory disease, heart disease, lung disease, renal failure, cirrhosis of liver, chronic hepatitis B & C, thalassemia, epilepsy, tumors and malignancy of different organs, diabetes mellitus, AIDS, Parkinson's diseases, rheumatism, appendicitis ? <p style="text-align: center;">OR</p> (b) any other disease or accident requiring confinement to bed and medical or surgical treatment ?	:
4	When were you last vaccinated ?	
5	Have you or any of your near relations been afflicted with consumption, scrofula, gout, asthma, fits, epilepsy, or insanity ?	
6	Have you ever suffered from any form of nervousness?	
7	Have you been examined and declared unfit for Government service by a Medical Officer/medical board, within the last three years? If so, mention results.	

8	Particulars of Medical Examination Fee deposited in the Government Treasury under head "0210-Medical and Public Health - 01 – Urban Health Services - 800 – Other receipts [98] –Fee for Medical Examination-51-NA"	Amount _____ Treasury Challan No. _____ Date: _____
---	---	---

I declare to the best of my knowledge and belief that the above statement is true and correct.

I also solemnly affirm that I have not received a disability certificate/pension on account of any disease or other condition.

Candidate's Signature _____

Signed in my/our presence

Signature of Medical Officer/Board

Note.— The candidate will be held responsible for the accuracy of the above statement. By willfully suppressing any information shall incur the risk of losing the appointment and, if appointed, of forfeiting all claims to past service.

Part - II

Medical certificate of fitness for Government Service

"I/We hereby certify that I/we have examined Sh./Smt./Kumari _____, a candidate for employment in the _____ Department whose signature is given below, and have not discovered that he has any disease (communicable or otherwise), constitutional weakness or bodily infirmity, except _____ . I/We do not consider this a disqualification for entry into Government service and declare him/her fit for the post of _____ in the office of _____ .

"Marks of identification _____"

Impression of left/right hand thumb and fingers:

Signature of applicant

Signature of Medical Officer/Board

Annexure - 3*(See rule 43)***List of State Services (Group A and B)**

1. Haryana Accounts (Group-A) Service.
2. Haryana Accounts (Group-B) Service.
3. Haryana Agricultural (Group-B) Service.
4. Haryana Agricultural Directorate (Group-B) Service.
5. Haryana Architecture Department Ministerial (Group-B) Service.
6. Haryana Archives Department (Group-A) Service.
7. Haryana Archives Department (Group-B) Service.
8. Haryana Ayurvedic (Group-B) Service.
9. Haryana Civil Services (Group-A) Service.
10. Haryana Civil Medical Service (Group B).
11. Haryana Consolidation of Holdings Department (Group-B) Service.
12. Haryana Dairy Development (Group-A) Service.
13. Haryana Dairy Development (Group-B) Service.
14. Haryana Development and Panchayats Department (Group-A) Service.
15. Haryana Development and Panchayats Department (Group-B) Service.
16. Haryana Drugs (Group-A) Service.
17. Haryana Drugs (Group-B) Service.
18. Haryana Education (College Cadre) Group-A Service.
19. Haryana Education (College Cadre) Group-B Service.
20. Haryana Education Department (State Service) (Group-B).
21. Haryana Electrical Inspectorate (Group-A) Service.
22. Haryana Excise and Taxation Department (Group-A) Service.
23. Haryana Excise And Taxation Commissioner's (Group-B) Service.
24. Haryana Finance Department Treasuries (Group-B) Service.
25. Haryana Finance Treasuries and Accounts Department (Group B) Service.
26. Haryana Financial Commissioner's Office (Group-B) Service.
27. Haryana Fisheries Department (State Service) (Group-A).
28. Haryana Fisheries (Group-B) Service.
29. Haryana Forensic Science (Group-B) Scientific Staff.
30. Haryana Forensic Science (Group-B) Service.
31. Haryana Forest Department State Service Ministerial (Group-B).
32. Haryana Health Department Dental (Group-B) Service.

33. Haryana Health Department Ministerial (Group-B) Service.
34. Haryana Health Department Non-Medical Laboratory Service (Group-B) State Service.
35. Haryana Health Department Non-Medical Gazetted Officers Statistical (Group-A) Service.
36. Haryana Health Department Non-Medical Health Education Nutrition and Dietics (Group-B) Service.
37. Haryana Health Department Non-Medical Gazetted Officers Statistical (Group-B) Service.
38. Haryana Health Department Media Extension (Group-B) Service .
39. Haryana Health Department Non-Medical Gazetted Officers Transport (Group- B) Service.
40. Haryana Industrial Training and Vocational Education Department (Group-A) Service.
41. Haryana Industrial Training and Vocational Education Department (Group-B) Directorate and Field Offices Service.
42. Haryana Industries (Group-A) Service.
43. Haryana Industries (Group-B) Service.
44. Haryana Labour Department (Group-A) Service.
45. Haryana Labour Department (Group-B) Service.
46. Haryana Land Records Organization Statistical (Group-A) Service.
47. Haryana Land Records Statistical (Group-B) Service.
48. Haryana Law And Legislative Department State (Group-A) Service.
49. Haryana Law And Legislative Department State (Group-B) Service.
50. Haryana Local Audit (Group-A) Service.
51. Haryana Local Audit (Group-B) Service.
52. Haryana Mines and Geology (Group-A) Service.
53. Haryana Mines and Geology (Group-B) Service.
54. Haryana Police Clerical State Service (Group-B).
55. Haryana Prisons Service (Group-A).
56. Haryana Public Relations Department (Group-A) Service.
57. Haryana Public Service Commission (Group-A) Service.
58. Haryana Public Works Department (B & R Branch) Headquarters Office Ministerial (Group-B) Service.
59. Haryana Public Works Department (Irrigation Branch) Deputy Collectors (Group-B) Service.
60. Haryana Public Works Department (Public Health Branch) Headquarters Office Group-B Service.

61. Haryana Revenue (Group-B) Service.
62. Haryana Revenue Department Divisional Subordinate (Group-B) Service.
63. Haryana Secretariat Service.
64. Haryana Service of Architects (Group-A).
65. Haryana Service of Architects (Group-B).
66. Haryana Service of Engineers (Horticulture) Group-A, P.W.D. (B & R Branch).
67. Haryana Service of Engineers (Horticulture) Public Works Department Buildings & Roads Branch (Group B) Service.
68. The Haryana Service of Engineers, Group-B, Public Works Department (Irrigation Branch).
69. The Haryana Social Defence and Security Department (Group-A) State Service.
70. Haryana State Co-operative (Group-A) Service.
71. Haryana State Co-operative (Group-B) Service.
72. Haryana State Education (Group-A) Service.
73. Haryana Supplies and Disposal Directorate (Group-B) Service.
74. Haryana Technical Education Department (Group-A) Service.
75. Haryana Technical Education Department (Group-B) Service.
76. Haryana Transport Department (Group-A) Service.
77. Haryana Transport Department (Group-B) Service.
78. Haryana Urban Local Bodies (Group A) Services.
79. Haryana Urban Local Bodies (Group B) Services.
80. Haryana Vidhan Sabha Secretariat Service.
81. Haryana Welfare of Scheduled Castes And Backward Class Department (Group-B) Service.
82. Haryana Women and Child Development Department (Group-A) Service.

Annexure - 4*(See rule 46)***Form of Service Book****Form Part - I****BIO-DATA**

Photograph of the
Candidate (to be
attested by Head
of Office)

Service Book of Shri/Smt./Kumari _____

1	Name in full (in block letters) Shri/Smt./Kumari	
2	Father's name (in block letters)	
3	Mother's name (in block letters)	
4	Husband's/Wife's name (in block letters)	
5	Nationality	
6	Whether a member of Scheduled Caste/Tribe?	
7	Date of birth (both in words and figures)	
8	Educational Qualifications:	
	(a) at the time of first appointment	
	(b) subsequently acquired	
9	Professional and technical qualifications not covered by 8 above.	
10	Exact height by measurement (without shoes)	
11	Aadhaar Card No. or Personal mark of identification	
12	Permanent Home Address	
	Cell No.	
13	Left/Right hand thumb impression	
14	Signature of the Government employee (with date)	
15	Signature and designation of attesting officer (with date).	

Note.— *Photograph should be renewed after ten years of service of Government employee.*

Annexure - 4 (Contd.)

Form Part - II

Certificates, Declarations and Nominations

Sr. No.	Subject	Certificate	Signature and designation of the certifying officer
1.	2	3	4
1.	Certificate of Medical examination	The employee was medically examined by _____ on _____ and found fit. The certificate of medical examination has been kept in safe custody, vide Sr. No. _____ of Volume-II of the Service Book.	
2.	Character & antecedent	His/her character and antecedent have been verified and the verification report kept in safe custody, vide Sr. No. _____ of Volume-II of the Service Book.	
3.	Allegiance to the Constitution	He/she has taken the oath of allegiance/affirmation to the Constitution, vide Sr. No. _____ of Volume-II of the Service Book.	
4.	Oath of Secrecy	He/she has read the Official Secret Act, Right to Information Act, 2005 and the Haryana Civil Services (Government Employees' Conduct) Rules, 2016 and has also taken the oath of Secrecy, vide Sr. No. _____ of Volume-II of the Service Book.	
5.	Marital status	He/she has furnished declaration regarding his/her not having contracted bigamous marriage. The relevant declaration has been filed at Sr. No. _____ of Volume-II of the Service Book.	
6.	Declaration of Home Town	He/she has furnished the declaration of home town which has been accepted and filed at Sr. No. _____ of Volume-II of the Service Book.	
7.	Verification of entries in Form Part I	The correctness of the entries against Sr. No. 5 to 8 of Part I—'Bio-data' has been verified from original certificates considered as valid documentary evidence for the respective purposes. Attested copies of these certificates have been filed at Sr. No. _____ of Volume-II of the Service Book.	
8.	Dowry in marriage	He/she has furnished declaration regarding his/her not demanding/giving/taking any dowry in the marriage.	

9.	Detail of family members	He/she has made available the detail of his family members in the prescribed form.	
10.	(a) GPF A/CNo. or Permanent Retirement Account No. (PRAN) (b)Nomination for GPF or Defined Contributory Pension Scheme	GPF Account/PRAN No. _____ He/she has filed nomination for final payment of General Provident Fund/Defined Contributory Pension Scheme and the following related notices have been forwarded to the Principal Accountant General on dates shown against them, which have been filed in Volume II of the service book,- vide Sr. Nos. shown against them. 1. 2. 3.	
11.	Nomination for Leave encashment and any other dues, if any,	He/she has filed nomination for Leave encashment and other dues, if any, which have been filed in Volume II of the service book,- vide Sr. Nos. shown against them. 1. 2.	
12.	(a) G.I.S. A/C No. (b)Nomination for G.I.S.	He/she has filed nomination for G.I.S. and the following related notices, have been filed at Sr. No. _____ of Volume-II of the Service Book. 1. 2.	
13.	Nomination for death-cum-retirement gratuity	He/she has filed nomination for death-cum-retirement gratuity and the following related notices which have been filed in Volume-II of the service book,- vide Sr. Nos. shown against them. 1. 2. 3.	
14.	Option for fixation of pay on revision or promotion	This shall be pasted in the service book.	
15.	Passing of departmental test, if any		

Annexure - 4 (Contd.)

Form Part - IV
HISTORY OF SERVICE

Sr. No.	From	To	Post held	office (with station)	[Pay Level or Pay Scale and Pay] ¹	Event affecting cols. 2 - 6, e.g. Transfer/Promotion/Reversion etc.
1	2	3	4	5	6	7

Signature and designation of attesting officer (with date)	Signature and designation of Head of Office (with date)	Signature of the Government employee	Remarks
8	9	10	11

¹ Substituted vide Notification No.2/12/2017-4FR, Dated : 4th December, 2017.

Annexure - 4 (Contd.)

Form Part - VI
Detail of family members

Detail of family members given by him/her has been placed in Volume II of the service book:-

Sr. No.	Name	Date of Birth	Relation	Aadhaar Card No.	Occupation	Remarks
1						
2						
3						
4						
5						
6						

Note.— *Whenever any change occurs in the family, it shall be informed by the Government employee and necessary entries shall be made in the service book.*

Annexure - 4 (Contd.)**Instructions for entries in Service Book****1 Entries in Form Part-I regarding bio-data.—**

- (1) Entries in Form Part-I shall be made regarding bio-data of the Government employee at the time of his first appointment and the same shall be attested by the head of office or any other officer duly authorized in this behalf. Additions and alterations in this part shall also be similarly attested by the Head of office or authorized officer.
- (2) Signature or left/right hand thumb impression of the Government employee concerned shall be obtained in the presence of the head of office or authorised officer.

2 Entries in Form Part-II regarding certificates and attestation.—

- (1) The entries of first nine certificates/documents in Form Part-II shall be recorded at the time of initial appointment of the Government employee and the remaining, at the appropriate stages. In particular before certifying item 4 regarding the oath of secrecy, the head of office shall ensure that a copy each of Official Secrets Act and Haryana Civil Services (Government Employees' Conduct) Rules, 2016 are made available to the Government employee concerned for formally noting their contents.
- (2) All these certificate/documents shall be kept in safe custody and placed in a separate folder titled Volume-II of service book and shall not be attached with the service book.
- (3) The entries of nominations and related notices like changes in nominations for General Provident Fund, death cum retirement gratuity and/or benefits admissible under Defined Contributory Pension Scheme, leave encashment and any other dues shall be made in this form.
- (4) Entries of option exercised at the time of revision of pay scales, promotion, grant of assured career progression etc. shall also be made in this form.

3 Entries in Form Part-III(a) regarding previous qualifying service.—

Entries in Form Part-III(a) shall be filled only where no service book is available in respect of the past service, if any, which has to be admitted on the basis of collateral evidence. The purpose for which the previous service has been accepted as "qualifying" shall also be specified, e.g., leave, pay, pension, etc. These entries

shall be attested by the head of office or any other officer duly authorized in this behalf.

Entries in Form Part-III(b) regarding foreign service.—

Columns 1, 3 and 4 of Form Part-III(b) shall be filled after receipt of intimation from the foreign employer about the Government employee having reported for duty on foreign service. Column 2 shall be filled after repatriation from foreign service. Entry in column 4 shall be in brief, as may be appropriate.

4 Entries in Form Part-IV regarding history of service.—

- (1) Entries in Form Part-IV shall be made at the time of initial appointment and thereafter, on the occurrence of events involving a change in the post, office, station, pay structure or nature of appointment. Such events shall include appointment, promotion, reversion, deputation, transfer (including transfer on foreign service), increment, leave and suspension.
- (2) Entries regarding period of suspension, period of extraordinary leave with or without medical, period of *wilful absence*, any period of interruption in service, any punishment awarded by the competent authority, date of confirmation in service, resignation from service, termination from service, retirement from service and date of disappearance or death while in service shall be made in **red ink**.
- (3) Columns 4 to 6 in respect of second and subsequent entries need be filled only if there is a change in the post, pay structure, office or station.
- (4) [Columns 6 shall show different components of pay separately, e.g. "Pay 85,100 in Functional/ACP Level+ DP ____ + Special Pay 200 + Personal Pay Rs. 200."]¹
- (5) Column 7 relates to entries regarding promotion/reversion/grant of assured career progression/Transfer etc. which affect the columns 2 to 6.
- (6) Before attesting any entry made in column 11, the attesting officer shall ensure that there is no un-explained gap between entries and signatures/ rubber stamp of the attesting officer.
- (7) Any event not effecting columns 2 to 6, shall be briefly noted in column 11.

¹

Substituted vide Notification No.2/12/2017-4FR, Dated : 4th December, 2017.

5 Entries in Form Part-V regarding record of verification of service.—

Entries in Form Part-V shall be made for relevant period after due verification from pay bill. It will be the duty of Head of office to ensure that in case of transfer of Government employee working in his office all the details under relevant columns are duly completed before forwarding the service book to the new office of the Government employee concerned. He shall also ensure that all certificates/ documents of Volume-II of the service book are handled/forwarded with due care.

6 Form Part-VI regarding detail of family members.—

Every Government employee at the time of entry into Government service shall inform the detail of his family members and entries in this regard shall be made by the Head of office in Form Part-VI. Whenever any change occurs in the family, it shall also be informed by him and necessary entries shall also be made in his service book.

7 Form Part-VII regarding account of leave travel concession.—

Whenever leave travel concession of home town or anywhere in India is sanctioned to and actually availed by a Government employee, necessary entries in this regard shall be made by the Head of office in Form Part-VII.

8 Form Part-VIII regarding loans & advances.—

In Form Part-VIII, necessary entries shall be made whenever any loan/advance is sanctioned and released to a Government employee, and thereafter on every financial year basis. Due care must be taken while calculating the amount of interest and penal interest if any.

9 Form Part-IX of Comments of internal audit.—

Whenever service book of a Government employee is checked by an internal audit party, necessary entry shall be made by them in Form Part-IX form alongwith comments.

Annexure - 6*(See rule 105)***FORM - T-1****Form of Bond for permanent Government employee proceeding for training abroad**

KNOW ALL MEN BY THESE PRESENT THAT I _____
s/o _____ resident of _____
presently working as _____ in the Department/
Office of _____ do hereby bind myself and my heirs, executors
and administrators to pay to the Governor of Haryana (hereinafter called "the
Government") on demand the sum of Rs. _____ (Rupees
_____) on account of my having been placed
on training connected with _____ (particulars of the nature
of training) for the period from _____ to _____ at
_____ (Name of City and Country) at the cost of the
Government/under a foreign aided scheme, 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.

Dated this _____, day of _____ two thousand
and _____.

WHEREAS the above bounden _____ is placed on
training abroad by the Government.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS SUCH
THAT if in the event of the above bounden _____ resigning
or retiring from service without returning to duty after the expiry or termination of the
period of training or at anytime within a period of _____ years after his return
to duty or in event of his removal or dismissal from service for any kind of misconduct
during the prescribed period, he shall forthwith refund to the Government on demand
the said sum of Rs. _____ (Rupees _____)
on account of his having been placed on training abroad as aforesaid together with
interest thereon from the date of demand at Government rates for the time being in
force on Government loans.

AND upon the above bounden _____ making such refund the above written obligation shall be void and of no effect, otherwise , it shall and remain in full force and virtue.

In witness whereof, these presents have been signed by a duly authorized officer on behalf of the Governor of Haryana and by the other person(s) party hereto.

Signed and delivered by the above bounden _____

In the presence of witnesses:

1. _____

2. _____

For and on behalf of the Governor of Haryana.
(Designation of the Officer)

Annexure - 7*(See rule 105)***FORM - T-2****Form of Bond for temporary Government employee proceeding for training abroad**

KNOW ALL MEN BY THESE PRESENT THAT WE (1) _____
s/o _____ resident of _____
presently working as _____ in the Department/Office of
_____ (herein after called "the obligor") and (2)
Shri _____ s/o _____ resident of
_____ presently working as _____
in the Department/Office of _____ (surety on his
behalf) do hereby jointly and severally bind ourselves and our respective heirs,
executors and Administrators to pay to the Governor of Haryana (herein after called the
Government) on demand the sum of Rs. _____ (Rupees _____
_____) on account of obligor having been
placed on training abroad connected with _____
(particulars of the nature of the training) for the period from _____
to _____ at _____ (Name of City
and Country) at the cost of the Government/under a foreign aided scheme, 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.

Dated this _____, day of _____ two thousand
and _____.

WHEREAS the above bounden obligor _____ is placed
on training abroad by the Government.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS SUCH
THAT if in the event of the above bounden obligor _____
resigning or retiring from service without returning to duty after the expiry or termination
of the period of training or at anytime within a period of _____ years after his
return to duty or in event of his removal or dismissal from service for any kind of
misconduct during the prescribed period, he shall forthwith refund to the Government

on demand the said sum of Rs. _____ (Rupees _____
 _____) on account of the obligor having been placed on
 training as aforesaid, together with interest thereon from the date of demand at
 Government rates for the time being in force on Government Loans.

AND upon the above bounden obligor, Shri _____
 and/or Shri _____, the sureties aforesaid, making such
 refund 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 surety 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 said obligor before suing the above bounden sureties Shri _____
 _____ or any of them for the amount due hereunder.

In witness whereof, these presents have been signed by a duly authorized
 officer on behalf of the Governor of Haryana and by the other Person(s) party hereto.

Signed and delivered by the above
 Bounden _____ (Name of obligor)

In the presence of witnesses:

1. _____

2. _____

Signed and delivered by the surety above named

Shri _____ (Name of surety)

In the presence of witnesses:

1. _____

2. _____

 For and on behalf of the Governor of Haryana.
 (Designation of the Officer)

Annexure - 8*(See rule 106)***FORM - T-3****Form of Supplementary bond for permanent Government employees granted extension for training abroad**

KNOW ALL MEN BY THESE PRESENT THAT I _____
s/o _____ resident of _____
presently working as _____ in the Department/Office
of _____ do here by bind myself and my heirs, executors and
administrators to pay to the Governor of Haryana (hereinafter called "the Government")
on demand the sum of Rs. _____ (Rupees _____
_____) 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.

Dated this _____, day of _____ two thousand
and _____.

Whereas the above bounden _____ was placed on training abroad by
Government for the period from _____ to _____
in consideration of which a bond, dated _____ for Rs. _____,
was executed by him in favour of the Governor of Haryana;

AND WHEREAS the above bounden _____ is placed on extension of
training abroad from _____ to _____ at
_____(Name of the City & Country) at the cost
of the Government/under the Foreign Aided Scheme, together with interest thereon.

AND WHEREAS for the better protection of the Government, the above bounden has
agreed to executed this Supplementary bond with such condition as interests of the
hereunder written.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT if in
the event of the above bounden _____ resigning or retiring
from service without returning to duty after the expiry or termination of the period of
training so extended or at anytime within a period of _____ years after

his return to duty or in the event of his removal or dismissal from service for any kind of misconduct during the prescribed period, he shall forthwith refund to the Government on demand the said sum of Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the above bounden _____ making such refund the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

In witness whereof, these presents have been signed by a duly authorized officer on behalf of the Governor of Haryana and by the other person(s) party hereto.

Signed and delivered by the above bounden _____ (name of obligor)

In the presence of witnesses:

1. _____

2. _____

For and on behalf of the Governor of Haryana.
(Designation of the Officer)

Annexure - 9*(See rule 106)***FORM - T-4****Form of Supplementary bond for temporary Government employee granted extension of deputation on training**

KNOW ALL MEN BY THESE PRESENT THAT WE (1) _____
 s/o _____ resident of _____
 presently working as _____ in the Department/Office of _____
 _____ (herein after called "the obligor")
 and (2) Shri _____ s/o _____
 resident of _____ presently working
 as _____ in the Department/Office of _____
 _____ (surety on his behalf) do hereby jointly and severally bind
 ourselves and our respective heirs, executors and administrators to pay to the
 Governor of Haryana (hereinafter called "the Government") on demand the sum of
 Rs. _____ (Rupees _____)
 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.

Dated this _____, day of _____ two thousand
 and _____.

WHEREAS THE above bounden-----was placed on deputation on training
 by Government or the period from _____ to _____ in
 consideration of which a bond, dated _____ for Rs. _____
 was executed by him in favour of the Governor of Haryana.

AND WHEREAS THE above bounden _____ is placed on extension of
 deputation for training from _____ to _____ at
 _____ (name of City and Country) at the cost of the
 Government under the Foreign Aided Scheme, together with interest thereon.

AND WHEREAS for the better protection of the Government the above
 bounden has agreed to execute this supplementary bond with such condition as
 hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in
 the event of the above bounden obligor Shri _____ resigning
 from service without returning to duty after the expiry or termination of the period of
 training so extended or at anytime within a period of _____ years after

his return to duty or in the event of his removal or dismissal from service for any kind of misconduct during the prescribed period, the obligor and the sureties shall forthwith refund to the Government on demand the said amount of Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the above bounden obligor, Shri _____ and/or Shri _____, the surety aforesaid, making such refund 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 surety 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 surety) nor shall it be necessary for the Government to sue the said obligor before suing the above-bounden sureties _____ on any of them for the amount due hereunder.

In witness whereof, these presents have been signed by a duly authorized officer on behalf of the Governor of Haryana and by the other person(s) party hereto.

Signed and delivered by the above

Bounden _____ (Name of obligor)

In the presence of witnesses:

1. _____

2. _____

Signed and delivered by the surety above

Named Shri _____ (Name of surety)

In the presence of witnesses:

1. _____

2. _____

For and on behalf of the Governor of Haryana.
(Designation of the Officer)

Annexure - 10

(See rule 110)

Specimen of Standard terms and condition in respect of Haryana Government employees transferred to foreign service in an Organization under the control of Haryana Government.

1. **Period of foreign service.**— Shri _____, _____(designation) is being/has been transferred to foreign service from _____ to _____ unless he is recalled earlier.
2. **Joining time, joining time pay and transfer travelling allowance.**— He shall be entitled to avail joining time, pay for the period of joining time and transfer travelling allowance both ways on joining the post on foreign service and on reversion therefrom to the parent Department, it will be regulated as per provision in Haryana Civil Services Rules or the rules of foreign employer which are more beneficial for the concerned Government employee. The liability will be borne by the Foreign employer.
3. **Pay and dearness allowance.**— During the period of foreign service on the same post or the post of same [level]¹ he shall draw pay equal to the pay admissible to him in his parent Department. On transfer to the same post of higher [level]¹ he shall be entitled to higher [level]¹. However, on transfer to a higher post of different [level]¹, the pay will be admissible to him as per provision in Haryana Civil Services (Pay) Rules, 2016. He will be entitled to dearness allowance equal to the rate of his parent Department.
4. **Compensatory allowances.**— All compensatory allowances (excluding dearness allowance) shall be regulated as per provision in the rules of parent Department/ borrowing Organization which are more beneficial for him.
5. **Medical facilities.**— He shall be entitled to the medical facilities as per provision in the rules of Haryana Government. If he desires, he may opt to avail the medical facilities of the borrowing Organization in lieu thereof.
6. **Facility of rent free accommodation and/or free conveyance.**— No rent free accommodation, free conveyance or any conveyance allowance be provided at

¹ Substituted vide Notification No.2/12/2017-4FR, Dated : 4th December, 2017.

the expenses of parent Department unless such benefits are normally attached as a condition of service to the post to which he is deputed in the borrowing Organization.

7. **Allotment of residential accommodation.**— He shall be entitled to avail the facility of allotment of residential accommodation, if any, for the period of foreign service according to the rules of the borrowing Organization.
8. **Retention/Fresh allotment of Government accommodation.**— He shall be entitled to retain fresh allotment of Government accommodation already allotted/ to be allotted by the competent authority at the same station provided—
 - (a) the licence fee will be charged from him by the borrowing Organization; and
 - (b) the difference between market rent prescribed from time to time and licence fee recovered from the concerned Government employee will be borne by the borrowing Organization, and will be deposited in the following Head where the licence fee was being deposited by the parent Department before his transfer on foreign service:-

**“0216-Housing-01-Haryana Government Residential Buildings-106-
General Pool Accommodation”**

Note.— *In case residential accommodation belongs to Department other than PWD (B & R) Haryana, the rent shall be payable to the receipt head of the relevant Department.*

9. **Leave travel concession.**— He will be entitled to avail leave travel concession as per provision in the respective rules of the Haryana Government as amended from time to time subject to prior sanction of the same by the lending Department. The liability of LTC will be borne by the lending Department or borrowing Organization where the Government employee.—
 - (i) is/was in service at the time of actually availing LTC of home town or anywhere in India; or
 - (ii) remained in service for a period more than two years during the period of the respective block, in case one month salary in lieu of LTC is availed by him.
10. **Leave and pension.**— During the period of foreign service, he will continue to be governed by the leave rules and pension rules of his parent Department.

11. **Disability leave and hospital leave.**— The payment of leave salary during disability leave and hospital leave in respect of disability incurred in or through foreign service even though such disability manifests itself after the termination of foreign service shall be made by the borrowing Organization.
12. **Leave salary contribution.**— As per provision in Rule 128 of Haryana Civil Services (General) Rules, 2016 the borrowing Organization shall pay leave salary contribution quarterly within fifteen days @ 11% of emoluments admissible during the period of foreign service, otherwise after this penal interest @ Rs. 10/- per day shall be charged. It shall be deposited in the following Head (it is to be mentioned by the parent Department concerned):-
-
-

13. **Pension contribution.**— As per provision in Rule 131 of Haryana Civil Services (General) Rules, 2016 the borrowing Organization shall make payment of Pension Contribution @ _____ % of the emoluments in the Consolidated Fund of the State, quarterly within fifteen days otherwise, penal interest @ Rs. 10 per day shall be charged. It will be deposited in the following Major Head:-

“0071 Contributions & recoveries towards Pension and other retirement benefits- 01 Civil – 101 Subscriptions and contributions-contributions of officers lent on Foreign Service”

OR

Matching contribution.— The borrowing Organization shall make monthly payment of matching contribution @ 10% of emoluments because Shri _____ is covered under Defined Contributory Pension Scheme.

14. **Subscription to Provident Fund or Defined Contributory Pension Scheme.**— During the period of foreign service, he will continue to subscribe his General Provident Fund Account or his Permanent Retirement Account Number to which he was subscribing, before his transfer on foreign service in accordance with the rules of such fund.
15. **Subscription to Group Insurance Scheme.**— He shall continue to subscribe to the Haryana Group Insurance Scheme, 1985. The borrowing Organization shall effect recovery of the usual subscription from the pay of the officer/official and

regularly deposit the same every month into Haryana Government Head of Account “**8011 Insurance and Pension Funds-107 State Government Employees' Group Insurance Scheme**” In case of delay/default, the borrowing Organization will deposit the arrears of subscription along with interest at the rate and manner prescribed in the scheme.

16. **Commencement and completion of foreign service.**— The foreign service shall commence on the date on which he hands over charge of his post and completes on the date on which he assumes charge of the post in his parent Department.

ANNEXURE - 11

(See rule 110)

Specimen of Standard terms and conditions in respect of Haryana Government employees transferred to foreign service in an Organization under the control of Government other than Haryana Government.

1. **Period of foreign service.**— Shri _____ , _____(designation) is being/has been transferred to foreign service from _____ to _____ unless he is recalled earlier.
2. **Joining time, joining time pay and transfer travelling allowance.**— He shall be entitled to avail joining time, pay for the period of joining time and transfer travelling allowance both ways on joining the post on foreign service and on reversion therefrom to the parent Department. It will be regulated as per provision in Haryana Civil Services Rules or the rules of foreign employer which are more beneficial for the concerned Government employee. The liability will be borne by the foreign employer.
3. **Pay and dearness allowance.**— During the period of deputation he may elect to draw—
 - (a) either the pay in the higher pay structure of deputation post, if any, plus dearness allowance as per rules of borrowing organization; or
 - (b) basic pay of the parent cadre *plus* deputation allowance and dearness allowance thereon as per rules of parent Department.
4. **Compensatory allowances.**— All compensatory allowances (excluding dearness allowance) shall be regulated as per provision in the rules of parent Department or borrowing Organization which are more beneficial for him.
5. **Medical facilities.**— He shall be entitled to the medical facilities as per provision in the rules of the lending Organization. If he desires, he may opt to avail the medical facilities of the borrowing Organization in lieu thereof.
6. **Facility of rent free accommodation and/or free conveyance.**— No rent free accommodation, free conveyance or any conveyance allowance be provided at the expenses of parent Department unless such benefits are normally attached as a condition of service to the post to which he is deputed in the borrowing Organization.

7. **Allotment of residential accommodation.**— He shall be entitled to avail the facility of allotment of residential accommodation, if any, for the period of foreign service according to the rules of the borrowing Organization.
8. **Retention/Fresh allotment of Government accommodation.**— He shall be entitled to retain/fresh allotment of Government accommodation already allotted/to be allotted by the competent authority at the same station provided—
- (a) the licence fee will be charged from him by the borrowing Organization; and
 - (b) the difference between market rent prescribed from time to time and licence fee recovered from the concerned Government employee will be borne by the borrowing Organization, and will be deposited in the following Head where the licence fee was being deposited by the parent Department before his transfer on foreign service:-

**“0216-Housing-01-Haryana Government Residential Buildings-106-
General Pool Accommodation”**

Note.— *In case residential accommodation belongs to Department other than Public Works Department (B&R) Haryana, the rent shall be payable to the receipt head of the relevant Department.*

9. **Leave travel concession.**— He shall be entitled to avail leave travel concession as per provision in the respective rules of the Haryana Government as amended from time to time subject to prior sanction of the same by the lending Department. The liability of leave travel concession shall be borne by the lending Department or borrowing Organization where the Government employee.—
- (i) is/was in service at the time of actually availing leave travel concession of home town or anywhere in India; or
 - (ii) remained in service for a period more than two years during the period of the respective block, in case one month salary in lieu of leave travel concession is availed by him.
10. **Leave and pension.**— During the period of foreign service, he shall continue to be governed by the leave rules and pension rules of his parent Department.
11. **Disability leave and hospital leave.**— The payment of leave salary during disability leave and hospitality leave in respect of disability incurred in or through

foreign service even though such disability manifests itself after the termination of foreign service shall be made by the borrowing Organization.

12. **Leave salary contribution.**— As per provision in Rule 128 of Haryana Civil Services (General) Rules, 2016, the borrowing Organization shall pay leave salary contribution quarterly within fifteen days @ 11% of emoluments admissible during the period of foreign service, otherwise after this penal interest @ Rs. 10/- per day shall be charged. It shall be deposited in the following Head (it is to be mentioned by the parent Department concerned):-

13. **Pension contribution.**— As per provision in Rule 131 of Haryana Civil Services (General) Rules, 2016, the borrowing Organization shall make payment of Pension Contribution @ _____ % of the emoluments in the Consolidated Fund of the State, quarterly within fifteen days otherwise, penal interest @ Rs. 10 per day shall be charged. It will be deposited in the following Major Head:-

“0071 Contributions & recoveries towards pension and other retirement benefits - 01 Civil - 101 subscriptions and contributions-contributions of officers lent on foreign service”

OR

Matching contribution.— The borrowing Organization shall make monthly payment of matching contribution @ 10% of emoluments because Shri _____ covers under Defined Contributory Pension Scheme.

14. **Subscription to Provident Fund or Defined Contributory Pension Scheme.**— During the period of foreign service, he shall continue to subscribe his General Provident Fund Account or his Permanent Retirement Account Number to which he was subscribing, before his transfer on foreign service in accordance with the rules of such fund.
15. **Subscription to Group Insurance Scheme.**— He shall continue to subscribe to the Haryana Group Insurance Scheme, 1985. The borrowing Organization shall effect recovery of the usual subscription from the pay of the officer/official and regularly deposit the same every month into Haryana Government Head of Account **“8011 Insurance and Pension Funds-107 State Government Employees' Group Insurance Scheme”** In case of delay/default, the borrowing

Organization will deposit the arrears of subscription along with interest at the rate and manner prescribed in the Scheme.

16. **Commencement and completion of foreign service.**— The foreign service shall commence on the date on which he hands over charge of his post and completes on the date on which he assumes charge of the post in his parent Department.

ANNEXURE - 12

(See rule 110)

Specimen of standard terms & conditions in respect of Haryana Government employees transferred on deputation in a Department under the control of any Government other than Haryana Government.

1. **Period of deputation.**— Shri _____ , _____(designation) is being/has been transferred on deputation from _____ to _____ unless he is recalled earlier.
2. **Joining time, joining time pay and transfer travelling allowance**— He shall be entitled to avail joining time, pay for the period of joining time and transfer travelling allowance on joining the post on deputation or reversion therefrom to the parent Department as per the rules of the Department/Government to which he is proceeding. The expenditure on this account will also be borne by the Department/Government to which he is proceeding.
3. **Pay and dearness allowance.**— During the period of deputation he may elect to draw—
 - (a) either the pay in the higher pay structure of deputation post, if any, plus dearness allowance as per rules of lending Department; or
 - (b) basic pay of the parent cadre *plus* deputation allowance and dearness allowance thereon as per rules of parent Department.
4. **Compensatory allowances.**— All compensatory allowances (excluding dearness allowance) shall be regulated as per provision in the rules of lending Department or borrowing Department which are more beneficial for him.
5. **Medical facilities.**— He shall be entitled to the medical facilities as per provision in the rules of the lending Department. If he desires, he may opt to avail the medical facilities of the borrowing Department in lieu thereof.
6. **Facility of rent free accommodation and/or free conveyance.**— No rent free accommodation, free conveyance or any conveyance allowance be provided at the expenses of parent Department unless such benefits are normally attached as a condition of service to the post to which he is deputed in the borrowing Department/Government.
7. **Allotment of residential accommodation.**— He shall be entitled to avail the facility of allotment of residential accommodation for the period of deputation according to the rules of the borrowing Department/Government.
8. **Retention/Fresh allotment of Government accommodation.**— He shall be entitled to retain/fresh allotment of Government accommodation already allotted/ to be allotted by the competent authority at the same station provided the licence fee will be charged from him by the borrowing Department and will be deposited in the following Head if residential accommodation belongs to Haryana Government:-

**“0216-Housing-01-Haryana Government Residential Buildings-106-
General Pool Accommodation”**

Note.— *In case residential accommodation belongs to Department other than PWD (B&R) Haryana, the rent shall be payable to the receipt head of the relevant Department.*

9. **Leave travel concession.**— He shall be entitled to avail leave travel concession as per provision in the respective rules of the Haryana Government as amended from time to time subject to prior sanction of the same by the lending Department. The liability of LTC shall be borne by the lending or borrowing Department where the Government employee.—
 - (i) is/was in service at the time of actually availing LTC of home town or anywhere in India; or
 - (ii) remained in service for a period more than two years during the period of the respective block, in case one month salary in lieu of LTC is availed by him.
10. **Leave and pension.**— During the period of deputation, he will continue to be governed by the leave rules and pension rules of his parent Department.
11. **Pension contribution.**— No Pension contribution will be made by the borrowing Department during the period of deputation.

OR

Matching contribution.— The borrowing Department shall make monthly payment of matching contribution @ 10% of emoluments because Shri _____ covers under Defined Contributory Pension Scheme.

12. **Subscription to Provident Fund or Defined Contributory Pension Scheme.**— During the period of deputation, he shall continue to subscribe his General Provident Fund Account or his Permanent Retirement Account Number to which he was subscribing, before his transfer on deputation in accordance with the rules of such fund.
13. **Subscription to Group Insurance Scheme.**— He shall continue to subscribe to the Haryana Group Insurance Scheme, 1985. The Borrowing Department shall effect recovery of the usual subscription from the pay of the officer/official and regularly deposit the same every month into Haryana Government Head of Account **“8011 Insurance and Pension Funds-107 State Government Employees' Group Insurance Scheme”** In case of delay/default, the borrowing Organization will deposit the arrears of subscription along with interest at the rate and manner prescribed in the Scheme.
14. **Commencement and completion of deputation.**— The deputation shall commence on the date on which he hands over charge of his post and completes on the date on which he assumes charge of the post in his parent Department.

ANNEXURE - 13*(See rule 110)***Standard terms & conditions in respect of Haryana Government employees transferred to Chandigarh Administration**

1. **Period of deputation.**— Shri _____, _____ (designation) is being/has been transferred on deputation from _____ to _____ unless he is recalled earlier.
2. **Joining time, joining time pay and transfer travelling allowances.**— He shall be entitled to avail joining time, pay for the period of joining time and transfer travelling allowance both on joining the post on deputation and on reversion therefrom to the parent Department as per the rules of the Chandigarh Administration or parent Department to which he is proceeding. The expenditure on this account will also be borne by the Chandigarh Administration/parent Department to which he is proceeding.
3. **Pay and dearness allowance.**— During the period of deputation he shall draw pay equal to the pay admissible to him, from time to time, in his parent Department. He will be entitled to dearness allowance equal to the rate of his parent Department.
4. **Compensatory allowances.**— All compensatory allowances (excluding dearness allowance) will be regulated as per provision in the rules of parent Department/ Chandigarh Administration which are more beneficial for him.
5. **Medical facilities.**— He shall be entitled to the medical facilities as per provision in the rules of the lending Department. If he desires, he may opt to avail the medical facilities of the Chandigarh Administration in lieu thereof.
6. **Facility of rent free accommodation and/or free conveyance.**— No rent free accommodation, free conveyance or any conveyance allowance be provided at the expenses of parent Department unless such benefits are normally attached as a condition of service to the post to which he is deputed in the Chandigarh Administration.
7. **Allotment of residential accommodation.**— He shall be entitled to avail the facility of allotment of residential accommodation for the period of deputation according to the rules of the borrowing Department or Chandigarh Administration.
8. **Retention/Fresh allotment of Government accommodation.**— He shall be entitled to retain/fresh allotment of Government accommodation already allotted/ to be allotted by the competent authority at the same station provided the licence fee will be charged from him by the Chandigarh Administration and will be deposited in the following Major Head if he has been allotted Government accommodation by Haryana Government:-

**“0216-Housing-01-Haryana Government Residential Buildings-106-
General Pool Accommodation”**

Note.— *In case residential accommodation belongs to Department other than PWD (B&R) Haryana, the rent shall be payable to the receipt head of the relevant Department.*

9. **Leave travel concession.**— He shall be entitled to avail leave travel concession as per provision in the respective rules of the Haryana Government as amended from time to time subject to prior sanction of the same by the lending Department. The liability of LTC will be borne by the Chandigarh Administration or parent Department where the Government employee.—
- (i) is/was in service at the time of actually availing LTC of home town or anywhere in India; or
- (ii) remained in service for a period more than two years during the period of the respective block, in case one month salary in lieu of LTC is availed by him.
10. **Leave and pension.**— During the period of deputation, he will continue to be governed by the leave and pension rules of his parent Department.
11. **Pension contribution.**— No Pension contribution shall be made by the borrowing Department during the period of deputation.

OR

- Matching contribution.**— Chandigarh Administration shall make monthly payment of matching contribution @ 10% of emoluments because Shri _____ covers under Defined Contributory Pension Scheme.
12. **Subscription to Provident Fund or Defined Contributory Pension Scheme.**— During the period of deputation, he shall continue to subscribe his General Provident Fund Account or his Permanent Retirement Account Number to which he was subscribing, before his transfer on deputation in accordance with the rules of such fund.
13. **Subscription to Group Insurance Scheme.**— He shall continue to subscribe to the Haryana Group Insurance Scheme, 1985. The Chandigarh Administration shall effect recovery of the usual subscription from the pay of the officer/official and regularly deposit the same every month into Haryana Government Head of Account “**8011 Insurance and Pension Funds-107 State Government Employees' Group Insurance Scheme**” In case of delay/default, the Chandigarh Administration will deposit the arrears of subscription along with interest at the rate and manner prescribed in the Scheme.
14. **Commencement and completion of deputation.**— The deputation shall commence on the date on which he hands over charge of his post and completes on the date on which he assumes charge of the post in his parent Department.

ANNEXURE - 14

(See rule 110)

Specimen of standard terms & conditions in respect of Haryana Government employees transferred on deputation to Bhakra Beas Management Board.

1. **Period of deputation.**— Shri _____, _____ (designation) is being/has been transferred on deputation from _____ to _____ unless he is recalled earlier.
2. **Joining time, joining time pay and transfer travelling allowance**— He shall be entitled to avail joining time, pay for the period of joining time and transfer travelling allowance both on joining the post on deputation and on reversion therefrom to the lending Department as per the rules of the Bhakra Beas Management Board or Government to which he is proceeding. The expenditure on this account will be borne by the Bhakra Beas Management Board/parent Department to which he is proceeding.
3. **Pay and dearness allowance.**— During the period of deputation he may elect to draw—
 - (a) either the pay in the pay structure of deputation post and dearness allowance as per provision in the rules of Bhakra Beas Management Board; or
 - (b) pay and dearness allowance as per provision in the rules of his parent Department.
4. **Compensatory allowances.**— All compensatory allowances (excluding dearness allowance) shall be regulated as per provision in the rules of parent Department/Bhakra Beas Management Board which are more beneficial for him.
5. **Medical facilities.**— He shall be entitled to the medical facilities as per provision in the rules of the lending Department. If he desired, he may opt to avail the medical facilities of the Bhakra Beas Management Board in lieu thereof.
6. **Facility of rent free accommodation and/or free conveyance.**— No rent free accommodation, free conveyance or any conveyance allowance be provided at the expenses of lending Department unless such benefits are normally attached as a condition of service to the post to which he is deputed in the Bhakra Beas Management Board.
7. **Allotment of residential accommodation.**— He shall be entitled to avail the facility of allotment of residential accommodation for the period of deputation according to the rules of Bhakra Beas Management Board.
8. **Retention/Fresh allotment of Government accommodation.**— He shall be entitled to retain/fresh allotment of Government accommodation already allotted/ to be allotted by the competent authority at the same station provided the licence fee will be charged from him by the Bhakra Beas Management Board and will be deposited in the following Major Head if he has been allotted Government accommodation by Haryana Government:-

“0216-Housing-01-Haryana Government Residential Buildings-106-General Pool Accommodation”

Note.— *In case residential accommodation belongs to Department other than Public Works Department (B&R) Haryana, the rent shall be payable to the receipt head of the relevant Department.*

9. **Leave travel concession.**— He shall be entitled to avail leave travel concession as per provision in the respective rules of the Haryana Government as amended from time to time subject to prior sanction of the same by the lending Department. The liability of leave travel concession will be borne by the Bhakra Beas Management Board or lending Department where the Government employee.—
 - (i) is/was in service at the time of actually availing leave travel concession of home town or anywhere in India; or
 - (ii) remained in service for a period more than two years during the period of the respective block, in case one month salary in lieu of leave travel concession is availed by him.
10. **Leave and pension.**— During the period of deputation, he will continue to be governed by the leave and pension rules of his lending Department.
11. **Pension contribution.**— No Pension contribution will be made by Bhakra Beas Management Board during the period of deputation.

OR

Matching contribution.— Bhakra Beas Management Board shall make monthly payment of matching contribution @ 10% of emoluments because Shri _____ covers under Defined Contributory Pension Scheme.

12. **Subscription to Provident Fund or Defined Contributory Pension Scheme.**— During the period of deputation, he will continue to subscribe his General Provident Fund Account or his Permanent Retirement Account Number to which he was subscribing, before his transfer on deputation in accordance with the rules of such fund.
13. **Subscription to Group Insurance Scheme.**— He will continue to subscribe to the Haryana Group Insurance Scheme, 1985. The Bhakra Beas Management Board shall effect recovery of the usual subscription from the pay of the officer/ official and regularly deposit the same every month into Haryana Government Head of Account **“8011 Insurance and Pension Funds-107 State Government Employees' Group Insurance Scheme”** In case of delay/default, the Bhakra Beas Management Board will deposit the arrears of subscription along with interest at the rate and manner prescribed in the Scheme.
14. **Commencement and completion of deputation.**— The deputation will commence on the date on which he hands over charge of his post and completes on the date on which he assumes charge of the post in his lending Department.

ANNEXURE - 15

(See rule 141)

Specimen of standard terms & conditions in respect of an employee appointed on deputation from a Board/Corporation to a Department under Haryana Government.

1. **Period of deputation.**— Shri _____, _____ (designation) is being/has been transferred on deputation from _____ to _____ unless he is recalled earlier.
2. **Joining time, joining time pay and transfer travelling allowance.**— He shall be entitled to avail joining time, pay for the period of joining time and transfer travelling allowance both on joining the post on deputation and on reversion therefrom to the parent Organization as per the rules of the parent Organization and the expenditure on this account will be borne by the borrowing Department.
3. **Pay and dearness allowance.**— During the period of deputation he may elect to draw—
 - (a) either the pay in the pay structure of deputation post and dearness allowance as per provision in the rules of borrowing Department; or
 - (b) pay in the pay structure of the post in his parent Organization and dearness allowance thereon.
4. **Compensatory allowances.**— All compensatory allowances (excluding dearness allowance) shall be regulated as per provision in the rules of parent Organization or borrowing Department which are more beneficial for him.
5. **Medical facilities.**— He shall be entitled to the medical facilities as per provision in the rules of the parent Organization. If he desired, he may opt to avail the medical facilities of the borrowing Department in lieu thereof.
6. **Facility of rent free accommodation and/or free conveyance.**— No rent free accommodation, free conveyance or any conveyance allowance be provided at the expenses of borrowing Department unless such benefits are normally attached as a condition of service to the post to which he is deputed in the borrowing Department.

7. **Allotment of residential accommodation.**— He shall be entitled to avail the facility of allotment of residential accommodation for the period of deputation according to the rules of the borrowing Department.
8. **Retention/Fresh allotment of Government accommodation.**— He shall be entitled to retain/fresh allotment of accommodation already allotted/to be allotted by the competent authority at the same station provided the licence fee will be charged from him and will be deposited in the account as directed by the borrowing Organization or in the following Major Head if he has been allotted Government accommodation by Haryana Government:-

“0216-Housing-01-Haryana Government Residential Buildings-106-General Pool Accommodation”

Note.— *In case residential accommodation belongs to Department other than Public Works Department (B&R) Haryana, the rent shall be payable to the receipt head of the relevant Department.*

9. **Leave travel concession.**— He shall be entitled to avail leave travel concession as per provision in the respective rules of the lending Organization as amended from time to time subject to prior sanction of the same by the lending Organization. The liability of leave travel concession will be borne by the borrowing Department or lending Organization where the employee.—
- (i) is/was in service at the time of actually availing leave travel concession of home town or anywhere in India; or
- (ii) remained in service for a period more than two years during the period of the respective block, in case one month salary in lieu of leave travel concession is availed by him.
10. **Leave and pension.**— During the period of deputation, he will continue to be governed by the Leave and Pension/Contributory Provident Fund Rules of lending Organization.
11. **Leave salary contribution.**— The borrowing Department shall pay leave salary contribution quarterly within fifteen days @ 11% of emoluments admissible during the period of foreign service, otherwise after this penal interest @ Rs. 10/-

per day shall be charged. It shall be deposited in the following account (it is to be mentioned by the parent Organization concerned):-

12. **Pension contribution.**— The borrowing Department shall make payment of pension contribution @ _____ % of the emoluments quarterly within fifteen days otherwise, penal interest @ Rs. 10 per day shall be charged. It will be deposited in the following account (it is to be mentioned by the parent Organization concerned) :-

OR

Matching contribution.— The borrowing Department shall make monthly payment of matching contribution @ 10% of emoluments because Shri _____ covers under Defined Contributory Pension Scheme.

13. **Subscription to Provident Fund or Defined Contributory Pension Scheme.**— During the period of deputation, he will continue to subscribe to his Provident Fund Account or his Permanent Retirement Account Number to which he was subscribing, before his transfer on deputation in accordance with the rules of such fund.
14. **Subscription to Group Insurance Scheme.**— He will continue to subscribe to the Group Insurance Scheme. The borrowing Department shall effect recovery of the usual subscription from the pay of the officer/official and regularly deposit the same every month into account as directed by the lending Organization.
15. **Commencement and completion of deputation.**— The deputation will commence on the date on which he hands over charge of his post and completes on the date on which he assumes charge of the post in his parent Organization.

Prominent terms defined in Haryana Civil Services Rules

ACP pay scale	Pay	family	Pension	pension	Pension
actual travelling expenses	TA	fee	Gen.	pension contribution	Gen.
additional increment	Pay	feeder post	Gen.	pension disbursing authority	Pension
administrative department	Gen.	final payment	GPF	pension payment order	Pension
administrative secretary	Gen.	first appointment	Gen.	permanent Govt. employee	Gen.
advance	GPF	fixed medical allowance	Gen.	permanent post	Gen.
advance increment	Pay	foreign service	Gen.	personal pay	Pay
age	Gen.	functional pay scale	Pay	premature retirement	Gen.
appointing authority	P&A	fund	GPF	prescribed authority	P&A
appointment on regular basis	Gen.	gazetted Government employee	Gen.	presumptive pay	Pay
basic pay	Pay	Government	Gen.	Principal Accountant General	Gen.
boy service	Pension	Governor	P&A	probationer	Gen.
cadre	Gen.	Government employee	Gen.	proforma promotion	Pay
cadre post	Gen.	Government employee	P&A	pro-rata pension	Pension
casual leave	Leave	GPF Account	GPF	provisional pension	Pension
censure	P&A	half pay leave	Leave	public conveyance	TA
charged person	P&A	Head of Department	Gen.	purely temporary service	Gen.
child	Gen.	Head of Department	GPF	qualifying service	Pay
child adoption leave	Leave	Head of Mission	Leave	qualifying service	Pension
child care leave	Leave	Head of office	Gen.	quarantine Leave	Leave
commission	P&A	headquarters	Gen.	quitting service	Gen.
commutation of pension	Pension	hill compensatory allowance	Allow.	re-employment	Gen.
commuted leave	Leave	holiday	Gen.	removal from service	P&A
compassionate financial assistance	Pen.	home town	Gen.	rent free accommodation	Allow.
compensation pension	Pension	honorarium	Gen.	residual pension	Pension
compensatory allowance	Allow.	hospital leave	Leave	retirement on superannuation	Gen.
competent authority	Gen.	house rent allowance	Allow.	retiring pension	Pension
competent medical authority	Leave/Gen.	increment	Pay	retrenchment	Gen.
completed year of service	Leave	inter-se-seniority	Gen.	road mileage allowance	Allow.
composite transfer grant	TA	invalid pension	Pension	service book	Gen.
compulsory retirement	Gen.	joining time	Gen.	service gratuity	Pension
compulsory retirement	P&A	judicial officer	Gen.	services	Gen.
compulsory waiting period	Gen.	last pay certificate	Gen.	services	P&A
confirmation	Gen.	leave	Leave	shortest route	TA
consolidated fund	Gen.	leave encashment	Leave	special disability leave	Leave
controlling officer	Gen.	leave not due	Leave	special pay	Pay
conveyance allowance	Allow.	leave of the kind due	Gen.	sphere of duty	Gen.
cooling period	Gen.	leave salary	Leave	standard rent	Allow.
current duty charge	Gen.	leave salary contribution	Gen.	statutory body	Gen.
daily allowance	TA	length of service	Leave	strike	Gen.
day	Gen.	licence fee	Allow.	study Leave	Leave
DCRG	Pension	lien	Gen.	subscriber	GPF
DDO	Gen.	life certificate	Pension	subsequent appointment	Gen.
dearness allowance	Allow.	local fund	Gen.	subsistence allowance	Gen.
dearness pay	Pay	local holiday	Gen.	substantive appointment	Gen.
dearness relief	Pension	local mileage allowance	Allow.	substantive pay	Pay
deemed suspension	Gen.	leave preparatory to retirement	Leave	superannuation pension	Pension
dependent	Gen.	market rent	Allow.	supernumerary post	Gen.
deputation	Gen.	master pay scale	Pay	suspension	Gen.
deputation allowance	Gen.	matching contribution	Gen.	temporary Govt. employee	Gen.
deputation out of India	Gen.	maternity leave	Leave	temporary post	Gen.
dies non	Gen.	medical certificate of fitness	Gen.	temporary transfer	Gen.
disciplinary authority	P&A	military pension	Pension	tenure post	Gen.
dismissal	P&A	ministerial employee	Gen.	terminal gratuity	Pension
duty point	TA	month	Gen.	terminal leave	Leave
earned leave	Leave	next below rule	Pay	termination of services	P&A
emoluments	Gen.	nomination	Gen.	tour	TA
emoluments	Allow.	nominee	Gen.	transfer	Gen.
emoluments	Pension	NPA	Allow.	transfer in public interest	Gen.
emoluments	TA	officiating appointment	Gen.	transfer travelling allowance	TA
emoluments	Leave	officiating pay	Gen.	travelling allowance	TA
enhanced family pension	Pension	organization	Gen.	uniform allowance	Allow.
entry level pay	Pay	overseas pay	Gen.	vacation	Leave
ex-cadre post	Gen.	own vehicle	TA	voluntary retirement	Gen.
extension in service	Gen.	pay	Pay	wilful absence	Gen.
extraordinary leave	Leave	pay in the pay scale	Pay	withdrawal	GPF
family	Gen.	pension equivalent to gratuity	Pension	working day	Gen.