



**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

## **THE PUNJAB CIVIL SERVICES RULES**

### **VOLUME I, PART II—APPENDICES AND FORMS**

of  
Rules relating to Pay and Allowance, Leave, Passage and  
other General Conditions of Service

(As applicable to Haryana State)

(Amendments incorporated upto 28.02.2015)

## **PREFACE**

This is an updated compilation of Punjab Civil Services Rules, Volume-I, Part-II, as applicable in Haryana State. All the amendments made during the period from 1965 to February, 2015 have been incorporated in the respective rule of this Volume. The notification number and date vide which the amendment(s) were made after last reprint has also been given in footnote(s) below the respective rule. Whenever any amendment in any rule is made in future the same will also be incorporated in the relevant rule, to make available updated copy of the rules.

Presently, the existing rules are under revision, once these rules are finalized, the same will be published in the form of Haryana Civil Services Rules and will be uploaded on the website of Finance Department, Haryana i.e. [www.finhry.gov.in](http://www.finhry.gov.in).

If any error or omission is found in this Volume the same may please be brought to the notice of Finance Department (FR Branch), Haryana Civil Secretariat, Chandigarh so that the same can be corrected.

**P. K. DAS**

Dated : 30th March, 2015.

Principal Secretary to Government, Haryana,  
Finance Department.

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**[APPENDIX - 1]<sup>1</sup>**  
(Referred to in rules 1.1, 1.2 and 1.3)

**Extracts from the various articles of the Constitution of India**

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- 16. (1)** Equality of opportunity in matters of public employment.— There shall be equality of opportunity for all citizens in matters relating to employment or appointment to any office under the State.
- (2) No citizens shall, on grounds only of religion, race, caste, sex, descent, place of Birth, residence or any of them, be ineligible for, discriminated against, in respect of any employment or office under the State.
- (3) Nothing in this article shall prevent Parliament from making any law prescribing in regard to a class or classes of employment or appointment to an office (under the Government of, or any local or other authority within, a State or Union Territory, any requirement as to residence within that State or Union Territory) prior to such employment or appointment.
- (4) Nothing in this article shall prevent the State from making any provision for the reservation of appointments or posts in favour of any backward class of citizens which, in the opinion of the State, is not adequately represented in the Services under the State.
- (5) Nothing in this article shall affect the operation of any law which provides that the incumbent of an office in connection with the affairs of any religious or denominational institution or any member of the governing body thereof shall be a person professing a particular religion or belonging to a particular denomination.
- 187. (1)** **Secretariat of State Legislature.**— The house or each House of the Legislature of a State shall have a separate secretarial staff.
- Provided that nothing in this clause shall, in the case of the Legislature of a State having a Legislative Council, be construed as preventing the creation of posts common to both Houses of such Legislature.
- (2) The Legislature of a State may by law regulate the recruitment, and the conditions of service of persons appointed, to the secretarial staff of the House or Houses of the Legislature of the State.
- (3) Until provision is made by the Legislature of the State under clause (2), the Governor may, after consultation with the Speaker of the Legislative Assembly or the Chairman of the Legislative Council, as the case may be, make rules regulating the recruitment, and the conditions of service of persons appointed to the Secretarial Staff of the Assembly or the council, and any rules so made shall have effect subject to the provisions of any law made under the said clause.

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- 229. (1)** **Officers and Servants and the expenses of the High Courts.**— Appointments of officers and servants of a High Court shall be made by the Chief Justice of the Court or such other Judge or Officer of the Court as he may direct;
- Provided that the Governor of the State may by rule require that in such cases as may be specified in the rule no person not already attached to the Court shall be

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<sup>1</sup> Appendix 1 substituted Vide No. ½(7)-7807FR-I/727, Dated 12/13<sup>th</sup> July, 1978.

appointed to any office connected with the Court save after consultation with the State Public Service Commission.

- (2) Subject to the provisions of any law made by the Legislature of the State, the conditions of service of officers and servants of a High Court shall be such as may be prescribed by rules made by the Chief Justice of the Court or by some other Judge or officer of the Court authorized by the Chief Justice to make rules for the purpose.

Provided that the rules made under this clause shall, so far as they relate to salaries, allowances, leave or pensions, required the approval of the Governor of the State.

- (3) The administrative expenses of a High Court, including all salaries, allowances and pensions payable to or in respect of the officers and servants of the Court, shall be charged upon the Consolidated Fund of the State, and any fees or other moneys taken by the Court shall form part of that Fund.

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- 309. Recruitment and conditions of service of persons serving the Union or a State.—** Subject to the provisions of this Constitution, Acts of the 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 Union or of any State.

Provided that, it shall be competent for the President or such person as he may direct in the case of services and posts in connection with the affairs of the Union, and for the Governor of a State or such person as he may direct in the case of services and posts in connection with the affairs of the State, to make rules regulating the recruitment, and the conditions of service of persons appointed to such services and posts until provision in that behalf is made by or under an Act of the appropriate legislature under this article, and any rules so made shall have effect subject to the provision of any such Act.

- 310. (1) Tenure of office of persons serving the Union or a State.—** Except as expressly provided by this Constitution, every person who is a member of a defence service or of a civil service of the Union or of an all-India service or holds any post connected with defence or any civil post under the Union, holds office during the pleasure of the President, and every person who is a member of a civil service of a State or holds any civil post under a State holds office during the pleasure of the Governor of the State.

- (2) Notwithstanding that a person holding a civil post under the Union or a State holds office during the pleasure of the President or, as the case may be, of the Governor of the State, any contract under which a person, not being a member of a defence service or of an all-India service or of a civil service of the Union or a State, is appointed under this Constitution to hold such post may, if the President or the Governor, as the case may be deems it necessary in order to secure the services of a person having special qualifications, provided for the payment to him of compensation, if before the expiration of an agreed period that post is abolished or he is, for reasons not connected with any misconduct on his part, required to vacate that post.

**311. (1) Dismissal, removal or reduction in rank of persons employed in civil capacities under the Union or a State.**— No person who is a member of a civil service of the Union or an all-India service or a civil service of a State or holds a civil post under the Union or a State shall be dismissed or removed by an authority subordinate to that by which he was appointed.

- (2) No such person as aforesaid shall be dismissed or removed or reduced in rank except after an enquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges;

Provided that where it is proposed after such inquiry, to impose upon him any such penalty. Such penalty may be imposed on the basis of the evidence adduced during such inquiry and it shall not be necessary to give such person any opportunity of making representation on the penalty proposed;

Provided further that this clause shall not apply—

- (a) where a person is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge; or
- (b) where the authority empowered to dismiss or remove a person or to reduce him in rank is satisfied that for some reasons, to be recorded by that authority in writing, it is not reasonably practicable to hold such inquiry, or
- (c) where the President or the Governor as the case may be is satisfied that in the interest of the security of the State it is not expedient to hold such inquiry.
- (3) If, in respect of any such person as aforesaid, a question arises where it is reasonably practicable to hold such inquiry as is referred to in clause (2) the decision there or of the authority empowered to dismiss or remove such person or to reduce him in rank shall be final.

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**318. Power to make regulations as to conditions of service of members and staff of the commission.**— In the case of the Union Commission or a Joint Commission, the President and, in the case of a State Commission, the Governor of the State may by regulations—

- (a) determine the number of members of the Commission and the conditions of service; and
- (b) make provision with respect to the number of members of the staff of the Commission and their conditions of service:

Provided that the conditions of service of a member of a Public Service Commission shall not be varied to his disadvantage after his appointment.

**323-A. (1) Administrative tribunals.**— Parliament may, by law, provide for the adjudication or trial by administrative tribunals of disputes and complaints with respect to recruitment and conditions of service of persons appointed to public services and posts in connection with the affairs of the Union or of any State or of any local or other authority within the territory of India or under the control of the Government of India or of any corporation owned or controlled by the Government.

- (2) A law made under clause (1) may

- (a) provide for the establishment of an administrative tribunal for the Union and a separate administrative tribunal for each State or for two or more States;
  - (b) specify the jurisdiction, powers (including the powers to punish for contempt) and authority which may be exercised by each of the said tribunals;
  - (c) provide for the procedure (including provisions as to limitation and rules of evidence) to be followed by the said tribunals;
  - (d) exclude the jurisdiction of all courts, except the jurisdiction of the Supreme Court under article 136 with respect to the disputes or complaints referred to in clause (1) ;
  - (e) provide for the transfer to each such administrative tribunal of any cases pending before any court or other authority immediately before the establishment of such tribunal as would have been within the jurisdiction of such tribunal if the causes of action on which such suits or proceedings are based had arisen after such establishment;
  - (f) repeal or amend any order made by the President under clause (3) of article 371-D;
  - (g) contain such supplemental incidental and consequential provisions (including provisions as to fees) as Parliament may deem necessary for the effective functioning of, and for the speedy disposal of cases by, and the enforcement of the orders, of such tribunals.
- (3) The provisions of this article shall have effect notwithstanding anything in any other provisions of this Constitution or in any other law for the being in force.

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**APPENDIX - 2***[Referred to in Rule 1.4 (iii) ]*

**List of Government employees employed occasionally or who are liable to discharge at one month's notice or less.**

**HARYANA CIVIL SECRETARIATE**

1.	[Sweepers
2.	Water Boys] <sup>2</sup>

**PUBLIC RELATIONS DIRECTORATE**

1.	Chaukidars
2.	Sweepers
3.	[Deleted] <sup>3</sup>

**HARYANA LEGISLATIVE ASSEMBLY**[Deleted]<sup>3</sup>**HIGH COURT**[Deleted]<sup>3</sup>**SUBORDINATE COURTS**

1.	Chaukidars
2.	Sweepers
3.	Waterman
4.	Malis
5.	Office Peons

**JAILS**

1.	Sweepers
2.	Bhishties
3.	Cartman
4.	Gardeners
5.	Coolies

<sup>2</sup> Substituted vide No. 1/App. 2(1)80-AO(FD), dt. 15.12.1980<sup>3</sup> Deleted vide No. 1/App. 2(1)80-AO(FD), dt. 15.12.1980

6.	[Deleted] <sup>3</sup>
7.	Chaukidars
8.	Orderly
9.	Women Searcher
10.	[Deleted] <sup>3</sup>
11.	Cook
12.	Garden coolies

**OFFICE OF THE LEGAL REMEMBRANCER TO GOVERNMENT**[Deleted]<sup>3</sup>**RECLAMATION**

[1.	Khalasis
2.	Sweepers
3.	Watermen] <sup>2</sup>

**POLICE**

1.	Barbers
2.	Bhishties
3.	Carpenters
4.	Cooks
5.	Dhobis
6.	Khalasis
7.	Malis
8.	Mochis
9.	Masons
10.	Painters
11.	Sweepers
12.	Tailors
13.	[Deleted] <sup>4</sup>

<sup>4</sup> Deleted vide No. 1/App. 2(1)80-AO(FD), dt. 15.12.1980

**EDUCATION**

1.	Chaukidars
2.	Sweepers
3.	Malis
4.	Cooks
5.	Kahars] <sup>5</sup>

**HEALTH**[Deleted]<sup>4</sup>**PRINTING & STATIONERY**[Deleted]<sup>4</sup>**INDUSTRIES**

1.	Sweepers
2.	Chaukidars
3.	Watermen
4.	Malis

**PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH)**

	<b>(1) SUPERIOR WORK CHARGED ESTABLISHMENT</b>
1.	Arboriculture Dariogha
2.	Assistant Observer
3.	Blacksmiths, 1 <sup>st</sup> Class
4.	Blacksmiths, 2 <sup>nd</sup> Class
5.	Chargemen Engine
6.	Dragline Operators, 1 <sup>st</sup> Class
7.	Dragline Operators, 2 <sup>nd</sup> Class
8.	Electricians
9.	Fitters
10.	Firemen
11.	Foremen (mechanical and Power-house, Grade-A)
12.	Foremen (mechanical and power-house, Grade-B)

<sup>5</sup> Substituted vide No. 1/App. 2(1)80-AO(FD), dt. 15.12.1980

13.	Greasers
14.	Linemen
15.	Masons, 1 <sup>st</sup> Class
16.	Masons, 2 <sup>nd</sup> Class
17.	Mistries
18.	Moulders, 1 <sup>st</sup> Class
19.	Moulders, 2 <sup>nd</sup> Class
20.	Painters
21.	Pattern Makers
22.	Permanent Way Inspectors
23.	Pump Operators
24.	Regulation Jamadar
25.	Regulation Jamadar (Assistant)
26.	Shunting Jamadars
27.	Shunting Porters
28.	Surveyors
29.	Switch Board Attendants
30.	Tinsmiths
31.	Train Guards
32.	Turners
33.	Wiremen, Senior
34.	Wiremen, Junior
35.	Carpenters, 1 <sup>st</sup> Class
36.	Carpenters, 2 <sup>nd</sup> Class
37.	Drivers, 1 <sup>st</sup> Class
38.	Drivers, 2 <sup>nd</sup> Class
39.	Oilmen
40.	Timekeepers
	<b>(2) CLASS IV WORK-CHARGED ESTABLISHMENT</b>
1.	Attendants, Concrete-Mixer
2.	Attendants, Pumps
3.	Beldars, Regulation (at Head-works)

4.	Beldars, Regulation (elsewhere
5.	Beldars, Maintenance (for Roads, Banks, etc.) than a Head-works)
6.	Beldars, Garden
7.	Beldars, Plantation
8.	Beldars, Patrol.
9.	Beldars, Patrol (River and Protection Works)
10.	Bhishties
11.	Bellowsmen
12.	Boatmen or Ferryman
13.	Boatmen Head or Jamadar
14.	Boatmen Naib-Jamadar
15.	Daraimen
16.	Bullockmen and Cartmen
17.	Caretakers (See Chowkidars)
18.	Chowkidars Store
19.	Chowkidars at Rest-Houses with Crockery
20.	Chowkidars at other Rest-houses
21.	Cleaners, Engine
22.	Cleaners, Machinery
23.	Coolies, ordinary
24.	Coolies, Workshop or power-house
25.	Drivers
26.	Gangmen (Plant and Machinery)
27.	Gangmen (Plant and Machinery), Jamadars
28.	Gatekeepers
29.	Greasers, Engine
30.	Hammermen, ordinary
31.	Khalasis, ordinary
32.	Khalasis, survey
33.	Khalasis, survey Head
34.	Malis
35.	Malis, Head (where more than one mali is employed in the same garden)
36.	Mali, Chowkidars (at Rest-houses)

37.	Mates-earthwork
38.	Sweepers
39.	Sweepers, Jamadar
40.	Tindals

**PUBLIC WORKS DEPARTMENT (BUILDINGS & ROADS BRANCH)**

	<b>Work Charged Establishment</b>
1	Mason Mistri
2	Malies
3	Road Inspectors
4	Consolidation Inspectors
5	Tarring Inspectors
6	Mistries (including Electrical Mistries)
7	Road Mates
8	Beldars
9	Arboriculture Inspector
10	Firemen
11	Work and Head Munshies
12	Machinery Inspectors
13	Motor Vehicle Drivers
14	Motor Vehicle Cleaners
15	Work Supervisors
16	Work Inspectors
17	Workcharge Junior Engineer
18	Steam Road Roller/Diesel Road Roller Driver
19	Chaukidars
20	Rest House Chowkidar
21	Rest House Sweeper
22	Tar Sprayers
23	Carpenters
24	Surveyers
25	Gauge Readers
26	Garden Chowkidars

27	Bhishties
28	Motor Mate
29	Plumber Foreman
30	Plumber
31	Storekeeper
32	Store Clerk
33	General Clerk
34	Research Assistant
35	Laboratory Assistant
36	Laboratory Attendant
37	Assistant Librarian
38	White Washers
39	Painters
40	Chainman
41	Patwari
42	Foreman Special
43	Foreman Heavy Plant
44	Assistant Foreman Heavy Plant
45	Asstt. Foreman
46	Chargeman Misc-I
47	Chargeman Misc-II
48	Painter Class-I
49	Painter Class-II
50	Machine Tools Operators
51	Fitter Heavy Mechanic
52	Black Smith
53	Auto Mechanic Diesel
54	Hammerman
55	Assistant Fitter
56	Clean up man
57	Workshop Machine Operator
58	Taxauator Operator
59	Dozer Operator
60	Motor Grader Operator

61	Welder
62	Mechanics
63	Air Conditioner Mechanic
64	Electricians
65	Wireman
66	Chargeman (Elect and Sub Station)
67	Trade Mates
68	Lift Operators
69	Operator (Small Generator Sets)
70	Darogha Boat Bridge
71	Sarang
72	Engine Driver
73	Lascal Tyndel
74	Quartermaster
75	Boiler Tyndel
76	Donkey Tyndel
77	Oilman
78	Landing Tyndel
79	Cook
80	Sweeper
81	Lascar for Borge
82	Carpenter
83	Naib Tyndel
84	Boatman
85	Daffaddar
86	Assistant Boat Tower
87	Black Smith
88	Fitter
89	Launch Driver
90	Hammerman
91	Workshop Collie
92	Turner and Moulder
93	Mates
94	Beldars

95	Heavy Duty Foreman Mechanical / Electrical
96	Foreman Mechanical /Electrical
97	Assistant Foreman Electrical
98	Fitter Grade-I
99	Fitter Grade-II
100	Plumber Grade-I
101	Plumber Grade-II
102	Pump Drivers
103	Assistant Pump Drivers
104	Water Works Superintendent-I
105	Water Works Superintendent-II
106	Oilman
107	Sewerman
108	Keyman
109	Mali cum Chowkidar
110	Store Munshi
111	Patrolman
112	Head Mali
113	Meter Reader
114	Bin Card Clerk
115	Store Attendant
116	Chemist
117	Laboratory Assistant
118	Washerman
119	Gate Keeper
120	Fitter Coolie/Helper/Store Coolie etc
121	Jack Hammer Driller
122	Driller Foreman
123	Wall Borer
124	Strata Observer
125	T Mate
126	Turners
127	Ferro Khalasi
128	Beldars

129	Chowkidars
130	Malies
131	Mates
132	Sweepers
133	Store Collies
	<b>ESTABLISHMENT UNDER THE CONTROL OF THE FINANCIAL COMMISSIONERS</b>
1	Water Carriers
2	Bhishties
3	Sweepers
4	Malies
5	Chaukidars
6	Khalasis (Tent Pitchers)
7	Dak Runners
8	Watch Winders
9	Garden Coolies
10	Turkeys
11	Khanasamas
12	Carpenters
13	Motor Drivers
14	Mates
15	Peons
16	Literate Labourers
17	Frashes
18	Mechanics
19	Coolies

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**APPENDIX - 3**

**[Deleted]<sup>6</sup>**

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<sup>6</sup> Deleted Vide No. 1/App.3/(2)/79-AO(FD), Dated 02.03.1979

**APPENDIX - 4**

**[Deleted]<sup>7</sup>**

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<sup>7</sup> Deleted Vide No. 1/App. 4(1)/79-AO(FD), Dt. 25.01.1979

**APPENDIX - 5**

**Cancelled**

**APPENDIX - 6**

**Cancelled**

**APPENDIX - 7**

(Referred to in Note 4 to rule 5.35)

**LIST OF GOVERNMENT EMPLOYEES ENTITLED TO RENT FREE QUARTERS**

Rent free accommodation has been granted to the Government employees mentioned in column 3 of table below are subject to the conditions, if any, given in column 4:-

Sr. No.	Department	Designations of Government employees	Remarks
1	2	3	4
1.	<b>Forest</b>	[(1) Range Clerks	Where quarter are available.
		(2) Forest Rangers) (3) Deputy Rangers) (4) Foresters) (5) Forest Guards)	Rent free accommodation if available or house rent allowance as admissible under Government orders in force from time to time. In case of these officials who are neither provided with rent free accommodation nor are entitled to house rent allowance under Government orders, the house rent allowance at the rate of five percent of the pay shall be admissible; provided that no house rent shall be admissible in case the rent actually paid is less than 10% of the pay.] <sup>8</sup>
		[(6)Peons, Mali and Chowkidar	May occupy Government quarters where they exist.] <sup>9</sup>
2.	<b>Transport</b>	(1) Motor Vehicles Inspectors when deputed from the Police Department	May be provided with free quarters in Police Lines, Stations, etc. When quarters are not available in Police Line etc. other suitable quarters may be provided or house-rent allowance admissible in Police Department granted by the Secretary, [State] <sup>10</sup> Transport Authority.
3.	<b>General Administration.—</b>		
	<b>(i) Secretariat staff of the Government</b>	Staff employed in the Raj Bhawan	On Raj Bhawan Occupying staff quarters and other buildings appurtenant to Raj Bhawan.
	<b>(ii) District Administration</b>	(1) Tehsildars, Naib Tehsildars or other Tehsil Officials	[When quarters are built in a tehsil building or compound for the Government employees.  Provided that when quarters are not built there Tehsildars and Naib Tehsildars (Mahal) would be entitled to house rent allowance at a rate not exceeding 17.1/2% of their pay in First Class cities and 15 percent of their pay in Second Class cities

<sup>8</sup> Substd. Vide No. 3374-3FD-II-79, dt. 26.09.1979<sup>9</sup> Substd. Vide No. 11/46/86-3FD-III/2731, dt. 12.02.1987<sup>10</sup> Substd. Vide No. 1/1/App.7/86-SAO(FD), dt. 27.11.1986

Sr. No.	Department	Designations of Government employees	Remarks
			and 10% of their pay at stations which do not fall in first class and Second class Cities mentioned in Finance Department Circular letter No. 956-FCW-65/1548, dated 20.2.1965 or the actual rent paid by them, whichever is less.] <sup>11</sup>
		(2) [Deleted] <sup>12</sup>	
	(iii) [Welfare of Scheduled Castes and Backward Classes Department]	(1) Superintendent Corpe and Chowkidars of the Scheduled Castes and Backward Classes Department] <sup>13</sup>	- -
		(2) Mukaddams employed in Villages under the control of the Welfare of Scheduled Castes Department.	The concession to Mukaddams in the Welfare of Scheduled Castes and Backward Classes department is similar to that allowed to Mukaddams in the Agriculture Department.
		(3) Staff of the Reformatory School, Hisar.	
		(4) Supervisory, teaching and class IV staff of the villages and colonies under direct control.	Where accommodation is not available for occupation by a member to the staff, no house rent allowance will be given in lieu.
4.	Administration Justice	[(1) Naib Sherif at Palwal.	In case he works as turnkey of the Judicial lock-up at Palwal.
		(2) Class IV Government Employees.	Subject to accommodation being available in the office to which they are attached.] <sup>2</sup>
5.	Jails	[(1) Superintendents (2) Deputy Superintendents/ District Probation Officer (3) Assistant Superintendents/ Welfare Officers (4) Sub-Assistant Superintendents] <sup>2</sup>	(a) who live in buildings attached to the Jail or in quarters specially provided close to the Jail. If quarters are not provided at Government expense, they receive house rent allowance in lieu thereof. The rate of house rent allowance sanctioned for Superintendents, Deputy Superintendents, [Assistant Superintendents/ Welfare Officers] <sup>2</sup> and Sub-Assistant Superintendents is normally subject to a maximum of 10% of their pay or Rs. [80] <sup>2</sup> Rs. [55] <sup>2</sup> Rs. [45] <sup>2</sup> and [25] <sup>2</sup> per mensem respectively or actual rent paid by the officer whichever is less, but a higher allowance not exceeding the amount

<sup>11</sup> Substd. Vide No. 4869-1FG-II-72/36072, dt. 08.05.1973<sup>12</sup> Deleted Vide No. 1/1/App.7/86-SAO(FD), dt. 27.11.1986<sup>13</sup> Substd. Vide No. 1/1/App.7/86-SAO(FD), dt. 27.11.1986

Sr. No.	Department	Designations of Government employees	Remarks
			actually paid as house rent may be granted in exceptional circumstances with the consent of the Finance Department. The grant of such allowance is contingent on the Government employee providing himself with a residence within a distance convenient for the purpose of his duties at the Jail and approved by the Inspector General.  (b) The house rent allowances mentioned in (a) above will not be admissible during the period the Government employees remain on training.
		5) Whole time medical Officers and Medical Subordinates.  (6) Compounders (7) Warders staff (8) Gate-Keepers of Central Jails, and	Residential quarters shall ordinarily be provided at each Jail for these Government employees.
		(9) Store Keepers.	If rent-free quarters on Jail premises are not available, house rent allowance in lieu thereof at a rate not exceeding Rs. 20 per mensem or actual rent paid by the official, whichever is less.
6.	<b>[Police]</b>		
	(i) Direction and Administration	(1) All Range Deputy Inspector General of Police.	Free Accommodation.
	(ii) District Executive Force, Police Radio Staff, Haryana Armed Police, Government Railway Police and C.I.D.	(2) All District Superintendents of Police as well as Additional Superintendents of Police in the Districts.	Free accommodation

Sr. No.	Department	Designations of Government employees	Remarks
		(3) All Police Officials of ranks lower than that of Assistant or Deputy Superintendent of Police.	May be provided with free quarters in Police Lines, Stations etc. When quarters are not available in Police Lines, etc., other suitable quarters may be provided or house rent may be granted upto the following maximum by the authorities mentioned in rule 10.76 of the Police Rules, Volume I and subject to the condition specified therein.  All NGOs (Inspectors, Sub-Inspector and Assistant Sub-Inspectors) at the rate of 10% of their pay or actual rent whichever is less and to 25% of the strength of Constables and Head Constables after excluding the reserves, the provisions for escorts, trainees and the H.A.P. personal posted on duties at places where families are not permitted
	(iii) Police Training College, Madhuban	(1) Unmarried Probationary Assistant Superintendents under training at the Police Training College, Madhuban	Free accommodation in Officers Mess.
		(2) Principal, P.T.C., Madhuban	Free accommodation.
		(3) Deputy Superintendents Incharge Recruits Training, Madhuban	Free accommodation
		(4) All Police Officers of Rank lower than that of Assistant and Deputy Superintendents of Police	Free accommodation, if not available, house rent allowance at 10% of their pay or actual house rent whichever is less.
		(5) Cook of the Officer's Mess	Free accommodation
	(iv) Finger Print Bureau, Madhuban	Deputy Superintendent of Police In-charge of the Finger Print Bureau, Madhuban	Free accommodation.] <sup>2</sup>
7.	Education	(1) Superintendents of the hostels attached to Government Educational Institutions	The Superintendents of hostels attached to Government Educational Institutions are if unmarried provided with free quarters if such quarters exist. If married they are provided with free quarters suitable for a married man or if such quarters do not exist with an allowance in lieu of rent free quarter

Sr. No.	Department	Designations of Government employees	Remarks
			not exceeding 10 percent of their pay or the actual rent paid by them whichever is less provided they keep their families with them in the rented houses.
		(2) Educational Officials in Government Colleges	<p>(i) May be granted rent free quarters with the special orders of Government in each case when a substantial probation of the students of a college is resident in hostels adjoining or near the college building.</p> <p>(ii) Except in very special cases the concession will be confined to the Principal and one Professor.</p> <p>(iii) Residences will be assigned to the members of college staff selected by Government.</p>
		(3) [The Principal/ Professors of Government College for Women, Principal/ Professors/ Mistresses of Government Higher Secondary School for Girls and Headmistresses/ Mistresses of Government High Schools for Girls] <sup>14</sup>	<p>Free living accommodation in a school or College Premises wherever accommodation is available on the condition that definite duties as regards the supervision of pupils out of school or College hours are assigned to each of them. This concession will be generally confined to Mistresses working away from their hometowns.</p> <p><i>Note.— By free living accommodation it is not intended to rent accommodation but merely to give permission to teachers being provided with a room whenever and wherever accommodation is available in Government Girls Schools and Colleges in the State. Ladies should be provided with accommodation in Hostels where it is not possible for them to find out suitable accommodation. No member of the staff whose presence on the premises of the Institution or Hostels attached to it is not in the interest of the Institution or Hostel will be allowed rent free accommodation</i></p>
8.	Health	<p>(1) The following classes of Government employees holding resident appointment: -</p> <p>(i) All Medical Officers, Class II (Gazetted) in Hospitals and Dispensaries (including those maintained by local bodies where</p>	When no rent-free accommodation is provided, a reasonable house rent allowance, in lieu thereof, not exceeding, in any case, 10% of pay or the actual rent paid, whichever is less can be granted which shall be admissible. If the Government employee concerned is required to provide himself/ herself for the proper performance of his/her duties with accommodation in a particular locality

<sup>14</sup> Substd. Vide No. 1/1/App.7/86-SAO(FD), dt. 27.11.1986

Sr. No.	Department	Designations of Government employees	Remarks
		Government where Government Doctors are employed against sanctioned posts) Jails reformatory settlements Rural/Primary Health Units/Centres.  (ii) All Medical Officers, Class II (Gazetted) in Rural Family Welfare Planning Centres/ Urban Family Welfare Planning Centres and Post Mortem Centres.  (iii) All Pharmacists and Class IV employees employed in Hospitals and Dispensaries, whether controlled by Government and Local Fund  (iv) Clerical establishment of Assistant Chemical Examiners Laboratory.	which in the opinion of the authorities, under whom he/she is serving, is conveniently near to the premises in which his/her regular duties have to be performed.
		(2) (i) Nurse Dais attached to State Hospitals and Dispensaries.	Rent free quarters or in lieu thereof house rent actually paid subject to a maximum of 10% of pay on the condition of providing themselves with accommodation which in the opinion of the authority under whom they are serving is conveniently near to the premises of the Hospital for the proper performance of their duties.
		(ii)(a)Auxiliary Nurse Midwives, Dais, Peons and class IV employees attached to various Primary Health Units/Primary Health Centres, Rural Health Centres, Maternity and Child Welfare Centres.  (b) Auxiliary Nurse Midwives attached to Rural/Urban Family Welfare Centres, Sub-Centres and Post Mortem Centre.	Rent-free quarters or in lieu thereof house rent actually paid subject to a maximum of 10% of pay on the conditions of providing themselves with accommodation which in the opinion of the authority under whom they are serving is conveniently near to the premises of the institution for the proper performance of their duties.

Sr. No.	Department	Designations of Government employees	Remarks
		(3) (i) Lady Health Visitors working in the Health Centres Maternity and Child Health Centres in the State. (ii) Lady Health Visitors working in Rural/Urban Family Welfare Planning Centres and Post Mortem Centres	Rent free quarters or House Rent Allowance equal to 10% of pay or actual house rent paid whichever is less on the condition of providing themselves with accommodation which in the opinion of the authority under whom they are serving is conveniently near to the premises of the Health Centres for the proper performance of their duties.
		(4) Nursing Staff (Nursing Superintendents, Matrons Sisters, Tutors, Nursing Sisters and Staff Nurses)	Rent free accommodation or House Rent Allowance up to 10% of the pay or actual rent paid, whichever is less, provided the accommodation arranged by them is considered suitable by the Head of the Institution in which they are working for the proper performance of their duties and is near to the premises of their regular duties.
		* (5) Family Welfare Extension Educators and Family Welfare Field Workers	Rent free accommodation or House Rent Allowance @ 10% of the pay or the actual rent paid whichever is less in case they are not provided rent free accommodation.
	<b>*The Staff working under the Family Welfare Programme will be entitled to the concession till the Government of India sanction this programme.]<sup>15</sup></b>		
9.	<b>Agriculture</b>	(1) Agriculture Sub-Inspector employed on Farms Irrespective of pay. (2) Beldars and Tenants employed on Agriculture Farms.	As fixed by the Government from time to time <sup>16</sup>
10.	<b>Animal Husbandry</b>		
	<b>(i) Government Livestock Farm, Hisar:</b>	(1) Deputy Superintendents (2) Farm Overseer (3) Veterinary Surgeon (4) Veterinary Compounders (5) Bir Daroga (6) Dairy Supervisor (7) Senior Technical Assistants (8) Technical Assistant (9) Veterinary Surgeon (Working at the Farm under various	When no rent free accommodation is provided a reasonable house rent allowance in lieu thereof not exceeding in any case 10 percent of pay or the actual aren't paid, whichever is less, can be granted which shall be admissible if the Government employee concerned is required to provide himself/herself for the proper performance of his/her duties with accommodation in a particular locality which in the opinion of the authorities under whom he/she is serving is conveniently near to the premises in which his/her regular duties have to be performed; and

<sup>15</sup> Substituted Vide No. 1/1/App.7/86-SAO(FD), dt. 27.11.1986<sup>16</sup> Substd. Vide No. 1/1/App.7/86-SAO(FD), dt. 27.11.1986

Sr. No.	Department	Designations of Government employees	Remarks
		development schemes) (10) Farm Supervisors (11) Compounder (Working in various sectors) (12) Stock Assistant (13) Cattle Supervisors (14) Agriculture Sub-Inspectors (15) Jamadars (16) Head Gawala (17) Milk Recorders (18) Dairy Attendants (19) Senior Shepherds (20) Shepherds (21) Sweepers (22) Cow-herds (23) Bhistis (24) Watchman (25) Chowkidars (26) Shed Cleaners (27) Syces (28) Beldars/Ploughmen/ Abroculture Beldars	
	<b>(ii) Civil Veterinary Hospital/ Veterinary Dispensaries Staff</b>	(1) Veterinary Surgeons (2) Veterinary Compounders (3) Class IV Government employees (Dressers Water Carriers, Bhisti, Sweepers and Chowkidars, working in the State-run Civil Veterinary Hospitals/Dispensaries] <sup>17</sup>	
	<b>(iii) Progeny Testing Bull Farm, Hisar.</b>	(1) Senior Technical Assistants (2) Technical Assistants/ Vety. Surgeons. (3) Stock Assistants (4) Milk Recorders	

<sup>17</sup> Substd. Vide No. 1/1/App.7/86-SAO(FD), dt. 27.11.1986

Sr. No.	Department	Designations of Government employees	Remarks
		(5) Sweeper-cum-shed Cleaners (6) Watchmen (7) Syces (8) Junior Milkman (9) Dairy Attendant (Senior Milkman) (10) Dairy and Young Stock Attendants (11) Calf Boys (12) Bull Attendants (13) Bullock Attendants (14) Chaff Cutter Attendants (15) Cartmen (16) Malies (Gardens)	
11.	<b>Industrial Training Department, Haryana.</b>	(1) Hostel Superintendents (2) Compounders (3) Dressers	(i) Rent-free quarters provided to the Hostel Superintendents where available. Where such accommodation is not available, 10% of House Rent Allowance in lieu thereof is given.  (ii) Compounders and Dressers are all given rent free accommodation; where no such accommodation is available, no House Rent Allowance is allowed.] <sup>18</sup>
12.	<b>Printing and Stationery</b>	(1) Controller of Printing and Stationery, Haryana. (2) Deputy Controller, Printing and Stationery, Haryana	
13.	<b>Public Works Department (Irrigation Branch)</b>	(1) Signallers including relieving and Apprentice Signallers (2) Dispensers (3) Chowkidars and sweepers living within the premises of rest-house of the Irrigation Department. (4) Regulation Jamadars Grade I and Grade II	Government quarters will only be occupied by relieving Apprentice Signallers, if available and cannot be claimed as of right.] <sup>19</sup>

<sup>18</sup> Substd. Vide No. 1/1/App.7/86-SAO(FD), dt. 27.11.1986.<sup>19</sup> Substd. Vide No. 1/1/App.7/86-SAO(FD), dt. 27.11.1986

Sr. No.	Department	Designations of Government employees	Remarks
[13-A]	<b>Technical Education Department</b>	Hostel Superintendent	Rent-free accommodation to the Hostel Superintendents of the various Technical Institutions in the State, where-ever residential facilities are available in the campus of the Institutions.] <sup>20</sup>
14	<b>[Omitted]</b> <sup>21</sup>		

*Note 1.— Every Government employee of Jail for whom residential quarters are provided shall reside therein.*

*Note 2.— Every Government employee for whom no residential quarters are available at any Jail shall (except in the case of Medical Subordinate holding dual appointments) reside within such distance of the Jail as the Superintendent may, from time to time, in his discretion, fix in that behalf.*

*Note 3.— Clerks employed at Jails (other than those employed on the accounts side) who are required by their Superintendents in the interest of Public Service to reside in the Quarters provided by Government in the Jail premises, are exempt from payment of rent.*

*Note 4.— [Omitted.]*<sup>22</sup>

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<sup>20</sup> Added Vide No. 1/1/App.7/86-SAO(FD), dt. 27.11.1986

<sup>21</sup> Omitted Vide No. 1/1/App.7/86-SAO(FD), dt. 27.11.1986

<sup>22</sup> Omitted Vide No. 1/1/App.7/86-SAO(FD), dt. 27.11.1986

**APPENDIX - 8***(Referred to in Note 5 to Rule 5.57)***Rules regulating the acceptance of fees by Government Medical Officers from Private persons or bodies or public bodies for services other than professional attendance**

1. For the purposes of these rules :-
  - (a) a 'Medical Officer of Government' means—
  - (i) a professor employed in the Medical College, or a Chief Medical Officer or Principal Medical Officer holding charge of a district; or
  - (ii) a Senior Medical or Medical Officer or Assistant Medical Officer, in charge of a hospital, or dispensary maintained by Government, or a local body, or employed any other capacity in an Institution under the control of the Haryana Government; or
  - (iii) an officer holding a special post declared as such by the Haryana Government;
  - (b) a "private person" means a person, other than a Government employee entitled to free service;
  - (c) a "private body" means an Institution having no concern with Government or any public body;
  - (d) a "Public body" means an Institution financed by public funds such as a municipality, Zila Parishad or a like institution;
  - (e) "Duty" means official work done by an officer in connection with Government.
2. The fees fixed in these rules do not apply to work done in the ordinary course of duty, and the acceptance of fees will be subject to the following conditions:-
  - (a) No work, or class of work, involving the acceptance of fees may be undertaken on behalf of a private person, or body or public body, except with the knowledge and sanction, whether general or special of the Government.
  - (b) In cases where the fee received by a medical officer is divisible between himself and Government, the total amount should first be paid into the Government treasury, the share of the medical officer being thereafter drawn on a refund bill. In such cases a complete record of the work done, and of the fees received should be kept by the medical officer, who should also give a receipt to the person or persons from whom fees are charged.

*Note.— The above procedure will not apply to a fee for examination by a medical board for commutation of pension, three-fourths of which will be paid to the medical board in cash by the examinee.*

  - (c) For private, bacteriological, pathological and analytical work carried out in Government laboratories and the Chemical Examiner's Department, 40 per cent of the fees shall be credited to Government the remainder (60 per cent) being allowed to the officer of the laboratory, or the Chemical Examiner, as the case may be, who may divide it with his assistants in such manner as he considers equitable. No payment will, however, be made to officers from the sale-proceeds of those vaccines, which are used on a large scale for prophylactic purposes for example, T.A.B. cholera, influenza and plague vaccines. The sale proceeds from other vaccines will be divided between Government and the Bacteriologist in the ratio of 50:50 per cent.

- (d) The rates shown in the rules are maxima, which a medical officer will be free to reduce or remit if he is entitled to appropriate them to himself. IN cases where the fee is divisible between the medical officer and Government, the former may charge lower rates, in special cases, where he considers it necessary, either owing to the pecuniary circumstances of the patient, or for some other reason of public interest and the share of Government will be calculated on the basis of the fee actually realized instead of the scheduled fee, provided that the approval of Government is obtained by a general or special order in this behalf.
3. Services for which fees will be charged under these rules include the under mentioned:-
- (1) Post-mortem and medico-legal examination performed not in the ordinary course of duty.
  - (2) Evidence in a court of law.
  - (3) Medical examination for postal insurance.
  - (4) Medical examination for commutation of pension.
  - (5) Medical examination of candidates for Government service.
  - (6) Service as Examiners in a University or State Medical Facility, or as a lecturer in an institution.
  - (7) Private bacteriological examination.
  - (8) Private tests and analysis conducted in the Chemical Examiner's Department and in the public analyst Laboratory in the Haryana.
  - (9) Medical opinion in arbitration cases under the Workmen's compensation Act.

**4. Postmortem and Medico-Legal Examination :-**

- (a) No fee is leviable by Government medical officer whether employed by Government or local bodies, for medico-legal work including all postmortems and medico-legal examinations performed on behalf of Government, and which fall within the scope of their regular duties.
- (b) If a medical officer conducts a post-mortem or other medico legal examination, not in the ordinary course of his duties (such as examinations done for cases from other State) he will according to his rank be entitled to charge the following fee from the party concerned :-

	<b>Class of Officers</b>	<b>Post-mortem examinations</b>	<b>Other medico legal examinations</b>
		Rs.	Rs.
1	Chief Medical Officer	16.00	10.00
2	Principal Medical Officer or Senior Medical Officer	16.00	10.00
3	Medical Officer	10.00	4.00
4	Assistant Medical Officer	—	2.00

- (c) If a medical officer examines private medico-legal (non-cognizable) case other than a post mortem, in his capacity as a private medical practitioner, he will, according to his rank, be entitled to charge the following fee from the party concerned:-

		Rs.
(1)	Chief Medical Officer	10.00
(2)	Principal Medical Officer or Senior Medical Officer	10.00
(3)	Medical Officer	4.00
(4)	Assistant Medical Officer	2.00

Government medical officers, who are not in receipt of an allowance for doing railway work, are entitled to receive from the Northern Railway, a fee of Rs.4 for the examination of injured railway passengers. This examination will be conducted at the request of a railway authority, other than the railway police.

#### 5. Evidence in a court of law:-

- (a) If a medical officer is required to give evidence on the results of any examinations falling under rule 4(b) and (c) above, he shall not be entitled to any further remuneration, except the usual expenses admissible to a witness for travelling and diet
- (b) If a medical officer is summoned to give expert evidence in a court of law, at the instance of a private person or party, his attendance at court shall be regulated as follows:-
  - (i) The officer may accept the fee within the limit prescribed in Annexure "C" below with the sanction of the court concerned. If however, in any individual case it is considered necessary by the court that a fee in excess of the prescribed limit should be allowed, this may be accepted with the specific sanction of Government in each case, which should be obtained through the Head of the Department in which the officer is serving.
  - (ii) For the loss of the officer's time, in the event of his attendance at the court, interfering with the performance of his official duties, the apportionment of the fees realized from private persons, or parties between the Government and the medical officer will be in the ratio of 50:50.

The share due to the Government should be paid into the treasury as far as possible by the body or the person paying the fee and credited as miscellaneous receipt under the head "XXIII—Medical —H-Miscellaneous—Other Items—Government share of fees realized by Medical men for court attendance" and the rest should be collected by the officer himself.

- (iii) The officer's travelling and subsistence allowance shall be paid by the private person or party at whose instance he may be summoned.

*Note.— (1) An officer summoned whether for prosecution or defence evidence in cases covered by rule 1 of Chapter 9-A of the High Court Rules and Orders, Volume-III will not be considered to have been summoned by or at the instance of a private person or party.*

*Note.— (2) The fees prescribed for medical men of different classes summoned as expert witnesses are contained in Annexure 'C'.*

- 6. [Medical examination for postal insurance.—** The following fees are prescribed of the medical examination of Government employees for the purposes of insurance with a post office:-
- (1) Chief Medical Officer or Principal Medical Officer or such other Medical Officers as may be authorized for the purpose, or Medical Officer attached to Indian Mission abroad, for cases of insurance above Rs.2,000.— —Rs.4.00.
  - (2) Medical graduate in Government or Municipal employ nearest to the place of duty of Government employee, for cases of insurance above Rs.1,000 but upto Rs.2,000—Rs.3.00.
  - (3) Medical Licentiate in Government or Municipal employ nearest to the place of duty of Government employee, for cases of insurance upto Rs. 1,000.....Rs....2.00].<sup>23</sup>
- 7. Medical examination for commutation of pension.—** A [Chief medical officer or Principal Medical Officer]<sup>1</sup> is entitled to a fee of Rs.16 from an applicant for commutation of pension to be examined by him in accordance with the rules for the commutation of pensions. If, however, the [Chief Medical Officer or Principal Medical Officer]<sup>1</sup> or any other Medical Officer of Government, acts as a member of the Medical Board of the Standing invaliding Committee such member will receive a share of Rs. 4 from the fee of Rs. 16 paid by an applicant for his medical examination for commutation of pension.
- 8. Medical examination of candidate, for Government service.—** A Medical Officer of Government is, when required to act as a member of the State Medical Board, entitled to a share of Rs. 4 per candidate for examining candidates for appointment to all India Posts and special posts.
- 9. Service as examiner in a University or of State Medical Faculty or as lecture in an institution.—** Medical Officers of Government may receive fees or honoraria for superintending, conducting examinations, setting of question-papers and the examination of answer paper of the University examinations and examination held under the Haryana State Medical Faculty and also for delivering lectures in an institution. The scale of fees thus charged will be such as the University, or the Faculty, or the institution concerned, from time to time fix.
- 10. Private bacteriological and pathological examinations—** Medical Officers of Government are permitted to charge fees for all bacteriological and pathological examinations, under taken for private persons and institutions, at Government laboratories, where the levy of such fees has been sanctioned. The rates are shown in Annexure A.
- 11. Private tests and analyses conducted in the Chemical Examiner's Department.—** The Chemical Examiner to Government, Haryana and his Assistants, are permitted to receive fees from other Governments, Municipalities, and private parties for chemical analysis, and the like as laid down in Annexure B to these rules.
- 11-A.** The Public Analyst, Haryana is permitted to receive fees for analysis of samples of drugs of other Government, Municipalities and private parties as the State Drugs Control Laboratory, as laid down against item No. 6 in Annexure B to these Rules. The fees so charged will be apportioned between Government and the Public Analyst, Haryana (including his staff) in the ratio of 50:0.
- 12.** The scale of fees given above and in the Annexures to these rules, is subject to such revision as may be considered necessary, from time to time, by the competent authority.

<sup>23</sup> Substd. Vide No. 340-FD-I-65/382, Dt. 13.01.1965

**ANNEXURE A****Scale of charges for private bacteriological and pathological work done at Government Laboratories**

Sr. No.	Nature of work	Rates of fees
1.	Widal's reaction (to any combination of organism, i.e., typhoid, paratyphoid, malta, etc.)	Rs. 10
2.	Widal's reaction (to a single organism)	5
3.	Wasserman reaction (blood or cerebrospinal fluid)	16
4.	Examination of blood smears (for differential leucocy count)	5
5.	Examination of blood smears (for malaria, relapsing fever, etc.)	5
6.	Estimation of haemoglobin	2
7.	Size of R.B.C.(Halometer)	2
8.	Mean Cell Volume	5
9.	Total Red Cell count; total leucocyte count	5 each
10.	Counting of blood plates	5
11.	Estimation of bleeding time	5
12.	Estimation of coagulation time	5
13.	Fragility of red blood cells	5
14.	Examination of blood for reticulocytes	5
15.	Estimation of blood sugar (one estimation)	10
16.	Blood sedimentation rate	5
17.	Sugar tolerance test (5 specimens of blood)	32
18.	Estimation of blood urea	10
19.	Estimation of blood calcium	16
20.	Estimation of chlorides in blood	10
21.	Estimation of blood cholesterol	16
22.	Estimation of blood creatin	15
23.	Blood Alkali reserve	15
24.	Estimation of phosphates	15
25.	Van Den Borgh's Reaction	5
26.	Kahn's Precipitation test for Syphilis	16
27.	Formolgel Reaction for Kalazar	5
28.	Examination of Urine :-	
	(a) Clinical qualitative, i.e., (1) Chemical and (2) Physical	2
	(b) Clinical qualitative, i.e., Microscopic	5
	(c) Clinical quantitative (i.e. estimation of sugar, albumen urea,	2 per item

	acetones, indican, etc.)	
	Bacteriological combined with (a), (b) and (c)	10
29.	Urea concentration test or urea clearance test	10
30.	Examination of faces:-	
	Microscopical	5
	Bacteriological	10
	Both Combined	10
31.	Microscopic examination of diphtheria swabs	5
32.	Culture of Diphtheria Swabs	10
33.	Examination of nassal smears for leprosy	5
34.	Analysis of Stools for fat contents or fatty acid contents	16
35.	Occult blood in stools	2
36.	Inoculation of small animals for diagnostic purposes, Tuberculosis, etc.	15
37.	Routine examination of an organism	16
38.	Examination of sputum (for tubercle bacilli, etc.)	5
39.	Culture of tubercle bacilli	16
40.	Section of morbid tissue	16
41.	Preparation of special autogenous vaccine	
	(a) By use of ordinary media	16
	(b) Where special complicated work is necessary involving animal experiment	32
42.	For each dose of vaccine supplied	1
43.	Pus smear	5
44.	Scraping from ulcers, sores, films, etc.,	5
45.	Treponema pallidum:-	
	Staining	5
	Dark ground illumination	5
	Both methods combined	8
46.	Blood culture negative	15
47.	Blood culture (Positive and identification)	25
48.	Blood grouping	15
49.	Fractional test meal (consisting of detailed examination of eleven specimens)	32
50.	Chemical (Qualitative) examination of Pathological fluids, pleural fluids, vomit cerebrospinal fluids, etc.	5
51.	Cerebro spinal fluid (microscopic)	5
52.	Chemical (Quantitative) examination of cerebrospinal fluid:-	Rs. 10 for each test and Rs. 20 if all

	(a) Sugar (b) Proteins (c) Chlorides	these tests are done together
53.	Chemical (Quantitative) examination of cerebrospinal fluid:- Langes Collodal Gold test	16
54.	Examination of water Bacteriological analysis of each sample	15
55.	Bacteriological examination of disinfectants Rideals Walker test	45
	<b>Apportionment of fee</b>	<b>Per cent</b>
	Government	40
	Medical Officer	60

*Note.— No fee will be charged for the following examinations, where the material for examination is sent by a registered medical practitioner with the Patients name and address, through a Chief Medical Officer of Municipal Medical Officer of Health and with a certificate that the patient is indigent :-*

- (i) *Widal's reaction for Typhoid.*
- (ii) *Wasserman reaction.*
- (iii) *Kahn's Precipitation test for syphilis*
- (iv) *Examination of faces*
  - (a) *Microscopical*
  - (b) *Bacteriological .*
- (v) *Microscopic Examination of diphtheria swab.*
- (vi) *Culture of diphtheria swab.*
- (vii) *Examination of nasal smear for leprosy*
- (viii) *Examination of sputum for tubercle bacilli, etc.*
- (ix) *Treponema Pallidum:-*
  - (a) *Staining*
  - (b) *Dark ground illumination.*

**ANNEXURE - B**

**Scale of fees which the Chemical Examiner may receive from other Governments, Municipalities and private parties, for analysis.**

	Nature of work	Rates of Fees
1.	(a) Qualitative test for some specified constituent for which such test exists	Rs.10 to 20
	(b) For each additional constituent to be tested	5
2.	(a) Quantitative determination of some specified constituent or property in a qualitative test	15 to 30
	(b) Each additional quantitative determination on the same sample	5 to 30
3.	Examination of poisons:-	
	(a) for the first article	20
	(b) for each subsequent article	10
4.	Examination of stains for the presence of blood:-	
	(a) for the first article	15
	(b) for each subsequent article	5
5.	Examination of stains for the presence of semen:-	
	(a) for the first article	20
	(b) for each additional article	10
6.	For examination of drugs according to B.P.:-	
	(a) Qualitative test only	20
	(b) Complete qualitative and quantitative test	30
7.	(a) for the determination of saponification value, value, the iodine value, the refractive index of the density of oil or fat.	10
	(b) For each additional determination	5
8.	For the determination of the clash point of an oil with Aabel's close tests :-	15
	(a) Upto 200 F	
	(b) For higher temperatures	20
9.	Examination of water for boiler or other technical purposes	20 to 4
10.	Comparative tests of ink per sample	10
11.	Soils (Chemical analysis of)	40
12.	Manures (Chemical analysis of)	40
13.	Organic analysis of grains, etc	40
14.	Medico-legal cases	32
15.	Malt liquors	20

16.	Potable water	20
17.	Mineral oils lubricating complete	30 to 40
18.	(a) Vegetable oils. Complete	30
	(b) Vegetable oils with calorific value	100
19.	Paints, complete	30
20.	Dry colours and pigments	32
21.	Minerals eres . quantitative	30
22.	Tallow and other sizing material	30
23.	(a) Coal approximate analysis	30
	(b) Coal calorific value	10
24.	Oil-cakes complete with castor seeds	30
25.	(a) Oil-cakes, oil, albuminoid and sand	30
	(b) Oil-cakes, for nitrogen only	30
	(c) Oil-cakes oil and albuminoids	30
26.	(a) Bone meals (manures)	30
	(b) Bone meals for nitrogen only	30
27.	(a) Maganese ore, commercial analysis	50
	(b) Maganese only	30
28.	Lime cements, chemical analysis	30
29.	Soap, complete	30
30.	Alloys per constituent	30
31.	Textiles, complete	30
32.	Sulphate of alumina and other chemicals	30
33.	Spirits and wines	20
34.	Raw sugar	20
35.	Soils (practical analysis of)	20
36.	Manures (Practical analysis of)	20
37,	Tanbarks	20
38.	Tea	20
	<b>Apportionment of fees</b>	<b>Per cent</b>
	Government	40
	Chemical Examiner and his Assistants	60

**ANNEXURE - C****Scale of fees prescribed for a medical man of different classes, summoned as an expert witness**

	<b>1</b>	<b>2</b>	<b>3</b>
	<b>Class of Medical Officer</b>	<b>For giving evidence in a criminal case in a station where he resides</b>	<b>For giving evidence in a station other than the one in which he ordinarily resides.</b>
1.	[Chief Medical Officer, Principal Medical Officer, Senior Medical Officer or Medical Officer of equivalent standing	Rs. 16 to Rs. 50.	Rs. 16 to Rs. 50 per diem plus traveling allowance at tour rates.
2.	Medical Officer	Rs. 10 to Rs. 25	Rs. 10 to Rs 25 per diem plus traveling allowance at tours rates
3.	Assistant Medical Officer	Rs. 4 to Rs. 10	Rs. 4 to Rs. 10 per diem plus traveling allowance at tour rates] <sup>24</sup>

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<sup>24</sup> Substd. Vide No. 340-FD-I-65/382, Dt. 13.01.1965

**APPENDIX - 8-A***(Referred to in note 6 to rule 5.57)***Rules for payment of fees to expert witness summoned in Criminal Courts**

- I. When any Court has to form an opinion upon a point of foreign law, or of science, or art, or upon the identity of handwriting or finger impressions, a person who is called to give an opinion in view of his special skill in such foreign law, science or art or in questions of identity of handwriting, or finger impressions, is an expert witness and his evidence is expert evidence .

Explanation.—The question whether evidence is expert or not must be judged by the purpose for which the witness is called, and the nature of the facts to which the witness testified in examination-in-chief. Evidence is not to be classed as expert merely on the strength of cross-examination. If the witness is called primarily to testify to facts observed by him in his ordinary or in his professional capacity, his evidence is ordinary evidence, if, however, he is called primarily to give an opinion based on his special knowledge or skill, but not on any previous acquaintance with the facts of the particular case, which before the court, his evidence is expert evidence.

Example—(i) A doctor who is called on account of his special knowledge to give an opinion on the question whether a particular person is physically capable of doing an act, which is attributed to him, gives expert evidence. If he is called to describe injuries which he has himself seen, or to attest a certificate of injuries which he has supplied, his evidence is not expert evidence and it does not become expert evidence even if in the course of his examination he uses technical terms in describing the injuries or if he is asked to give an opinion regarding the effect of the injuries on the constitution of the injured person.

Example— (ii) A goldsmith who was called on account of his technical knowledge to advice the court where a particular ornament was made would be giving expert evidence, if the opinion was one which could be given by a goldsmith, but it would not be expert knowledge if he was merely identifying an ornament made by himself.

Example—(iii) A small arms expert called from a Government arsenal to state whether the marks of a bullet could be caused by the rifling of a particular kind of rifle or revolver, or whether a shot could travel a particular distance gives expert evidence.

- II. Subject to the provisions of rule III to V below, expert witnesses who happen to be Government employees are bound by the ordinary rules relating to payment of traveling allowance and subsistence allowance to Government employees called as witnesses. These rules are contained in traveling allowance Rules.
- III. In any case in which it is absolutely necessary to summon either the Chemical Examiner or his Assistant, to give evidence in Court, the following fees shall be paid:-

For each appearance in Court —

In Headquarters		Outside Headquarters
Chemical Examiner	Rs. 16	Rs. 100 with 1st Class railway fare and all traveling expenses
Assistant Chemical Examiner	Rs.10	Rs. 100 with 1st Class railway fare and all traveling expenses.

In a case, in which the above fees are payable to the Chemical Examiner or his Assistant by Government no payment shall be made. He will draw traveling allowance, at the usual rates admissible under the Traveling Allowance Rules . In other cases in which traveling allowance is admissible under the Traveling Allowance Rules and fees are payable by private persons, such fee should be credited to Government.

**IV.** The following scale of fees has been prescribed for medical men of different classes summoned as expert witness —

	<b>Class of medical officer</b>	<b>For giving evidence in a criminal case in a station where he resides</b>	<b>For giving evidence in a station other than the one in which he ordinarily resides.</b>
		Rs.	
1.	[Chief Medical Officer, Assistant Director, Senior Medical Officer, District Family Welfare Officer, Deputy Chief Medical Officer (Medical) Deputy Chief Medical Officer (Health), District malaria Officer, District T.B. Officer, District School Medical Officer	16 to 50	Rs. 16 to Rs. 50 plus traveling allowance at tour rates.
2.	H.C.M.S.- II Medical Officer, Dental Surgeon	10 to 25	Rs. 10 to Rs. 25 per diem plus traveling allowance at tour rates.
3.	[Assistant Medical Officer (Non-Gazetted) ] <sup>25</sup>	Omitted	
4.	Private Medical Practitioner	16 to 32	Rs. 16 to 100 per diem provided that the sanction of the High Court is obtained to any fee over Rs. 32 per diem, plus actual traveling expenses.

- (1) If a Government medical officer is summoned by the Court at the instance of the Government he should be treated as being on duty, and he should be allowed to draw his traveling and daily allowance under the Punjab Traveling Allowance Rules, if the Court is situated away from his headquarter; if the court is situated at his headquarters, he should not be paid anything.
- (2) If such an officer is summoned by the Court at the instance of a private person or party, such attendance in the Court should be regarded as private practice of the nature of expert evidence, and should be regulated as follows :-
  - (i) The Officer may accept the fee within the limit prescribed above with the sanction of the Court concerned. If, however, in any individual case, it is considered necessary by the Court, that a fee; in excess of the prescribed limit, should be allowed this be accepted only with the specific sanction of Government in each case, which should be obtained through the Head of the Department in which the officer is serving.

<sup>25</sup> Substd. Vide No. 340-FD-I-65/382, Dt. 13.01.1965 and again Vide No. 1/App.8A(1)/82-AO(FD), dt. 29.03.1982

- (ii) The apportionment of the fees realized from private persons or parties between Government and the medical officer will be in the ratio of 50:50 but for accounting purposes, it will, in the first instance, be necessary that the full amount realised should be credited to Government, the share of the officer being thereafter drawn from the Treasury on a refund bill.
- (iii) The officer's traveling and subsistence allowance should be paid by the private person or party at whose instance he may have been summoned.

**V.** In the case of certain other particular experts special fees have been fixed as follows:-

		<b>For giving evidence in a criminal case in a station where he resides</b>	<b>For giving evidence in a station other than the one in which he ordinarily resides</b>
	1	2	3
1.	Government Examiner of Questioned Documents	—	See Annexure
2.	Officials of the Finger Print Bureau	No fees	No fees
3.	Non-official handwriting experts	16 to 32	Rs. 16 to Rs. 100 per diem provided that the sanction of the High Court is obtained to any payment at rates exceeding Rs. 32 per diem, plus actual traveling expenses.

**VI.** In order that payments may be easily checked in audit a clear distinction should be drawn between amounts paid as subsistence allowance and amount paid as traveling allowance.

**ANNEXURE - A**  
(Referred to in Rule V)

**Rules regulating applications for and payment of the services of the government  
Examiner of Questioned Documents**

1. Applications should be sent direct to the government Examiner of Question Documents, Intelligence Bureau, Ministry of Home Affairs, New Delhi.
2. Applications received direct from private individuals will not be entertained .
3. Acceptable applications fall into two classes:-
  - A - Official applications from State Governments or officers subordinate to them including the presiding officers of criminal Courts and from High Courts.
  - B - Other applications. These include—

**(i) Case from private parties in civil suits in Courts situated in the Indian Union.**

These will be accepted only on applications from the Court, in which the case is being heard. The party concerned must move the Court and it will rest with the Court to take the further steps necessary to obtain the services of the Government Examiner of Questioned Documents.

*Explanation.—* References made by a Court suo moto in civil cases to which Government is not a party will be deemed to be cases from private parties for the purposes of these rules.

**(ii) Cases from municipal corporations, district boards, municipalities and other local bodies and from universities and Railway administrations in India.**

Applications from recognized Universities will be received direct.

Applications from railway administrations should be submitted through the Administrative Officer of the Railway concerned.

Applications from municipal corporations will be received direct, but from other local bodies will be accepted only, if received through the local district magistrate who should satisfy himself, before forwarding the application, that it is desirable that the Government Examiner of Questioned Documents should be consulted.

**(iii) Civil, criminal and other cases from Part B States.**

These cases will be accepted only if forwarded by the Government concerned.

4. Applications falling under class B will ordinarily be accepted but may be refused at the discretion of the Government Examiner of Questioned Documents, if they cannot be undertaken without detriment to his other work.
5. An inclusive fee will be charged in cases, in which an opinion is given and will normally cover the opinion, the cost of photographs and the giving of evidence, limited in class B cases to one day. The inclusive fee for class A cases (see rule 3) will be Rs. 185, and for class B cases Rs. 200. (This fee does not cover traveling allowance, which is governed by rule 15 below) .
6. Subject to the exception stated at the end of this rule, the fee is payable in advance in all cases and each application should be accompanied by a certificate in the following form:-

“Certified that the sum of rupees one hundred and eighty five/two hundred (Rs. 200) has been deposited in the \_\_\_\_\_ Treasury on \_\_\_\_\_, on account of the Government Examiner of Questioned Documents fees in

\_\_\_\_\_/ (here fill in the details of the case) ; and that this amount has been shown under head—

‘LII - Miscellaneous -Central - Other Fees, Fines, and Forfeitures - Fees for the services of the Government Examiner of Questioned documents” in the Cash Account of Central Subject for the month of\_\_\_\_\_, and appears at item No. \_\_\_\_\_ in the relevant Receipt Schedule.

Countersigned

Signature of Treasury Officer

(Signature of Officer submitting the case)

In special circumstances, which should be stated in the application class A cases will be accepted without this certificate, but the certificate should be forwarded as soon as possible.

7. In cases where the cost of photographs is exceptionally heavy the fee will, with the concurrence of the Director, Intelligence Bureau, Ministry of Home Affairs, be Rs. 15 plus the actual cost of the photographs

In class B cases the authority submitting the case will be informed of the extra cost involved before it is incurred, and will be required to certify that it has been deposited before the government Examiner of Questioned Documents proceeds with the case.

8. In cases in which an opinion is given but no photographs are taken, the fee will be Rs. 150 only.

In special circumstances, which should be stated in the application class A cases will be accepted without this certificate, but the certificate should be forwarded as soon as possible.

7. In cases where the cost of photographs is exceptionally heavy the fee will, with the concurrence of the Director, Intelligence Bureau, Ministry of Home Affairs, be Rs. 15 plus the actual cost of the photographs

In class B cases the authority submitting the case will be informed of the extra cost involved before it is incurred, and will be required to certify that it has been deposited before the government Examiner of Questioned Documents proceeds with the case.

8. In cases in which an opinion is given but no photographs are taken, the fee will be Rs. 150 only.

9. In case in which no opinion is given but photographs are taken only, the actual cost of photographs will be charged.

10. No reduction in the fee will be allowed if evidence is not required or is taken on commission.

11. In class B cases an additional fee of Rs. 150 will be charged for each day, after the first day on which evidence is given, whether in court or on commission, or on which the officer is detained. The presiding officer or the Commissioner, will be requested to certify before the second, and each subsequent day's work is begun that the fee for that day and also for any intervening day or days of detention has been deposited, and subsequently to furnish a certificate as in rule 6 above.

12. In cases falling under class B the Government Examiner or his Assistant will be prepared to attend Courts, provided that he can do so without detriment to his other work. When

evidence is taken on commission; the commission should be issued to the Senior Sub-judge, Delhi and normally should be so worded that either the Government Examiner or his Assistant can give evidence.

13. Presiding Officers of Courts are requested to detain the Government Examiner of Questioned Documents or his Assistant for the least possible time compatible with the requirements of the case. They are also requested to accept, so far as possible, the time and dates for attendance offered by these officers, because the latter frequently have to attend several Courts in the course of one tour.
14. The Government of India, in the Ministry of Home Affairs, reserve the right to impose an extra charge in any case in which they consider that the usual fee is incommensurate with the time and labour spent on the case.
15. When the Government Examiner of Questioned Documents or his Assistant is required to travel in order to give evidence or for any other purpose, the authority or party employing his services will be required to pay traveling allowance at the rates laid down for first grade or officers in the Supplementary Rules of the Government of India for journeys on tour. Traveling allowance will also be payable for the peon accompanying the officer at the rates, fixed for Government of India peons. These payments will be adjusted as directed in the late Home Department letter No.F.128/VII/27-Police, dated the 12<sup>th</sup> January 1928 (see Annexure-B).

In class B cases the Presiding Officer of the Court concerned will be required to certify that the cost of traveling allowance has been deposited before the Government Examiner of Questioned Documents or his Assistant undertakes the journey.

**ANNEXURE - B****Procedure for the payment and audit of traveling allowance drawn by the Government Examiner of Questioned Documents or his Assistant during tours (vide late Home Department letter No.F.128/VII/27-Police, dated the 12<sup>th</sup> January, 1928)**

1. (1) The Examiner, or his Assistant, should submit his traveling allowance bills to the Accountant General, Central Revenues, for audit and payment;
- (2) As soon as a journey is completed, that is in respect of any complete journey from Headquarters to Headquarters, the Examiner, or his Assistant should send a statement to the Accountant-General, Central Revenues, showing the total amount of traveling allowances claimed or drawn, and the distribution of the entire amount among the various Courts for recovery;
- (3) In cases where several Courts are attended, the cost should be distributed between them, in proportion to the distance by rail from head-quarters;
- (4) As the traveling allowance is debitable to the various State Governments or the parties concerned, the recoveries should be treated as follows:-
  - (i) recoveries from the various State Governments should be taken in reduction of expenditure provided they are effected within the accounts of the same year, if not, they should be shown as receipts; and
  - (ii) recoveries from parties such as local boards, local bodies and private persons, should be taken as receipts.
2. The principles laid down above apply to the payment and audit of the traveling allowance of the peon accompanying the Examiner, or his Assistant.
3. If after the Examiner, or his Assistant, has actually commenced a tour, intimation is received from a Court, included in the tour, to the effect that his evidence will not be required, on the date originally fixed, the Court shall pay the difference between the total expenditure actually incurred on the tour, and the expenditure that would have been incurred if attendance in that Court had not been included in the tour. This shall be specifically made clear when the bill is sent to the Court for acceptance.
4. The Examiner and his Assistant shall observe the provisions of Supplementary Rule 30 when they frame their programme for tour.

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**APPENDIX - 9***(Referred to in Note 1 to Rule 5.64)***General Instructions for regulating the patenting of inventions made by Government employees whose duties involve the carrying out of Scientific or Technical Research**

1. In these Instructions—
  - (1) “Committee” means the Patents Advisory Committee (See Annexure B) .
  - (2) “Inventor” means any Government employee whose duties involve carrying out of scientific or Technical Research.
  - (3) ‘Department “ means that Department of the State Government, in-charge of any Research Organisation
  - (4) “Research Organisation” means any technical or scientific establishment under the State Government, where research work is carried out, and includes also an establishment where research work is carried out in addition to any other routine work.
  - (5) “Secretary “ means Secretary of the Patents Advisory Committee.
  - (6) “Government “ unless otherwise specified, the word “Government” wherever it occurs in these instructions shall mean “State Government”
2. An inventor should not, without the previous permission of the Government, employ a Patent Agent or disclose the invention to any person, otherwise than as provided in clause 4, or publish or join any person not connected with the invention in his application for a patent, or file a complete specification, or make any application for a patent in any other country. Until the Patents Advisory Committee makes a decision, under clause 19, the particulars about any invention disclosed by an inventor should be treated as confidential, and deemed to belong to, and held in trust for, Government.
3. Every inventor should, if so ordered, do everything necessary for obtaining a patent whether in Haryana (India), any other part of Indian Union, or any other country, under such conditions as may be prescribed by the Government.
4. Every inventor, who evolves an invention, should promptly disclose it to the Head of the Research Organization, where he is working.
5. Where an inventor discloses his invention to the Head of his Research Organization, with or without a request for permission to file an application for a patent, accompanied by a Provisional Specification, the Head of the Research Organization should, through a secret communication, forward the information to the Department concerned together with his remarks on:-
  - (i) the connection, if any, between the invention and the inventor’s official duties;
  - (ii) the extent to which the inventor has used the facilities provided at Government expense;
  - (iii) whether the results are of such a nature that they should be published instead of being patented;
  - (iv) patenting the invention in foreign countries;
  - (v) the estimated needs of the Department concerned and the Government as a whole;
  - (vi) the probable contribution to public welfare; and(vii) his recommendations, if any, as to further action deemed appropriate.
6. An inventor, paid out of the Defence Services Estimates of the Union Government, should not apply for or obtain a patent except as provided for in the special regulations prescribed by the Ministry of Defence for that purpose from time to time.

7. An inventor, other than an inventor paid out of the Defence Services .Estimates, may file an application for a patent, accompanied by a Provisional Specification, after obtaining the permission of the Head of the Research Organization where he is working.  
 Provided that, in case the inventor is himself the Head of a Research Organization, he may file such application without obtaining previous permission of the Government.
8. The Government hereby authorizes the Head of every Research Organization to grant in his discretion, to any inventor working under him permission under Rule 5.64 of C.S.R.,Vol. I, Part I, to file an application for a patent accompanied by a Provisional Specification:  
 Provided that, where the Head of a Research Organization does not deem it fit to grant the permission, for instance, where the invention is likely to have utility for Defence purposes, or for the Department concerned, he should forward the papers to the Department concerned, together with his remarks.
9. Where an inventor desires to obtain permission in accordance with clause 7, his request to the Head of his Organization should be made on the prescribed form shown in annexure "A" which should be filed in quadruplicate.
10. If the Head of a Research Organization decides to grant the permission, he should sign all the four copies of the forms, return one copy to the inventor retain one copy and forward the remaining two copies, along with two copies of the Provisional Specification to the Department concerned.
11. If the request for permission is accompanied by a Complete Specification (which should be duplicate), the Head of Research Organization should, through a secret communication, forward the papers to the Department concerned, together with his remarks on point referred to under subparagraph (i) to (vii) in clause 5.
12. Upon receipt of a communication of an invention from the Head of Research Organization, the Department concerned should examine the case. If they consider that the results proposed to be patented are of such a nature that they should be published instead of being patented, they will refuse the inventor's request for permission to take out a patent. The Department may take such steps as they consider expedient for publishing the invention, or for otherwise disposing of the invention. On receipt of intimation of such refusal, the inventor shall abandon his application for patent if any, filed on the basis of a Provisional Specification. In all other cases the Department concerned should within 15 days of their receipt of the communication from the Research Organisation, forward the papers to the Secretary with their recommendations. While forwarding the papers to the Secretary the following documents should be supplied through a secret communication:-
  - (i) If the invention was disclosed unaccompanied by a request for permission to take out a patent, full particulars of the invention so disclosed;
  - (ii) If an application has been made on the basis of a Provisional Specification, a copy each of the application and the Provisional Specification filed at the patent office ; and
  - (iii) If a request for permission has been made to take out a patent on the basis of a Complete Specification, a copy of the Complete Specification.
13. Upon receipt of the foregoing communication from the Department concerned, the Secretary will submit the information for the consideration of the Committee, who will consider whether the permission asked for under Rule 5.64 of C.S.R., Vol. I, Part I, should be granted, with or without conditions.

14. If the Committee is satisfied that the invention has no connection whatever with the inventor's official duties, or does not fall within technical field of activity of the Department concerned, it will, if the inventor has applied for permission to take out a patent, grant him the permission, under Rule 5.64 of C.S.R., Volume I, Part I, without any restriction.
15. If the committee considers that the invention has been made in the course of the inventor's official duties, or that the invention has resulted from facilities provided at Government expense, it will decide whether an application for a patent should be made to the Controller of Patents and designs on the basis of a Complete Specification.
16. If the Committee decides that an application for a patent should be made on the basis of a Complete Specification, the Secretary will, if necessary, obtain from the inventor further particulars required for the drafting of the Complete Specification, and take the necessary steps to prepare and file the Complete Specification, with 9 months from the date of the Provisional Specification, if any. The application will be made in the name of the inventor on the understanding that he will hold the patent in trust for the Government and will, in due course, assign his rights to the Government.
17. The Complete Specification and the drawings, if any required for filing and prosecuting the applications for patents will be prepared by the Research Organization when facilities exist for such purposes and in other cases, by the Secretary, or by such agency as may be appointed by the Committee.
18. All fees up to the stage of acceptance, in respect of every application prosecuted by the Secretary, will be borne by the Committee.
19. On filing a Complete Specification the Committee will consider—
  - (i) whether the invention should be published for free use by the public; or
  - (ii) whether a patent should be taken out for exploitation by Government; or
  - (iii) whether the inventor should be allowed to take out a patent for his own benefit.
20. If the Department or the Committee decides that the invention should be published for free use by the public, it will refuse the inventor's request, if any, for permission under Rule 5.64, Punjab Civil Services Rules, Volume I, Part I, and the Secretary will not prosecute the application for patent beyond the stage of its acceptance. In all such cases the Committee, on the advice of the Department concerned, will determine ex-gratia payment, if any, and will advise the Department concerned accordingly.
21. If the Committee decides to take out a patent for exploitation, the Secretary will proceed with the application, and on obtaining a patent, take the necessary steps to get the inventor's rights under the patent assigned to the Government.
22. In all cases where the Committee decides to take out patents for exploitation, it will decide also the manner in which the patents should be exploited.
23. Inventions which the Committee considers are of no interest to the Government, either for commercial exploitation, or publication for free use to the public, will be returned to the inventors, if they so desire, and they will be allowed to take out patents for their own benefit subject to—
  - (i) the reservation of the right of the Government to the use of the invention either without payment or on such terms as the Government may consider reasonable; or
  - (ii) the condition that the inventor will not assign or deal or grant licences to any person without obtaining the prior permission of the Government.

**ANNEXURE - A****Request for permission to file an application for a patent accompanied by a Provisional Specification direct to the Patent Officer***(To be filed in quadruplicate)*

I/We hereby request permission to file an application for an Indian patent accompanied by a Provisional Specification in respect of \_\_\_\_\_ (Here give title of invention). In consideration of grant of such permission. I/We agree and declare as follows;

2. I/We declare that this invention has/have not been evolved in the course of my/our official duties and as a result of the research and facilities provided at Government expense.
3. Four copies of the Provisional Specification, which it is proposed to forward to the Controller of Patents and Designs, Calcutta (or an equivalent description of the invention, accompany this request. Immediately after Dispatching the application I/We will submit two exact copies of the documents forwarded to the Controller of Patents and Designs.
4. I/We wish to apply for a patent, in my/ our name on the understanding that I/We, of Haryana (1), will hold the patent when granted, in trust for the Governor of Haryana (1) (hereinafter called Government) and will assign the same to the Government, whenever called up to do so.
5. I/We will, if so ordered, withdraw my / our application for a patent.
6. I/We will not file the complete specification in respect of this invention without the prior permission of the Government, or in the manner as may be directed in the matter.
7. I/We will not apply for a patent in any other country or any of the States of the Indian Union, in respect of this invention, without the prior permission of Government.

Inventor's signature \_\_\_\_\_

Designation \_\_\_\_\_

Dated \_\_\_\_\_

My/Our address for service in the Haryana (1) is \_\_\_\_\_

Permission granted.

Signature of the Head of the Research Organization \_\_\_\_\_

Designation \_\_\_\_\_

Dated \_\_\_\_\_

Received one copy.

Signature of the Inventor (or Inventors)

Dated : \_\_\_\_\_

**ANNEXURE- B****Member of Patents Advisory Committee**

- |      |  |  |
|------|--|--|
| [(1) | Secretary to Government, Haryana, Health,<br>Local Government Department | <i>(President)</i>                       |
| (2)  | Technical Expert (Chemical Engineering)                                  | <i>(Member)</i>                          |
| (3)  | Chief Engineer, H.S.E.B.   | <i>(Member) (Research &amp; Trg.)</i>    |
| (4)  | Director, Health Services  | <i>(Member)</i>                          |
| (5)  | Secretary to Government, Haryana Finance Department                      | <i>(Member)</i>                          |
| (6)  | Director of Industries, Haryana  | <i>(Member Secretary) .<sup>26</sup></i> |

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<sup>26</sup> Substd. Vide No. 1/App/9/1/82-AO(FD), Dt. 21.02.1983

**APPENDIX - 10**

*[Referred to in Sub-rule (i) to Rules 6.2, 13.3 (1) (a) (3) and 13.3 (1) (b) (4) ]*

**Rules governing the grant of traveling and other allowances to Government employees of State Services and Government employees holding special posts, under the Haryana Government, when on duty in Europe, including the Near East or America.**

1. These rules govern the grant of traveling, and other allowances to Government employees of the Haryana Government when on duty in Europe including the Near East or America. They do not apply to cases governed by special rules, e.g., study leave, Foreign tours, etc.

*Note.— If a Government employee while on leave out of India, is required to attend a conference or a Congress in the United Kingdom, or on the Continent of Europe as an official representative, or as a visitor, his claim to traveling expenses and subsistence allowance shall be governed by these rules.*

**SECTION I - CLASSIFICATION OF GOVERNMENT EMPLOYEES**

2. [Except as provided in rule 4 below, for the purpose of these rules, Government employees are divided into grades as under:-

*Grade I Government employees drawing pay Rs. 1,500 per month and above.*

*Grade II Government employees drawing pay Rs. 1,000 per month and above but less than Rs. 1,500 per month.*

*Grade III Government employees drawing pay Rs. 500 per month and above but less than Rs. 1,000 per month.*

*Grade IV Government employees drawing pay below Rs. 500 per month.*

*Note.— The term “pay” in this rule means the pay (excluding overseas pay) which the Government employee would draw while on duty in India.]<sup>1</sup>*

3. A competent authority may for special reasons declare a Government employee to be included in a different grade from that in which he falls under rule 2, for the purposes of any or all of these rules, or fix special rate of allowance for him individually.
4. For the purpose of traveling expenses, in Great Britain and Northern Ireland, Government employees shall be classified as follows:-

*1<sup>st</sup> grade: Government employees whose pay while on duty in India (exclusive of overseas pay) is [Rs. 1,500]<sup>1</sup> per mensem or over*

*2<sup>nd</sup> grade: All other Government employees.*

**SECTION II - COMPENSATORY ALLOWANCES**

5. Subject to the provisions of Rules 6 and 7, Government employees who are sent to the United Kingdom from India, on deputation, may be granted a compensatory allowance at the following rates from the date of landing in the United Kingdom, to the date of leaving that country of India—1<sup>st</sup> grade 23s. 6d. a day; 2<sup>nd</sup> grade 19s. a day; 3<sup>rd</sup> grade 16s. 6d. a day. As an alternative to the above rates the Government employee concerned may elect to be provided with free bed and breakfast at a hotel to be selected by the High Commissioner of India in the United Kingdom and to receive, in addition, an allowance of 15s. 12s. or 10s. 6d. per day respectively. If a Government employee elects the latter alternative intimation should be sent to the High Commissioner for India in sufficient time to enable him to secure accommodation before the arrival of the Government employee in

the United Kingdom. Government employees deputed from India to places abroad (other than the U.K.) will draw halting allowance under section IV (B), for the duration of their deputation in America or Europe, as the case may be.

6. If a Government employee is permitted to take leave during the deputation, or to delay his embarkation for India at the conclusion of his deputation by taking leave, payment of compensatory allowance will cease during the period of leave.
7. A Government employee, who is eligible for a compensatory allowance under this section, may be granted halting allowance under section IV in lieu thereof, if to his advantage, in respect of necessary absences on duty away from headquarters.
8. Government employees, placed on deputation, while on leave in the U.K. may be granted a compensatory allowance at the rates prescribed in Rule 5, if they can show that they are put to extra expense, in the matter of accommodation through being placed on duty. In respect of necessary journeys on duty away from headquarters they will, however, if not entitled to compensatory allowance, draw halting allowance under section IV.
9. With reference to rule 8, if a Government's residence is at a distance from his head quarters, and he is committed to its occupation, the High Commissioner for India may, at his discretion, sanction the cost of railway traveling (at season ticket rates, if possible) between such residence and headquarters, provided that this course will not cost more to Government than the grant of compensatory allowance, under rule 8, and that it will not interfere with the Government employees duty.

Compensatory allowance is intended to compensate for disturbance. It should not without special sanction be granted or continued in case in which it is clear that "disturbance" has not occurred or ceased, e.g. if the Government employee is enjoying Government hospitality or is known to have no intention of returning to India. It should not be continued beyond 12 months without the special sanction of the High Commissioner for India.

### SECTION III - TRAVELLING EXPENSE

10. Traveling expenses when admissible are granted as follows where actually incurred:-  
*[First grade: First class Railway Air-conditioned if drawing more than Rs.2000/- p.m. or steamer fare*  
*Second grade: First Class(Second Class Air Conditioned sleeper) .*  
*Third grade: (Second Class Air Conditioned Chair Car) Fourth grade: Second Class.)<sup>27</sup>*

*Note.— Government employees are excepted to follow the most economical route and to take advantage of return, cheap day, tourist, week end, or excursion tickets when available and when a saving may be effected thereby. When it is known that daily journeys between the same two places will be performed on several occasions, a seasonal ticket should be taken if more economical than daily return tickets. Government employees employed in Railway traveling at concession rates may claim the cost of concession tickets only.*

Delegates to conferences, committees, etc. should utilize any rail and steamer fare concession offered by the conference, committee etc. authorities.

Government employee traveling by private motor-cars, or the like may be granted mileage allowance at the rates and under the conditions prescribed by the Treasury.

11. In the case of cross-Channel passages second grade Government employees may travel first class, and third grade Government employees second class.

<sup>27</sup> Substd. Vide No. 1/App.10/(1)820AO(FD), Dt. 27.07.1982

12. Only the cost of return tickets is allowed when such can be taken.
13. (i) A Government employee, unless otherwise instructed, is expected to take up his headquarter at his place of work, and will not be refunded the cost of journeys (other than the first and last) between his home or place of residence, and his headquarters.  
(ii) In case of doubt the High Commissioner for India will decide what is a Government employee's headquarters.
14. Except as provided in Rule 15, necessary incidental expenses such as taxi or car fares, motor hire, etc., may be passed by the Chief Accounting Officer to the High Commissioner, at discretion. The extra cost of sleeping berths or seats in full cars will not be allowed elsewhere than in America without the sanction of the High Commissioner for India.
15. Government employees entitled to second class passages who are deputed to the United Kingdom, receive in respect of journey from post of embarkation to their homes, and vice versa, the following allowance in lieu of refund of incidental expenses under Rule 14, namely 15. for each journey if the Government employee travels alone, and \$ 1 for each journey if he is accompanied by his wife or family.
16. A Government employee ordered to travel by the overland route to or from India on duty may be granted in addition to traveling expenses an inclusive sum of \$ 1 as traveling allowance for the journey between England and the continental port of embarkation for, or disembarkation from India.

#### **SECTION IV - HALTING ALLOWANCE**

17. Government employees, on deputation from India, traveling on duty may, when away from headquarters, draw in addition to traveling expenses under section III halting allowance at the rates shown in the annexure to these rules. These rates are not intended to meet the whole cost of subsistence when absent from home or headquarters, but only the extra expenses necessarily incurred through such absence.
18. When sleeping car accommodation is provided at Government expenses, two-thirds only of the appropriate rates prescribed in Rule 17 will be admissible.
19. The rates prescribed in Rule 17 for places abroad will not ordinarily be admissible for more than one month in any one place except as provided in Rule 5. They may be varied in the case of attendance at Commonwealth International Conference, etc.
20. No halting allowances can be drawn, for any period during which a Government employee is entertained at the expenses of the State or where subsistence is otherwise provided, e.g. on board-ship.
21. When a Government employee is deputed to attend a Conference or Congress and its connected tour, he will draw in respect of the tour either the allowances and traveling expenses admissible under the above rules or the all in-charge, if any, arranged by the Conference or Congress authorities for the tour, whichever is the less.

**ANNEXURE****Rate of halting allowance in foreign countries**

Officers proceeding abroad on Government duty are allowed T.A. and D.A. on the same rates as are prescribed by Government of India for their officers of similar status, for those countries. The information in regard to T.A. and D.A. as prescribed by Government of India in this behalf is available in the [Accounts and Partition Branch of the Haryana Civil Secretariat.]<sup>2</sup>

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*[Referred to in note to rule 8.3, note to Rule 8.18(a), note to Rule 8.50, note to Rule 8.116 (iii), note to Rule 12.1 and Rule 12.2]*

1. \*\*\*\*
2. Before leave is sanctioned to a Government employee the authority sanctioning the leave should either consult the leave account prescribed in paragraph 22 and satisfy himself that the leave is admissible, or obtain a certificate to that effect from the officer entrusted with the attestation of the entries in the leave account. When the application is for study leave or other leave specifically granted for the purposes of study out of India, the authority sanctioning the leave should obtain a certificate of admissibility from the Accountant General before sanctioning the leave.
3. **Military Officers:** - When a Military Officer becomes subject to the Civil Leave Rules the Defence Accounts Officer In-charge of his record of pension service will, on application and on being furnished with the date of commencement of active Service in Civil employ, furnish to the Head of Department/ Office to whose audit he becomes subject, a memorandum showing the furlough earned, the different kinds of leave taken (distinguishing those which should be deducted from the maximum furlough admissible) and the balance of furlough due under the Military Rules.
4. (a) The requests for leave of the Military officers in Civil Employ whether they are subject to the Military Leave Rules or the Civil Leave Rules should be sent to the Head of Department in which the employee is working. The authority competent to sanction the leave will, if he considers it necessary consult the Defence Accounts Officer from whose payment the officer is transferred to the Civil Department before sanctioning leave and specifying the leave salary.  
(b) In the case of a Military Officer subject to the Military leave rules, the sanctioning authority should obtain from the Defence Accounts Officer from whose payment the officer is transferred to the Civil Department a certificate stating the amount of leave to which the officer is entitled and the rate of leave pay and allowances admissible during the said period of leave.
5. **Government employees in foreign service:** - In the case of Government employee on foreign service, leave cannot be sanctioned until the Head of Department/Office of the Government (Union or State) under which he was permanently employed at the time of his transfer to foreign service, has certified the amount of leave and the salary admissible.

*Note.— In the case of Military Officers, in temporary civil employ the Defence Accounts Officer who receives the foreign service contributions of the officers concerned is responsible for certifying the amount of leave and leave salary admissible, the necessary information in the case of Military Officers subject to the Civil Leave Rules being obtained from the Head of Department /Office. Similarly in the case of Government employee in commercial Department(e.g. Railway and Posts and Telegraph Departments) the certificate will be given by the Accounts Officer of the Commercial Department concerned who is responsible for bringing the contributions of account.*

6. Payments of Leave Salary in India:- The leave salary of a Government employee on leave in India or on leave out of India cannot be drawn in India, except over the signature of the head of his office; and the latter is responsible for any overcharge.
7. \*\*\*\*\*
8. \*\*\*\*\*
9. A Government employee desirous of discontinuing his subscription to the General Provident Fund during leave should intimate his wishes in the matter to his Accountant-General before proceeding on leave.
10. \*\*\*\*\*
11. \*\*\*\*\*
12. \*\*\*\*\*
13. \*\*\*\*\*
14. Leave salary during leave preparatory to retirement, etc:- A Government employee on leave preparatory to retirement under Rule 8.116 (iii) of the Punjab Civil Services Rules, Volume I, Part I or any other corresponding rule, or terminal leave or such other leave on the expiry of which he is not excepted to return to duty, should furnish a certificate that during the period for which leave salary is drawn he was not re-employed under Government, or local fund or a private employer. Similar necessary certificates should be recorded by the drawing officers on the bills in which the leave salary is drawn after obtaining declarations regarding non-employment from them.

#### Leave out of India

15. Memorandum of Information:- A memorandum of information for the guidance of Government employees proceeding on leave out of India should be supplied to each Government employee proceeding on leave out of India by the Head of Department/ Office as soon as the grant of leave is gazetted or otherwise notified to him.
- 16 (a) Leave Salary Certificate:- A Government employee who proceeds abroad on leave and is entitled or authorized to draw his leave salary abroad should be given a leave salary certificate by the Accountant-General who audited his pay before he proceeded on leave to enable him to draw leave salary from the High Commissioner for India in U.K. or Indian Embassy (Mission etc. in other countries), as the case may be. A copy of the certificate should be furnished to the High Commissioner for Indian in U.K. or the Indian Embassy, etc. concerned, the copy being routed through the Director of Audit Central Revenues in the latter case.
- Note.— When leave under Military rules is granted to a Military Officer in temporary civil employ, the authority sanctioning the leave will send a copy of the order to the Accountant-General concerned to enable him to issue the leave salary certificate (vide Army Headquarter India, Adjutant-General's Branch Memorandum No. B/56380/1(AGXI), dated the 14<sup>th</sup> September, 1939) .*
- (b) Separate leave salary certificate should be issued in respect of periods of leave spent in India and abroad.
17. When a Government employee proceeds out of India on leave other than extraordinary leave and he is entitled/authorized to draw his leave salary abroad the Accountant-General who audits the pay bills as soon as the leave is granted or otherwise notified, communicate with the Government employee requiring him to give the necessary /information to enable him to prepare the salary certificate.

18. Pay and allowances up to the date of relief as well as leave salary for the period of leave spent in India will continue to be paid in arrears through the disbursing Officer from whom the Government employee draws his pay and allowances. The leave salary in foreign currency will be payable from the date on which the Government employee leaves India and proceeds to the foreign country. For this purpose the Audit Officer or Director of Audit of Central Revenues, as the case may be will cause the leave salary certificate to be sent to the address specified by the Government employee.
19. **Amended Certificates:-** If it becomes necessary to amend a leave salary certificate, the amendment should take the form of a short corrigendum worded so as to show only the particular item or items in which alterations have been made . This corrigendum should be forwarded by the Accountant General at the earliest possible date to the authority to whom the original leave salary certificate was sent (through the Director of Audit Central Revenues) where necessary ; vide item 16(a) .Every corrected leave salary certificate whether original or duplicate should be marked “ Amended Certificate”.
20. **Return to Duty :-** A Government employee who was on leave abroad must on return to India attach his copy of the L.P.C. obtained from the Mission abroad, to the first pay bill he presents to the disbursing officer in India.
21. \*\*\*\*\*
22. The leave account should be kept in form Punjab C.S.R. No. 16 in respect of Government Employees under the revised Leave Rules, 1936, as modified with effect from 1<sup>st</sup> July, 1959.
23. When an employee subject to revised leave rules is transferred permanently to another Government, the head of the office from which he is transferred should complete the leave account showing the amount of “ leave’ at credit on the date of permanent transferred and send it to the Head of the office to which the Government employee is transferred. A copy of the leave account should also be sent at the same time to the Accountant General of the office from which the government employee is transferred so as to enable him to accept the debit on account of leave salary for “ earned leave” upto the extent indicated in the leave account, as and when the Government employee takes leave.

**PART II RECORD OF SERVICE**  
(Extracts from Audit Code)

187.

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188. A service book in Form A.T.C. 4 as modified, vide Haryana Government Finance Department letter No, 3282-2FRI-76/31165, dated 23<sup>rd</sup> September, 1976 is to be maintained for every Government employee for whom it is prescribed under the orders of the Government concerned .In this book, every step in the Government employees official life should be recorded and each entry attested by such superior officer as may be prescribed by the Government.
189. If Government employee is transferred to foreign service the Accountant General of the government (Union or State) under whom he was permanently employed at the time of his transfer to foreign service will, on receipt of the service book from the head of the office or department concerned have noted in it, over the signature of a gazetted officer, the order sanctioning the transfer, the effect of the transfer in regard to leave admissible during foreign service and any particulars which he may consider to be necessary, and return the service book to the officer from whom it was received. On the Government employee's re-transfer to Government service the Accountant General will again have noted in the service book, over the signature of a gazetted officer, all necessary particulars concerned with the foreign service. All entries relating to the time spent in foreign service should be attested by the Audit Officer.]<sup>1</sup>

## Form ATC - 1

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## Form ATC – 2

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## Form ATC – 3

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## Form ATC - 3-A

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**FORM A.T.C.4**

(See Article 188 of Audit Code reproduced in Part II of Appendix II)

Service Book of	
Shri/Smt./Kumari _____	
<b>I. BIO-DATA</b>	* Photograph
1. Name in full (in Block letters)	Shri/Smt./Kumari
2. Father's name (in block letters)	
3. Husband's name (in block letters)	
4. Nationality (if not a citizen of India, number and date of eligibility certificate) .	
5. Whether a member of Scheduled Caste/Tribe?	
6. Date of birth by Christian Era and wherever possible also in Saka Era (both in words and figures)	
7. Educational Qualifications: (a) at the time of first appointment (b) subsequently acquired.	
8. Professional and technical qualifications not covered by 7.	
9. Exact height by measurement (without shoes)	
10. Personal mark of identification	
11. Permanent Home Address	
12. Signature of left hand thumb impression of the Government employee (with date)	
13. Signature and designation of attesting officer (with date)	
*To be attested by the Head of Officer before pasting	
<i>Note.— Photograph should be renewed after 10 years of service of Government employee.</i>	

II. CERTIFICATE AND ATTESTATION			
Sr. No.	Subject	Certificate	Signature and designation of the certifying officer
1.	2	3	4
1.	<b>Medical examination</b>	The employee was medically examined by _____ on _____ and found fit. The medical certificate has been kept in safe custody, -vide Sr. No. _____ of Volume II of the service book.	
2.	<b>Character &amp; antecedent</b>	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.	<b>Allegiance to the Constitution</b>	He/she has taken the oath of allegiance/ affirmation to the Constitution, -vide Sr. No. _____ of Volume II of service book.	
4.	<b>Oath of Secrecy</b>	He/she has read the official Secret Act and the government employee's (conduct) Rules and has also taken the oath of Secrecy, -vide Sr. No. _____ of Volume II of service book.	
5.	<b>Marital status</b>	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.	<b>Declaration of Home Town</b>	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.	<b>Verification of entries in Part I</b>	The correctness of the entries against Sr. No. 5 - 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.	<b>*(a) G.P.F. No.</b>  <b>(b) Nomination for G.P.F.</b>	He/she has filed nomination for G.P.F. and the following related notices which have been forwarded to the Accounts Officer on dates shown against them, have been filed in Volume II of the service book  1. 2. 3.	
9.	<b>Family particulars</b>	He/ she has furnished details of the family members which have been filed at Sr. No. _____ of Volume II of the service book.	
10	<b>D.C.R.G. and family pension</b>	He/she has filed nomination for D.C.R.G. and family pension and he following related notices which have been filed in Volume II of the service	

III. PREVIOUS QUALIFYING SERVICE AND FOREIGN SERVICE				
(a) Previous qualifying service,				
From	To	Post held	Purposes for which it qualifies	Signature and designation of certifying officer
1	2	3	4	5
(b) Foreign service				
From	To	Post held and name of foreign employer	Leave and pension contribution payable by	Amount of leave and pension contribution actually received
1	2	3	4	5

[illegible]

<b>Instructions for maintenance of service book</b>	
<b>PART - I</b>	
1.	Entries in this part will be made at the time of first appointment of the Government employee and attested by the head of office or any other officer duly authorized in this behalf .Additions and alterations in this part will also be similarly attested.
2.	Signature or left hand thumb impression of the government employee concerned will be obtained in the presence of the head of office or authorised officer.
<b>PART - II</b>	
3.	The first seven certificates will be recorded at the time of initial appointment of the government employee and the remaining three, at the appropriate stages. In particular before certifying item 4 regarding the oath of secrecy, the head of office will ensure that a copy each of Official Secrets Act and Government Employee's (Conduct) Rules are made available to Government employee concerned for formally noting their contents.
4.	The blank space in this part may be utilized for recording other certificates like those concerning exercise of options in service matters and passing of departmental and language tests, if and when necessary.
5.	The declarations, nominations and related notices like changes in nominations for G.P.F., D.C.R.G. and Family Pension testimonials and other documents referred to or relied upon in this part will be placed in a folder titled "Volume II of service book _____" to be kept by the head of office in safe custody.
<b>PART - III (a)</b>	
6.	This part will be posted only where no service book is available in respect of the past service which has to be admitted on the basis, say, of collateral evidence.
6-A.	Entries made in this part should be attested by the head of office or any other officer duly authorized in this behalf .
6-B.	The purpose for which the previous service has been accepted as " qualifying" should be specified, e.g., leave, pay, pension, etc.
<b>PART - III (b)</b>	
7.	Columns 1,3 and 4 will be posted after receipt of intimation from the foreign employer about the Government employee having reported to him for duty.
8.	Column 2 will be filled after the reversion of the Government employee from foreign service.
9.	Entry in column 4 will be brief, i.e., 'foreign employer or 'government employee', as may be appropriate.
<b>PART - IV</b>	
10.	Entries in this part will be made at the time of initial appointment and thereafter, on the occurrence of events involving a change in the post, office, station, scale of pay or nature of appointment. Such events will include appointment, promotion, reversion, deputation, transfer (including transfer on foreign service), increment, leave and suspension.
11.	Entries regarding confirmation, quasi-permanency and suspension and other forms of interruption in service, will be made in red ink.
12.	Column 3 in respect of a particular entry will be posted at the time of making the next entry.
13.	Column 4 in respect of second and subsequent entries need be filled only if there is a change in the post, scale of pay, office or station.
14.	Columns 5 and 6 will show different components of pay separately, thus " 240+ 50 (S.P.)

+80(P.P.) ”	
15.	Column 7 concerning an entry will be posted at the time of making the next entry. In the case of leave, this column will also indicate nature of leave.
16.	Before putting his signatures in column 8, the attesting officer will ensure that there is no unexplained gap between the date shown in column 2 of the entry he is attested and column 3 of the preceding entry.
17.	At the beginning of the year or at the time of transfer of service documents to another Office/A.G. if this event occurs earlier entries in column 2-7 will be verified, with reference to relevant records in terms of Rule 7.18 of P.F.R. Vol.1. While putting his signatures in column 9, the verifying officer will indicate the S. No. of the entries he has verified and the records from which verified. He will also ensure that there is no gap between the S. No. of the first entry verified by him in the instant case and that of the last entry certified as having been verified on the last occasion.
18.	If for unavoidable reasons, it is not possible to show the service book to the employee and to obtain his signature in col. 10, an abstract in the prescribed form will be communicated to him for acknowledgement and return. On receipt back, such acknowledgement will be kept in Volume II of the service book.
19.	Events like stoppage of increment, enforcement of efficiency bar, which do not affect entries in column 1-5, will be briefly noted in column II.
<b>Annexure</b>	
Abstract of service rendered by _____ (name), during the years 20_____ (designation and office) _____.	

Period of qualifying as service for Purposes of pension/D.C.R.G.			Period, if any, not qualifying as service, and reasons therefor			
From (Date)	To (Date)	Period	From (Date)	To (Date)	Period	Reasons
1	2	3	4	5	6	7
Signature of Head of office						

I hereby acknowledge the receipt of the abstract of service rendered by me during \_\_\_\_\_ and “accept it as correct”/ “do not accept it for reasons indicated below”.

Signature of the Government Employee

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**APPENDIX - 12***(Referred to in rule 8.23)*

**Authorities empowered to grant leave other than leave on medical certificates under rule 8.18, leave after the date of compulsory retirement, special disability leave, study leave and extra ordinary leave exceeding 90days under rule 8.137 subject to the condition prescribed in rule 8.23 of Volume I Part I. Special disability leave, study leave and leave after the date of compulsory retirement can be sanctioned only with the consent of Finance Department .Before leave preparatory to retirement is refused in any case, the prior concurrence of Finance Department must be obtained.**

*Note.—The periods of [240 days and 120 days]<sup>1</sup>, mentioned in column 4 mean the actual period of leave to be granted.*

Sr. No.	Authority which can grant leave	To whom	Extent
1	2	3	4
		<b>(i) All Departments</b>	
1.	Heads of Departments	Gazetted Government employees Class I up to District Level and equivalent posts at headquarters.  All Gazetted Government employees Class II	Full powers up to [90 days] <sup>28</sup> even with substitute. In the case of officers under transfer leave should be granted only in exceptional circumstances with the approval of the Minister concerned, Copy of the order sanctioning leave should be simultaneously endorsed to the Administrative Department.
2.	Heads of Offices	All non-gazetted Government employees	Full powers.
3.	The foreign employer	Government employees in foreign service in India	[Full powers to grant leave not exceeding 120 days] <sup>29</sup> provided the leave does not extend beyond the date of reversion from foreign service.
4.	The foreign employer	Gazetted Government employees in foreign service out of India	[Full powers to grant leave not exceeding 120 days] <sup>30</sup> provided the foreign employer pays to Government revenues leave contribution under clause (d) of rule 10.17.
5.	The authority which sanctioned the transfer to foreign service	Government employees in foreign service in India	Full powers.
		<b>(ii) Land Revenues and General Administration</b>	
6.	Financial Commissioner In charge of	Tehsildars	Exceeding [120 days] <sup>31</sup>

<sup>28</sup> Substd. Vide No. 1/App.12/1/81-AO(FD), dt. 08.04.1981

<sup>29</sup> Substd. Vide No. 1/App.12/1/81-AO(FD), dt. 08.04.1981

<sup>30</sup> Substd. Vide No. 1/App.12/1/81-AO(FD), dt. 08.04.1981

<sup>31</sup> Substd. Vide No. 1/App.12/1/81-AO(FD), dt. 08.04.1981

Sr. No.	Authority which can grant leave	To whom	Extent
	Tehsildars establishment		
7.	[Commissioners of Divisions	(1) Tehsildars (2) Superintendents of their own offices.	Up to 120 days] <sup>32</sup>
[7-A.	Deputy Commissioners	Tehsildars, [Naib Tehsildars] <sup>4</sup>	Up to [60days]1 when no substitute is required and subject to an intimation to the Commissioner] <sup>33</sup>
8.	Senior Secretary to the Financial Commissioners	Superintendents in the office of the Financial Commissioners and Commissioners	Full powers.
9.	Chairman, Haryana Public Service Commission	[1. Assistant Secretary 2. Superintendents]1	Full powers.
		<b>(iii) Excise &amp; Taxation</b>	
10.	[Deleted] <sup>34</sup>		-
		<b>(iv) Forest</b>	
11.	Chief Conservator of Forests	Members of the Haryana Forest Service not holding independent charge of Division	Full powers.
		<b>(v) Judicial</b>	
12.	The Hon'ble Judges	[The Judicial Officer under the control of High Court] <sup>35</sup>	Full powers.
13.	[Deleted] <sup>36</sup>		
14.	[Director of Prosecution, Haryana	District Attorneys, Assistant District Attorneys Grade I and Additional Public Prosecutors	Full powers.] <sup>37</sup>
		<b>(vi) Jails</b>	
15.	Inspector General of Prisons	[Deputy Superintendent/District Probation Officer] <sup>38</sup>	Full powers.
		<b>(vii) Police</b>	
16.	Inspector General of Prisons	[State] <sup>1</sup> Police Officer not holding independent charge of Districts.	Full powers.

<sup>32</sup> Substd. Vide No. 1/App.12/1/81-AO(FD), dt. 08.04.1981

<sup>33</sup> Inserted Vide No. 1906-5FR-69/12245, dt. 15.05.1969

<sup>34</sup> Substd. Vide No. 1/App.12/1/81-AO(FD), dt. 08.04.1981

<sup>35</sup> Substd. Vide No. 1/App.12/1/81-AO(FD), dt. 08.04.1981

<sup>36</sup> Deleted Vide No. 1/App.12/1/81-AO(FD), dt. 08.04.1981

<sup>37</sup> Substd. Vide No.4791-5FG-I-75/41321, dt. 14.01.1976

<sup>38</sup> Substd. Vide No. 11/5/79-2FG-II-84, dt. 10.07.1984

Sr. No.	Authority which can grant leave	To whom	Extent
		<b>(viii) Education</b>	
17.	[(i) Director of Higher Education	Group A officers in the field and at Headquarters on higher Education side.	Full powers
	(ii) Director of Secondary Education	Group A Officers in the Field and at Headquarters on school side	Full powers.
	(iii) Director of Primary Education	Group A & B Officers in the field and at Headquarters on primary education side.	Full powers.
	(iv) Joint Director Colleges/Dy. Director (Colleges)	(i) Lecturers (Colleges)	To sanction above 60 days leave.
		(ii) Librarians of Central & District Libraries	Full powers.
	(v) Principals of Government Colleges	Lecturers (Colleges)	To sanction up to 60 days leave.
	(vi) Administrative Officer	(i) Group B Officers of Higher Education side except Lecturers (ii) Ministerial cadre Group B Officers at Headquarters.	Full powers
	(vii) Administrative Officer (Schools) - Additional Director Administration (Schools)	Group B Officers in the field and at Headquarters on School side	Full powers
		<b>(ix) Health</b>	
18.	[Director, Health Services	(1) Officers of the Haryana Civil Medical Service not being the Officers holding independent charge of a District	Full powers.
		(2) All Assistant Dental Surgeons	Full powers] <sup>39</sup>
		<b>(x) Agriculture</b>	
19.	Director of Agriculture	Officers of the Haryana Agriculture Service not holding independent charge of Districts	Full powers
		<b>(xi) Industries</b>	

<sup>39</sup> Substd. Vide No. 1/App.12/1/81-AO(FD), dt. 08.04.1981

Sr. No.	Authority which can grant leave	To whom	Extent
20.	Director of Industries Haryana	All Gazetted Officers	Full powers.
		<b>(xii) Public Works</b>	
21.	Chief Engineer	(1) Temporary Engineers (2) Government Employees of Public Service of Engineers (3) Upper Subordinates holding sub-Divisional charge or officiating Sub-Divisional Officers (4) Deputy Collectors (5) Superintendents in Head offices (6) to (9) [Deleted]	Full powers.
22.	Superintending Engineers	(1) Divisional & Sub-Divisional Officers of Haryana Service of Engineers and Temporary Engineers (2) Sub-Engineers (3) Upper Subordinates holding Sub-Divisional charge (4) Deputy Collectors	Up to [120 days] <sup>40</sup> if previously approved by the Chief Engineers in the leave programme or separately.
23.	[Deleted] <sup>41</sup>		
24.	Director, Technical Education	(1) Principals, Heads of Department, Lecturers and Superintendents of Workshop of the Haryana Govt. Polytechnics. (2) [Deleted] <sup>42</sup>	Full powers.

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<sup>40</sup> Substd. Vide No. 1/App.12/1/81-AO(FD), dt. 08.04.1981<sup>41</sup> Deleted Vide No. 1/App.12/1/81-AO(FD), dt. 08.04.1981 & No. 8245(5)FR-II-64/8078, dt. 25.08.1964<sup>42</sup> Deleted Vide No. 1/App.12/1/81-AO(FD), dt. 08.04.1981 & No. 8245(5)FR-II-64/8078, dt. 25.08.1964

**APPENDIX - 13***Referred to in the case of Rule 8.44-A and Rule 8.48 (b)***Leave procedure in the case of Government employee on leave out of India****REPORT OF ARRIVAL IN THE UNITED KINGDOM**

1. A Government employee taking leave in the United Kingdom must report his arrival in that country to the High Commissioner for India, giving address at which letters will find him

**PAYMENT OF LEAVE SALARY**

2. **Payment in the United Kingdom:** No Government employee can begin to draw leave-salary in United Kingdom until he has presented to the High Commissioner a leave salary certificate in Form Pb. C.S.R. No. II.

3. Leave-salary is paid in the U.K. monthly in arrears on the first day of each calendar month.

4. Payment will be made, at the option of the Government employee drawing leave-salary, by any of the following method :-

- (a) To the Government employee himself on his personal application;
- (b) To his banker or other agent, duly authorized under power-of-attorney on production of a life certificate duly filled up and executed. In cases where the banker has guaranteed the High Commissioner against loss consequent upon dispensation with proof of existence, a life certificate is unnecessary.

*Note 1.— If the leave salary is drawn by a banker or agent who has executed a general bond of indemnity, a life certificate shall be produced at least once a year.*

*Note 2.— A supply of life certificate forms may be obtained from the High Commissioner.*

- (c) To the presenter of a payment form comprising a receipt and of life certificate, both duly completed by the Government employee.

*Note.— If the Government employee intimates to the High Commissioner his election of this method, he will be regularly supplied with the requisite payment form as the due date of issue approaches.*

5. No Government employee can begin to draw leave salary from a Colonial Treasury until a warrant in form Pb. C.S.R. No. 12 has been issued in his favour. Such warrants will be issued in triplicate. The original, bearing the Government employee's signature will be forwarded by the issuing authority to the Colonial authority concerned; the duplicate to the High Commissioner and the triplicate will be retained by the Government employee. Payment of leave salary will not be made unless the Colonial authority is in possession of the original and the Govt. employee of the triplicate of the warrant.

6. Each payment of leave salary must be endorsed upon the back of both the original warrant and the triplicate, and an acknowledgement of receipts must be endorsed by the Government employee upon the back of both copies.

7. When no space for the entry of endorsements of payment remains upon the back of a warrant, or when a warrant is lost or destroyed, a fresh warrant will be issued by the original issuing authority on the application of the Government employee submitted through the Colonial Disbursing Officer.

8. If the transfer from one colony to another of payment of the leave salary of a Government employee is sanctioned by the Colonial authorities, such transfer must be reported by the Government employee to Government and to the High Commissioner.

9. **Transfer of payment from the United Kingdom to a Colony and vice-versa:**

- (a) If a Government employee who is drawing his leave salary in a Colony desires to transfer payment in the United Kingdom he can do so on production of his warrant to the High Commissioner.
- (b) If a Government employee who is drawing his leave salary in the United Kingdom desires to transfer payment to a colony, he must obtain a warrant in form Pb. C.S.R. No. 12, from the High Commissioner, who will forward the original of the warrant to the Colonial authority concerned.
- (c) A transfer sanction under clause (a) or (b) of this paragraph must be reported by the Government employee to Government.

### **EXPENSION OF LEAVE**

**10. General Rules:** A government employee absent from India on leave who desires an extension of his leave must make application for such extension not less than three months before the expiry of his leave. An application made within three months from such expiry will not be considered unless special reasons for consideration exist.

**11.** Applications by Government employees on Leave in Europe, North Africa, America or the West Indies : An application for extension of leave by a Government employee on leave in Europe, North Africa, America or the West Indies must be made to the High Commissioner, unless the extension is desired on medical grounds, or is for a period of not more than fourteen days, the application must be accompanied by evidence that the Government on whose cadre the Government employee is borne has been consulted and has no objection to the extension. It is in exceptional cases only that the High Commissioner will grant an extension without the production of such evidence, and then for period only as may be necessary to obtain the orders of the Government concerned which will be sought by telegraph at the applicant's expense.

*Note.— When an application for extension of leave is received from a Government employee on leave in any of the localities mentioned in this paragraph the authority competent to grant leave will inform the Government employee, whether or not there is any objection to the grant of the desired extension and if the extension is approved instruct him to apply to the High Commissioner for the formal grant.*

**12.** If a Government employee on leave in any of the localities named in paragraph 11 desires, on medical grounds, an extension for a longer period than fourteen days, he must satisfy the medical Board at the India Office of the necessity for the extension . In order to do so, he must, as a general rule, appear at the India Office for examination by the Board, but in special cases, and particularly if he be residing at a distance or more than sixty miles from London, a certificate in a form to be obtained from the High Commissioner may be accepted if signed by two medical practitioners. A certificate obtained outside the United Kingdom, and signed by foreigners must be attested by Consular or other authority as bearing the signature of qualified medical practitioners.

**13. Application by Government employee on leave elsewhere out of India:** If a Government employee on leave in any of the localities named in paragraph 11 desires, on grounds other than medical, an extension of leave granted on medical certificate, he must satisfy the medical, Board at the India Office, by the procedure described in paragraph 12, that he has recovered his health.

**14.** An application for extension of leave by a Government employee on leave out of India elsewhere than in the localities named in paragraph 11 must be made to the authority which granted leave.

15. If an application made under paragraph 14 is for extension of leave on medical certificate, it must be accompanied by a certificate from two medical practitioners in the following form:-

"We hereby certify that we have carefully examined C.D. of the \_\_\_\_\_ who is suffering from \_\_\_\_\_ and we declare upon our honour that, according to the best of our judgement and belief, he is at present unfit for duty in India, and that it is absolutely necessary for the recovery of his health that his present leave, which will expire in India on \_\_\_\_\_ shall be extended by \_\_\_\_\_ months/weeks."

Dated \_\_\_\_\_

Place \_\_\_\_\_

The certificate must describe in full detail the nature of the disease and the present condition of the Government employee. If it be signed by foreigners, it must be attested by Consular or other authority as bearing the signatures of qualified medical practitioners.

**16. Certificate of leave necessary before extension can be granted to a Government employee who is not in possession of leave-salary Certificate:** An extension of leave will not be granted by the High Commissioner to a Government employee to whom no leave salary certificate has been issued or who has exchanged his leave salary certificate for a warrant before leaving India, unless he produces a certificate of leave in Form Pb. C.S.R. No. 13 (Certificate of leave necessary before extension can be granted to a Government employee who is not in possession of a leave salary certificate) .

#### RETURN FROM LEAVE

**17. Permission to return:** A Government employee who is required by or under rule 8.44-A to produce a medical certificate of fitness before returning to duty must obtain permission to return to duty before so returning.

18. If the Government employee desiring to return is on leave in any of the localities named in paragraph 11, his application must be made to the High Commissioner, and he must satisfy the Medical Board at the India Office of his fitness to return at least two months before the expiry of his leave. In order to do so, he must follow the procedure prescribed in paragraph 12. When the Medical Board has been satisfied, the High Commissioner will grant permission to return.

19. If the Government employee desiring to return is on leave out of India elsewhere than in the localities named in paragraph 11, his application must be made to the authority which granted his leave, and must be accompanied by a certificate of fitness in the prescribed form.

20. Permission to return cannot be granted to a Government employee to whom no leave salary certificate has been issued, or who has exchanged his leave-salary certificate for a warrant before leaving India, until he produces a certificate of leave in Form Pb. C.S.R. No. 13.

**21. Last pay certificate:** Before returning to duty, a Government employee on leave in Europe must obtain a last pay certificate from the High Commissioner. A last pay certificate cannot be granted to a Government employee to whom no leave salary certificate has been issued unless he produced a certificate of leave in Form Pb. C.S.R. No. 13. A Government employee who has drawn his leave salary on a warrant must, on return to India, deliver to the Accountant General his copy of the warrant, which will serve as a last pay certificate.

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**APPENDIX - 14**

Cancelled

**APPENDIX - 15***(Referred to in Rule 8.56)***(Conditions of Service of the Advocate General)****RULES FOR REGULATING THE REMUNERATION AND DUTIES OF THE ADVOCATE GENERAL FOR THE STATE**

1. In these rules:-

“Advocate General” means the person under clause (l) of Article 165 of the Constitution to be the Advocate General for the State and includes any person appointed to act as the Advocate-General during the absence, on leave or deputation of the permanent incumbent of the office.

2. The Advocate General will be a whole-time employee of the State Government provided he may engage in such private practice as does not interfere in the discharge of his duties of Advocate General ; provided further that he will not accept any case against the State of Haryana.

3. The duties of the Advocate-General will be as follows :-

- (a) He shall advise the State Government upon such legal matters as may be referred to him by the Home Secretary or the Legal Remembrancer to the Government of the State.
- (b) He will represent, or arrange for the representation of the State at all stages before the High Court in criminal cases and cases of a quasi-criminal nature, such as those relating to the Press Law, writs under the Constitution, extradition and preventive detention :

Provided that the State Government may, on account of the special importance of the case require that the Advocate-General shall himself represent the State in any particular case.

- (c) He will appear, or arrange for the appearance of counsel, in the following civil cases :-
  - (i) cases in the High Court to which the State Government is a party; or
  - (ii) cases in the High Court to which officers serving under the State Government are parties, and which the State Government has decided to conduct on behalf of such officers;
  - (iii) cases in the High Court in which neither the State Government nor such officers are directly interested but in which Government consider themselves to be sufficiently interested to render it advisable to conduct the cases on behalf of some third person.
- (d) Appeals from the cases referred to in clause (c) .
- (e) He will appear personally before the High Court, when so required by Government, in references from subordinate courts to which Government is a party or in cases withdrawn to the High Court from subordinate courts under Article 228 of the Constitution or any other law.
- (f) He will appear himself or arrange for the conduct of civil cases of the nature described above, when so required, in the other civil courts of Chandigarh.
- (g) He will also be expected to appear in any civil or criminal case outside Chandigarh, whether in courts subordinate to the High Courts or in the Supreme Court, or in any

other Court, when specially desired to do so by the State Government or by the Legal Remembrancer.

- (h) He will take part in the proceedings of the House or Houses of the State Legislature or any Committee of the Legislature of which he may be named a member.
  - (i) He shall also discharge the functions conferred on him by or under the Constitution or under any other law for the time being in force.
4. (1) He will be paid such remuneration as may be determined by the Governor.
- (2) He will be entitled to fees in civil and criminal or quasi-criminal cases, when permissible under these rules, according to the scales prescribed herein; but he will not be entitled to fees for :-
- (a) Opinion work,
  - (b) Participation in the work of a House or Houses of the Legislature and any Committee of the Legislature of which he maybe named a member, and
  - (c) appearance in the High Court in criminal cases Including cases of contempt of court.
5. (i) In criminal cases in any court other than the High Court the Advocate-General will be paid fee of Rs. 200 in respect of every day's attendance.
- (ii) In quasi-criminal cases in the High Court, such as cases under the Press Law, or those relating to the conduct of Legal Practitioners, he will receive fees as for civil miscellaneous cases, i.e., Rs. 100 for each day of attendance.
6. The Advocate-General shall be paid fees at the following rates, namely :-
- (a) In civil cases :-
- (i) In cases relating to money claims the fee shall be payable at the rate of seven and half per cent on the first five thousand rupees of the claim, three per cent on the next fifteen thousand rupees of the claim, one per cent of the claim between twenty thousand rupees and fifty thousand rupees, and fifty paise per cent on the claim exceeding fifty thousand rupees, subject to a maximum of one thousand rupees per case:

Provided that for a connected case arising out of the same award or decision of the Motor Accident Claims Tribunal, there shall be paid an additional fee at the rate of half of the fee otherwise payable therefore subject to a maximum of one hundred rupees:

Provided further that the total fee in all the connected cases including the main case shall not exceed two thousand Rupees :

Provided further that, in any case of great importance making an unusual demand on the time and energy of the Advocate General, the State Government may grant such fee not exceeding the fixed percentage rate up to a maximum of five thousand rupees as it may consider suitable

- (ii) in cases other than those relating to money claims the fee shall be payable at the rate of two hundred rupees per case:

Provided that for a connected case, there shall be paid an additional fee at the rate of one hundred rupees per case;

Provided further that the total fee in all the connected cases including the main case shall not exceed one thousand rupees;

- (iii) in Civil miscellaneous cases not expressly covered under any other clause, the fee shall be payable at the rate of one hundred rupees per case :

Provided that the total fee in all the connected cases including the main case shall not exceed five hundred rupees;

- (iv) in civil writ cases and in Letters Patent Appeals arising there from which shall not be considered to be civil miscellaneous cases, in Supreme Court Appeals, and in the cases connected therewith, the fee shall be payable at the rate of one hundred rupees per civil writ Letter Patent Appeal or Supreme Court Appeal, as the case may be;

Provided that the total fee in all the connected cases including the main case shall not exceed two thousand rupees; and

- (v) in cases in any court subordinate to the High Court conducted throughout by the Advocate General the fee shall be payable at the rate specified in the sub-clause (i) or sub-clause (ii) as the case may be.

Explanation.— Where a single case passes at different stages through more courts than one, that is for original decision, appeal and further appeal, or revision, it shall, for the purposes of fee, be treated as a separate case at each stage;

- (b) in civil or criminal cases in the Supreme Court, the fee shall be payable in accordance with the rates of fee as laid down, from time to time, in the Second Schedule to the Supreme Court Rules, 1966 for senior counsel;
- (c) in cases at a place situated outside the State of Haryana or the Union territory of Chandigarh, the fee shall be payable at the rate of four hundred rupees for the first day of attendance and two hundred rupees per day for the subsequent hearings and for the days of waiting at that place in addition to traveling allowance; and
- (d) in very exceptional cases for consultation with any authority in the Government of India or any senior counsel at New Delhi, if allowed by the Government, the fee shall be payable at the rate of two hundred rupees per day in addition to traveling allowances.

7. If in any case the Advocate General is required to attend before any Election Commission/ Tribunal, he shall be permitted to receive such fees as may be recommended by the Commission in their reports.

8. Omitted

9. The leave rules will be as follows;

- (a) Leave, on pay equivalent to full pay may be sanctioned upto 1/11th of the period spent on duty, as Advocate-General ; provided that leave of this kind shall not accumulate beyond four months.
- (b) Leave on medical certificate on leave salary equivalent to half pay may be granted upto 2/11th of the period spent on duty as Advocate General, subject to a maximum of three months at any one time.
- (c) Extraordinary leave may be granted without allowances, subject to a maximum of three months at any one time.
- (d) Leave of the various kinds may be granted in combination up-to a maximum of six months only at any one time.
- (e) For the first two years of the appointment, the Advocate-General will not be entitled to more than one month's leave, except on medical certificate in any one year.

10. For purposes of traveling and mileage allowances, the Advocate General will be treated as Grade I Government employee. His traveling allowance will be governed by Punjab Civil Services Rules, Volume III, except that the limit of 10 days for the drawal of halting allowances will not be operative, when he is required to conduct a case before any court or tribunal or any authority within the territory of India in the discharge of his duties.
11. The Advocate-General shall not accept appointment as a Director in any company without the permission of Government.
12. The Advocate-General shall be entitled to the same medical facilities as are admissible to class I officers of the State.

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**APPENDIX - 16***(Referred to in note below Rule 8.57)***Model terms for the grant of leave to Government employees engaged on contract**

- [ ]<sup>43</sup>
1. Where the contract is for a period not exceeding five years, the leave Rules contained in section III of Chapter VIII to Volume I of these rules, shall apply to the Government employee as to a Government employee not in permanent or quasi-permanent employ; provided—
    - (a) that no half pay leave shall be admissible to such a Government employee otherwise than on medical certificate ;
    - (b) that no extraordinary leave shall be admissible to such Government employee if the contract is for one year or less, and if the contract is for more than one year but not more than five years, the total amount of extraordinary leave admissible during the entire period of the contract shall be limited to three months;
    - (c) that if the contract is for a year or less, no leave shall be granted beyond the date of expiry of the contract even if the Government employee has been denied in whole or in part on account of the exigencies of the public service, leave which was due to him during the period of the contract.
  2. Where the contract is for a longer term than five years or an original contract for five years or less is extended so as to make the total period of contract longer than five years, the leave Rules contained in section III of Chapter VIII to Volume I of these rules, shall apply to the Government employee as to Government employee in permanent employ; Provided that no half pay leave shall be admissible to such a Government employee otherwise than on medical certificate and in the matter of extra-ordinary leave the said rules shall apply to such a Government employee as to a Government employee not in permanent or quasi-permanent employ.
- Note.— In the case of extension of a contract for a period longer than five years, the Government employee will be credited with the earned leave that would have been admissible had the contract been initially one of more than five years diminished by any earned leave already taken.*
3. Where the contract is for an indefinite period or an original contract for a definite period is extended for an indefinite period, the Leave Rules contained in Section III of Chapter VIII to Volume I of these rules, shall apply to the Government employee as to a Government employee in permanent employ.
- Note.— In the case of extension of a contract for an indefinite period, the Government employee will be credited with earned leave that would have been admissible had the contract been initially one for an indefinite period diminished by any earned leave already taken.*
4. For purposes of leave salary, the provision of rule 8.122 of Part I of these rules shall apply mutatis mutandis in the case of Government employees Governed by the rules in this part.
  5. A Government employee initially engaged on contract on his being taken into permanent employ will be credited with earned leave that would have been admissible had his previous service been rendered as a Government employee in permanent employ diminished by any earned leave already taken. He will also be allowed to carry forward

<sup>43</sup> Omitted vide No. 1/App.16(1)79-AO(FD), dt. 05.02.1979

any other kind of leave (including half pay leave) at his credit on the date of his appointment to the new post.

*Note.— A Government employee initially engaged on contract on being appointed to a temporary non-contract post, without any break in his service, will be allowed to carry forward of entire leave (including half pay leave) at his credit on the date of his appointment to the new post.*

6. [Omitted]<sup>44</sup>

7. Unless it is indicated in the contract to which class of service the Government employee belongs, the Finance Department shall be determine such classification for the purpose of the Revised Leave Rules.

*Note.— The Government Employees in service on the 19<sup>th</sup> April, 1951, except those whose contract is for a definite period and to whom the Revised Leave Rules as amended automatically apply, will continue to be governed by the terms of their subsisting contracts. In the event of the extension of the period of contract, the Revised Leave Rules shall, subject to the provision in paragraph I above, apply. In such cases the leave to be carried forward would be the amount of earned leave due to him on the date on which the extension takes effect, and the amount of half pay leave admissible to him had he not remained under the existing leave terms in respect of his subsisting contract.*

## Part-II

[Omitted]<sup>45</sup>

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<sup>44</sup> Omitted vide No. 1/App.16(1)79-AO(FD), dt. 05.02.1979

<sup>45</sup> Omitted vide No. 1/App.16(1)79-AO(FD), dt. 05.02.1979

**APPENDIX - 17***(Referred to in Rule 8.61)***Rules for the grant of Casual and Quarantine Leave****I. Casual Leave**

1. Casual leave may be granted to Government employees for short periods by the authorities specified in Appendix 12 or by the authorities mentioned in the annexure to this appendix, subject to the conditions therein stated, as follows:

(1) **Scale.—** Casual leave will be admissible as follows :-

(i)	To employees with 10 years' service or less	10 days
(ii)	To employees with more than 10 years service but less than 20 years service	15 days
(iii)	To employees with over 20 years service	20 days

- (2) **How Calculated.—** From the date on which an employee completes his 10th or 20<sup>th</sup> year of service, as the case may be, he will be given leave in that year according to the next higher scale. Thus if an employee completes 10 years service on the 30th April 1960. Length of service will be assessed as in note below Rule 8.116 of Punjab C.S.R, Volume I, Part I.
- (3) **Accounting of Casual Leave.—** The casual leave account will be maintained annually from the 1<sup>st</sup> of January to 31<sup>st</sup> of December. All casual leave accounts will be closed on the 31<sup>st</sup> December and new accounts opened on the 1<sup>st</sup> of January, following irrespective of the fact that an official takes a spell of casual leave which includes the last few days of December, and the first few days of January. Thus if an official takes leave from the 26<sup>th</sup> December, 1959, to 5<sup>th</sup> January, 1960, the period 26<sup>th</sup> December to 31<sup>st</sup> December will be debited to his leave account for the year 1959 and the period 1<sup>st</sup> January to the 5<sup>th</sup> January, 1960, will be debited to his leave account for the year 1960.
- (4) **Length of Leave and Combination of Leave.—** In taking casual leave, within the limits admissible above, an employee may remain continuously absent from duty for a maximum of 16 days. In this spell he will be permitted to include holidays which will not be debited to his casual leave account. The total spell, however, should in no case exceed 16 days. The balance of the casual leave can be taken in dribbles. It may be emphasized that it is desirable, but not compulsory for Government employees to take such a spell. Where a Government employee desires to take such a spell, permission should not ordinarily be refused although of course the competent authority may adjust the dates on which the spell is taken for administrative convenience.

*Note 1.— A Government employee should not leave his district during casual leave without permission.*

*Note 2.— As exception to the above rule—*

- (a) *A Government employee who has been bitten by a rabid animal may be granted casual leave up to 16 days to proceed to a center or Institute for anti-rabid treatment. If in a special case leave for more than 16 days is necessary and the appointment of*

*a substitute if found necessary, one month's additional leave on [ full pay]<sup>1</sup> may be granted which shall not be debited against the leave at the credit of the Government employee. When however, no substitute is engaged, the entire period of one and a half months leave should be treated as casual leave. Any leave required in excess of one and a half months may be granted under the ordinary rules applicable to the government employee concerned.*

(b) *The concession specified in clause (b) above may be extended to a Government employee without a lien on permanent post, while officiating in a permanent or temporary post, or holding a temporary post, the pay which he may draw in such a post being taken as the " substantive pay" for this purpose.*

(c) [Omitted]<sup>46</sup>

*Note 3.— It is not in order to grant casual leave on half pay or without pay as a Government employee on casual leave is not treated as absent from duty and his pay is not intermitted. If in any case, less than full pay is allowed, it would amount to an imposition of a penalty not provided for in the punishment and Appeal Rules.*

2. Except in cases where previous reference would cause real inconvenience a Government employee should not without previous permission come on casual leave to headquarters or the place where the Governor is residing, for the purposes of making a representation to the Governor. The prohibition does not apply to a Government employee who is on any other kind of leave, or who does not intend to make any such representation.
3. No Government employee may go, on casual leave, to a place beyond 36 hours recall, and no Deputy Commissioner or Superintendent of Police may go to Kulu or Kashmir, without the express sanction of Government.
4. If a Government employee overstays his casual leave for any reason what so ever, for example a breakdown on the road due to flood or landslips the entire periods of absence will be debited to his ordinary leave account, and not only the period by which he has overstayed his casual leave.
5. No Government employee may leave his headquarters, during gazette holidays except with the permission of his immediate departmental superior, who must undertake the responsibility of granting such permission.
6. Casual leave must not be given so as to cause evasion of the rules regarding—
  - (i) date of reckoning pay and allowances;
  - (ii) Charge of office;
  - (iii) commencement and end of leave;
  - (iv) return to duty ;or so as to extend the term of other kinds of leave beyond the time admissible by rule.

## II. QUARANTINE LEAVE

1. Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family or household of a Government employee. Such leave maybe granted by the Head of the Office on the certificate of a Medical or Public Health Officer for a period not exceeding 21 days or in exceptional circumstances, 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be

<sup>46</sup> Omitted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982.

granted, when necessary, in continuation of other leave, subject to the above maximum. Except as provided in the note below no substitute should be appointed in place of a Government employee absent on quarantine leave.

Explanation 1.— Quarantine leave is not admissible in the case of a Government employee who himself contracts an infectious disease.

Explanation 2.— The maximum limits of 21 and 30 days prescribed in this rule refer to each occasion on which leave is applied for and granted.

*Note 1.— Cholera, Small-pox, plague, Diphtheria, Typhus and Cerebrospinal Meningitis may be considered as infectious diseases for the purpose of the rule. In the case of chicken-pox, quarantine leave should not be sanctioned unless the Health Officer responsible considers that because of doubt as to the true nature of the disease, for example small-pox, there is a reason for the grant of such leave. In the case of Government employee stationed in areas under the administration of other States, such other diseases as may have been declared by those Governments as infectious for the purpose of their quarantine leave may also be considered as infectious diseases for the purpose of the rule. Such Government employees will, however, be eligible for quarantine leave for any of the diseases mentioned above, even though it has not been declared in orders issued by other states concerned to be an infectious disease.*

*Note 2.— The authority referred to in paragraph 1 of Section I above may sanction a substitute for an absentee who is on quarantine leave and whose duties cannot be arranged for without prejudice to his pay; provided that the absence does not exceed 30 days.*

2. [The competent authority under paragraph I above may grant "Quarantine Leave" to all press employees governed by the Rules in Section III of Chapter VIII, in the Printing and Stationery Department, Haryana.]<sup>47</sup>

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<sup>47</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

**ANNEXURE***(Referred to in paragraph 1 of Appendix 17)***Authorities empowered to Grant Casual leave where not already empowered under  
APPENDIX - 12**

Sr. No.	Authority empowered to grant casual leave	To whom	Extent
1	2	3	4
1.	[(i) Commissioners of Divisions	(i) All Gazetted Government employees serving under them	Full powers under the rules.
	(ii) Superintendent of Commissioner's Office	(ii) All Class III and IV Government employees serving under them	Upto 4 days at a time ] <sup>48</sup>
2.	[(i) Director of Panchayats	(i) All Gazetted officers including Superintendent, Head Assistant, working at Head-Quarters	Full powers under the rules.
	(ii) Joint Director Panchayats (Administration)	(ii) All Class III and Class IV Government employees working at Headquarters	Full powers under the rules.] <sup>49</sup>
3.	Deputy Commissioners	[(a) Executive Officers	Full powers under the rules in respect of I.A.S., H.C.S. Officers, Tehsildars and Naib-Tehsildars serving under them (intimation to be given to the Commissioner) ] <sup>50</sup>
		(b) Block Development and Panchayats Officers serving in their respective Districts	Full powers subject to the control of the Financial Commissioner, Development.
		(c) [District Attorneys]	Upto <sup>51</sup> four days provided that suitable arrangement is made to carry on the absentee's work and no extra expense is caused to Government.
4.	General-Assistant at Headquarter	Stamps Auditors	Four days at a time when it is not possible to obtain the orders of the Finance Commissioner within a reasonable time.
5.	(i) Sub-Divisional	Tehsildars and Naib Tehsildars	Full powers under the rules.

<sup>48</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982<sup>49</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982<sup>50</sup> Substituted Vide No. 1906-5FR-69/12445, Dt. 15.05.1969<sup>51</sup> Substituted Vide No. 4791-5FG-I-75/41321, Dt. 14.01.1976

Sr. No.	Authority empowered to grant casual leave	To whom	Extent
	Officers in the Sub-Divisions of Civil Department (ii) General Assistant to the D.Cs. for the rest		
6.	(i) Presiding Officers of courts (ii) Tehsildars (iii) Officers in-charge of various branches of Deputy Commissioners Offices (iv) Superintendent, Deputy Commissioners, Offices	Clerks and class IV Government employees of District Establishment under their control	Up to four days at any one time.
7.	Assistant Treasury Officers	All Non-Gazetted Government serving under them in Sub-Treasuries	Up to four days at a time.
8.	Superintending Engineers	All Gazetted Government employees under their control and upper sub-ordinates in charge of Sub-Divisions	Full powers under the rules
9.	Executive Engineers	(a) Head Clerks and Head Drafts-men in their divisions	Full powers under the rules.
		(b) Divisional Accountants serving in their divisions	Up to 20 days in each calendar year including Sundays and Holidays occurring during the period of casual leave.
		(c) Gazetted Government employee and Sectional Officers-in-charge of Sub-Divisions working under them	Up to four days
10.	Sub-Divisional Officers	All establishments serving under them	Up to four days
11.	Deputy Collectors	(a) Zilladrs and Munshis	Up to 4 days
		(b) Patwaris	Up to 7 days
12.	Zilladars	Patwaris	Up to 3 days
13.	[Director of Health Services, Haryana	(i) Officers of Haryana Civil Medical Service not being the officers holding independent charge of district	Full powers under the rules] <sup>52</sup>

<sup>52</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

Sr. No.	Authority empowered to grant casual leave	To whom	Extent
14.	[Omitted] <sup>53</sup>		
15.	[(i) Principal Medical College, Rohtak	Medical officers and all other Gazetted officers working under them	Full powers under the rules.
	(ii) Medical Superintendent Medical College Rohtak	Medical officers and all other Gazetted officers working under them	Full powers under the rules.] <sup>54</sup>
16.	[Superintendent Mental Hospital, Rohtak	Assistant Medical Officer serving under him	Full powers under the rules]. <sup>55</sup>
17.	Chemical Examiner	Assistant Surgeon, Class-II (Non-Gazetted) serving under him	Full powers under the rules
18.	[Inspector General of Prisons/ Additional Inspector General of Prisons, Haryana	(1) Superintendents of Jails	Full powers under the rules
		(2) Deputy Superintendents of Jails/District Probation Officers	Full powers under the rules.
		(3) Gazetted Officers working at the Head Office	Full powers under the rules] <sup>56</sup>
19.	[Accounts Officer or any other officer deputed by the Inspector General of Prisons	Non-Gazetted staff working at the Head Office	Full powers under the rules] <sup>57</sup>
20.	[District Probation Officer	Non-Gazetted Staff serving under him	Full powers under the rules] <sup>58</sup>
21.	[Superintendents of Jails	Non-Gazetted Staff serving under him	Full powers under the rules] <sup>59</sup>
22.	Chief Conservator of Forests	All Gazetted Government employees of the Department including Conservators	Full powers under the rules
23.	Conservator of Forests	All gazetted and non-gazetted Government employees serving under them	Full powers under the rules
24.	Divisional Forests Officers	All non-gazetted Government employees serving under them	Full powers under the rule.
25.	Range Officers selected by the Chief Conservator of Forests	A non-gazetted Government employee serving under them.	Full powers under the rules where it is not possible to get the Divisional Forests Officer's sanction within a

<sup>53</sup> Omitted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>54</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>55</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>56</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>57</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>58</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>59</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

Sr. No.	Authority empowered to grant casual leave	To whom	Extent
			reasonable time.
26.	Director of Agriculture	Officers of the Punjab Agriculture Service holding independent charge of districts	Full powers.
27.	Heads of Offices in the Agriculture Department	Gazetted Government employees under their control	Up to 4 days.
28.	[District and Sessions Judges/ Addl. District and Sessions Judges] <sup>60</sup>	Sub-judges serving in their districts	Up to 4 days at a time.
29.	[Omitted] <sup>61</sup>		
30.	Inspector General of police	All Government employees under his control	Full powers under the rules.
31.	Deputy Inspector-General and Assistant Inspector-General, Government Railway Police	All Government employees under his control	Full powers under the rules.
32.	Superintendents of Police	All gazetted Government employees serving under them.	Upto four days at any one time.(In submitting, to higher authority any application by a gazetted Government employee for casual leave in excess of four days the Superintendent of Police shall add a note showing the total amount of casual leave taken by the Government employee during the calendar year including leave sanctioned under these powers)
33.	Superintendents of Police and the Assistant Superintendent, Government Railway Police.	All enrolled Officers under their control	Full powers under the rules.
34.	Assistant and Deputy Superintendents of Police	Lower Subordinates under their control	Full powers under the rules.
35.	Inspectors of Police	Lower Subordinates under their control	Full powers under the rules.
36.	Officers-in-charge of Police Stations	Constables attached to their stations	Casual leave up to 3 days provided that in a Police

<sup>60</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>61</sup> Omitted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

Sr. No.	Authority empowered to grant casual leave	To whom	Extent
			Station of normal strength, not more than one constable is absent at a time and that in city, cantonment and similar police stations the number of absentees on casual leave at one time does not exceed the limit prescribed by the Superintendent in each case.
37.	Officers-in-charge of the pickets and the Vulnerable Point Guards of the Haryana Armed Police	Food Constables attached to their pickets and guards	Casual leave upto three days, provided that in a pickets or Guard of 25 men or more, not more than two men will be on leave at a time and in a guard or picket consisting of 12 –24 men, not more than one man will be on leave at a time.
38.	[ Inspectors, Inspectors Audit, Senior Auditors, Cooperative Societies	Staff directly working under them	Up to 4 days at a time ] <sup>62</sup>
39.	[Additional/Deputy and Assistant Registrars, Co-operative Societies, Audit Officers at Head quarters, Statistical Officer and Establishment Officer	All Class III and IV employees working under them	Full powers under the rules] <sup>63</sup>
40.	[Principal, Co-operative Training Institute	Staff working in the institute	Full powers under the rules] <sup>64</sup>
41.	[Deputy Registrars, Co-operative Societies, (Field)	Assistant Registrars ., Co-operative Societies working in their jurisdiction	Up-to 10 days at a time subject to the control of Registrar, Co-operative Societies] <sup>65</sup>
41-A	[ Additional Registrar cooperative Societies (Headquarters)	Assistant Registrars, Co-operative Societies	Full powers under the rules subject to control of Registrar, Co-operative Societies]1
42.	[ Chief Auditor Co-operative Societies	1. Audit Officers Co-operative Societies	Full powers under the rules subject to control of Registrar, Cooperative Societies.

<sup>62</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>63</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>64</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>65</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

Sr. No.	Authority empowered to grant casual leave	To whom	Extent
		2. Staff working under the Chief Auditor, Cooperative Societies at Headquarters.	Full powers under the rules.] <sup>66</sup>
43.	[ Omitted] <sup>67</sup>		
44.	[District Education Officers	Sub-Divisional Education Officers	Full powers under the rules with the concurrence of Deputy Commissioner] <sup>68</sup>
45.	Heads of Government Institutions	All non-gazetted Government employees under their control	Upto 2 days at any one time 10 days in all in the year.
46.	Extra Assistant Directors of Agriculture	Agricultural Inspector, Assistants and Sub-Inspectors working under them	Up to 4 days at a time.
47.	[(i) Director Animal Husbandry, Haryana	Joint Directors, Chief Superintendents, Government Live-stock Farm Hisar/Project Director, Indo Australian Cattle Breeding Project, Hisar.	Full powers under the rules.
	(ii) Joint Director	All Class I and II officers of the Headquarters, All Class I officers working in the field except Hisar Farm/Indo Australian Cattle Breeding Project, Hisar  District Animal Husbandry Officers 1/C Narnaul, Hisar, Sonipat, Rohtak and ADKV Scheme, Rohtak	Full powers under the rules
	(iii) Chief Superintendent, Government Live stock Farm, Hisar and Project Director, Indo Australian Cattle Breeding Project, Hisar	All Class 1, II III and IV employees working in that Project/Farm	Full powers under the rules.
	(iv) Deputy Directors	All Class II,III and IV employees working under their control	Full powers under the rules.
	(v) District Animal Husbandry Officer Allied Posts	All veterinary Assistant Surgeon and Class III and IV employees	Full powers under the rules] <sup>69</sup>
48.	[Omitted] <sup>70</sup>		
49.	Director, welfare of Scheduled Castes and Backward Classes	Gazetted Government employees under his control	Full powers under the rules.

<sup>66</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>67</sup> Omitted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>68</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>69</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>70</sup> Omitted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

Sr. No.	Authority empowered to grant casual leave	To whom	Extent
	Haryana		
50.	Entomologist to Government, Haryana	The Gazetted Government employees of the Fisheries Section under him	Up to 4 days at a time subject to the control of the Director of Agriculture.
51.	Chief Secretary to Government, Haryana	Chairman of the Haryana Public Service Commission	Full powers under the rules.
52.	Chairman, Haryana Public Service Commission	Members, Secretary Superintendents and Non-gazetted Government employees serving under him	Up to 4 days at a time
53.	Chairman of Regional Transport Authorities	Secretary of Regional Transport Authorities	Full powers under the rules.
54.	Provincial Town Planner	All Gazetted Government Employees serving under him	Up to 4 days at a time
55.	[Omitted] <sup>71</sup>		
56.	[Omitted] <sup>72</sup>		
57.	[Excise and Taxation Commissioner or any officer authorities by him in this behalf]	(a) Joint Excise and Taxation Commissioner, Deputy Excise and Taxation Commissioner and Excise and Taxation Officer-in-charge of district.	Full powers under the rules subject to a report to Government in excess of ten days
		(b) Excise and Taxation Officers and Additional Excise and Taxation Officers posted in district	Ditto
		(c) All Assistant Excise and Taxation Officers	Ditto] <sup>73</sup>
58.	[Deputy Excise and Taxation Commissioner, Excise and Taxation Officers Incharge of districts]	(a) Excise and Taxation Officers Additional Excise and Taxation Officers and Asstt. Excise and Taxation Officers	Upto 10 days at a time.
		(b) Excise Inspectors and Taxation Inspectors	Full powers under the rules] <sup>74</sup>
59.	[Clubbed in Sr.No.57 & 58] <sup>75</sup>		
60.	[Omitted] <sup>76</sup>		
61.	[Additional General Assistant to Deputy Commissioner]	All Gazetted and non-Gazetted staff of the Panchayat Department working at District Head- quarter	Full powers under the rules] <sup>77</sup>

<sup>71</sup> Omitted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>72</sup> Omitted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>73</sup> Substituted Vide No. 5337-2FG-I-76/31072, Dt. 13.09.1976

<sup>74</sup> Substituted Vide No. 5337-2FG-I-76/31072, Dt. 13.09.1976

<sup>75</sup> Substituted Vide No. 5337-2FG-I-76/31072, Dt. 13.09.1976

<sup>76</sup> Omitted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>77</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

Sr. No.	Authority empowered to grant casual leave	To whom	Extent
62.	[Omitted] <sup>78</sup>		
63.	[Block Development and Panchayats Officer	Social Education and Panchayat Officer, all class III and IV staff of the Panchayat Department at Block level	Full powers under the rules] <sup>79</sup>
64.	[Controller of Stores, Haryana, Chandigarh	Gazetted Officer working under them	Full powers under the rules] <sup>80</sup>
65.	[Omitted] <sup>81</sup>		
66.	Director of Public Relations	Gazetted Government Employees serving under him	Full powers
67.	Controller of Printing and Stationery, Haryana	All Gazetted Officer in the Printing and Stationery Department	Full powers under the rules
68.	Accounts Officer, Deputy Controller and Assistant Controller	All non-gazetted Government employees serving under them	Full powers under the rules
69.	[Labour Commissioner, Haryana/Chief inspector of Factories, Haryana	All Class I, II, III and IV Employees working under his control	Full powers under the rules] <sup>82</sup>
70.	[Certifying Surgeon, Haryana/Deputy Labour Commissioner Senior Inspector of Factories/Labour cum Conciliation Officer/ Lady Welfare Officer/Inspector of Factories	Class III and IV employees working under their control	Full powers under the rules] <sup>83</sup>
71	[Omitted] <sup>84</sup>		
72.	Medical Inspector of Factories	(i) Class III staff attached to him	Upto 15 days
		(ii) Class IV Government employees working under him	Up to 15 days
73.	[Omitted] <sup>85</sup>		
74.	Labour Inspectors	(i) Class IV Government employees working under them	Up to 4 days without being subject to control of Labour Officer

<sup>78</sup> Omitted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>79</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>80</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>81</sup> Omitted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>82</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>83</sup> Substituted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>84</sup> Omitted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

<sup>85</sup> Omitted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982

Sr. No.	Authority empowered to grant casual leave	To whom	Extent
		(ii) Class III staff working under them	Ditto
75.	[Omitted] <sup>86</sup>		
76.	[Omitted] <sup>87</sup>		
77.	[Omitted] <sup>88</sup>		
78.	Director, Land Records, Haryana	All Gazetted Government employees serving under him	Full powers
79.	[(a) District Attorneys	Assistant District Attorneys Grade I and grade II and Additional Public Prosecutors, and Class-III and Class IV employees	Up-to 4 days at a time, provided that suitable arrangement is made to carry on the absentee's work and no extra expenses are caused to Government.
	(b) Assistant District Attorneys Grade I, Additional Public Prosecutors in Sub-Divisions and at Tehsil Headquarters	Class III and Class IV employees working under them	Up to four days at a time provided that suitable arrangement is made to carry on the absentee's work and no extra expenses are caused to Government] <sup>89</sup>

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<sup>86</sup> Omitted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982<sup>87</sup> Omitted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982<sup>88</sup> Omitted Vide No. 1/App//17/(1)/82-AO(FD), Dt. 22.06.1982<sup>89</sup> Substituted Vide No. 4791-5FG-I-75/41321, Dt. 14.01.1976 and Vide No. 1717-5FG-I-76/14910. Dt/ 30.04.1976

**APPENDIX - 18***[(Referred to in Note 2 to paragraph 2 of Annexure 1 to Section 1 of Chapter VIII)]***List of Government employees serving in vocation Departments.****The following is a complete list of Government employees declare to be serving in vacation departments**

1.	Judicial	[1. Civil Judges (Senior Division), Additional Civil Judges (Senior Division) and Civil Judges (Junior Division) and their establishment including Process Serving Establishment actually employed on work connected with process serving.] <sup>90</sup>
II	(A) Education (General)	1. Principals, Staff, Laboratory Attendants and establishment of Government Colleges for boys and girls excluding Librarians, clerical staff, Restorers and other class IV Government employees.  2. Head and staff and Laboratory Attendants of Government schools for boy and girls excluding clerical staff and other class IV Government employees.
	(B) Education [Technical and (Government Engineering Colleges) <sup>91</sup> ]	[1. Staff ( excluding ministerial and class IV employees, Principals, Training and Placement Officers, Workshop Superintendents, Foreman Instructors, Workshop Instructors, Librarians) of the Government Polytechnic Institutions.  2. Principals and staff (excluding ministerial and class IV employees) of the Government Engineering Colleges.] <sup>92</sup>
III.	Industries	Principals and other teaching staff of Government Foot Wear Institute, Rewari.
IV.	Health	Principals, Professors, Associate Professors, Readers, Assistant Professors, Lecturers and Junior Lecturers in Pharmacy Department] <sup>93</sup>

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<sup>90</sup> Substituted Vide No. 11/64/97-1FR, dt. 30.09.2003.<sup>91</sup> Inserted Vide No. 11/58/2001-1FR-II, Dt. 30.01.2002.<sup>92</sup> Substituted Vide No. 11/28/04-1FR, Dt. 22.10.2007.<sup>93</sup> Substituted Vide No. 1/App.12/1/81-AO(FD), Dt. 08.04.1981

**APPENDIX - 19**

[ Deleted]<sup>94</sup>

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<sup>94</sup> Deleted Vide No. 1/App.12/1/81-AO(FD), Dt. 08.04.1981

**APPENDIX - 20***(Referred to in note under rule 8.126)***Rules to the grant of additional leave to Government employees, for the Study of Scientific, Technical or Similar problems, or for undertaking special courses of instruction****PART A - Study leave Rules, 1963****1. Short title commencement and application.—**

- (1) These rules may be called the Study Leave Rules, 1963.
- (2) They shall come into force at once.

**2. Definitions.—**

- (1) In these rules unless the context otherwise requires :-
  - (a) “Audit Officer” means the Accountant General, Haryana
  - (b) ‘Head of Mission’ means Ambassador, Charged, Affairs Minister, Counsel General High Commissioner and any other authority declared as such by the Central Government in the Country in which the Government employee undergoes a course of study or training.
- (2) All other words and expressions used in these rules but not defined shall have the meanings respectively assigned to them in the Punjab Civil Services Rules, Volume I, Part I.

**3. Conditions for grant of study leave.—**

- (1) Subject to the conditions specified in these rules, study leave maybe granted to a Government employee with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.
- (2) Study leave may also be granted.—
  - (i) for a course of training or study tour in which a Government employee may not attend a regular academic or semi-academic course, if the course of training or the study tour is certified to be of definite advantage to Government from the point of view of public interest and is related to the sphere of duties of the Government employee; and
  - (ii) for the purpose of studies connected with the frame work or back ground of public administration subject to the conditions that —
    - (a) the particular study or study tour should be approved by the authority competent to sanction study leave; and
    - (b) the Government employee should be required to submit, on his return full report on the work done by him while on study leave.
  - (iii) for the studies which may not be closely or directly connected with the work of a Government employee but which are capable of widening his mind in a manner likely to improve his abilities as a civil employee and to equip him better to collaborate with those employed in other branches of the public service.

*Note.— Application for the study leave in case falling under clause (iii) shall be considered on Merits of each case in consultation with the Finance Department.*

- (3) Study leave shall not be granted, unless :-
  - (i) it is certified by the authority competent to sanction leave that the proposed course of study or training shall be of definite advantage from the point of view of public interest;
  - (ii) it is for prosecution of studies in subjects other than academic or literary subject; and
  - (iii) the Economic Affairs Department of the Ministry of Finance agrees to the release of foreign exchange involved in the grant of study leave, if such leave is outside India.
- (4) Study leave out of India shall not be granted for the prosecution of studies in subject for which adequate facilities exist in India or under any the schemes administered by the Economic Affairs Department of the Finance Ministry, the Ministry of Education and the Ministry of Scientific Research and Cultural Affairs.
- (5) Study leave shall not ordinarily be granted to a Government employee —
  - (i) who has rendered less than five years service under the government ; or
  - (ii) who does not hold a gazetted post under the Government ; or
  - (iii) who is due to retire or has the option to retire from the Government service within five years of the date of which he is expected to return to duty after the expiry of the leave.
- (6) Study leave shall not be granted to a Government employee with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

**4. Authorities competent to sanction study leave.—**

- (1) Study leave may be granted to a Government employee by Finance Department.
- (2) [Where a Government employee borne permanently on the cadre of one department or establishment is serving temporarily in another department or establishment the grant of study leave to him shall be subject to the condition that concurrence of the department or the establishment to which heist permanently attached is obtained before leave is granted .]<sup>95</sup>

**5. Maximum amount of Study leave that may be granted at a time during the entire service.—**

The maximum amount of study leave which may be granted to a Government employee shall be—

- (i) ordinarily twelve months at any one time which shall not be exceeded save for exceptional reasons, and
- (ii) Twenty four months (inclusive of study leave granted under any other rules) in all during the entire service.

**6. Combination of Study leave with leave of other kinds.—**

<sup>95</sup> Substituted Vide No. 1968-5FD-71/13416, Dt. 22.05.1971

- (1) Study leave may be combined with other kinds of leave, but in no case shall the grant of this leave in combination with leave other than extraordinary leave involve a total absence of more than twenty eight months from the regular duties of the Government employee.
- (2) A Government employee granted study leave in combination with any other kind of leave may, if he so desires, commence his study before the end of the other kind of leave but the period of such leave coinciding with the course of study shall not count as study leave.

*Note.— The limit of twenty eight months of absence prescribed in sub-rule (1) includes the period of vacation.*

7. Regulation of study leave extending beyond course of study when the course of study falls short of leave sanctioned, the Government employee shall resume duty on the conclusion of the course of study, unless the previous assent of the authority competent to sanction leave to treat the period of short fall as ordinary leave has been obtained.
8. **Grant of study allowance.**— A study allowance shall be granted for the period spent in prosecution the definite course of study at a recognized institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study.
9. **Period for which study allowance may be granted.**— The period for which study allowance may be granted shall not exceed twenty-four months in all.
10. **Rates of study allowance.**—
  - (1) The rates of study allowance shall be as follows but may be revised from time to time :-

Name of Country	Study Allowance per diem
Australia	12 \$ (Sterling)
Continent of Europe	£ 1 (Sterling)
India	Half of the full daily allowance to which the Government employee would have been entitled under rules regulating his traveling allowance, if he were on tour to the place of study.
New Zealand	12 \$ (Sterling)
United Kingdom	16 \$ (Sterling)
United States of America	30 \$ (Sterling)

- (2) The rates of study allowance to be granted to a Government employee who takes study leave in other countries shall be such as may specially be determined by the Competent authority in each case.
- (3) In cases where a Government employee is on study leave at the same place as his place of duty the leave salary, plus the study allowance shall not together exceed the pay that he would have otherwise drawn had he been on duty.

**11. Conditions governing grant of the study allowance.—**

- (1) Study allowance maybe paid at the end of every month provisionally subject to an undertaking in writing being obtained from the Government employee that he would refund to Government any over-payment consequent on his failure to produce the required certificate of attendance or otherwise.
- (2) A Government employee may be allowed to draw study allowance for the entire period of vacation during the course of study subject to the conditions that :-
  - (i) he attends during vacation any special course of study or practical training under the direction of Government in consultation with Finance Department.
  - (ii) in the absence of any such direction, he produces satisfactory evidence before the Head of Mission or the authority competent to sanction study leave, as the case may be, that he has continued his studies during the vacation.
- (3) No study allowance shall be drawn during vacation falling at the end of a course of study except for a maximum period of fourteen days.

*Note.— The period of vacation during which study allowance is drawn shall be taken into account in calculating the maximum period of twenty four months, for which study allowance is admissible.*

- (4) Study allowance shall not be granted for any period during which the Government employee interrupts his course of study to suit his own convenience:  
 Provided that the authority competent to sanction study leave, in a case where the study leave is taken in India or a country where there is no India Mission, and the Head of Mission, in other cases, may authorize the grant of study allowance for any period not exceeding fourteen days at a time during which the Government employee is prevented by sickness from pursuing his course of study.
- (5) In the case of a definite course of study at a recognized institution the Study allowance shall be payable by the authority competent to sanction study leave if the study leave availed of is in India or in a country where there is no India Mission and by the Head of Mission in other cases, on claims submitted by the Government employee from time to time, supported by proper certificates of attendance.
- (6) The certificate of attendance required to be submitted in support of the claims for study allowances shall be forwarded at the end of the term if the Government employee is undergoing study in an educational institution, or at intervals not exceeding three months, if he is undergoing study at any other institution.
- (7) When the programme of study approved does not include or does not consist entirely of such a course of study, the Government employee shall submit to the authority competent to sanction study leave direct or through the Head of Mission a Dairy showing how his time has been spent and a report indicating fully the nature of the methods and operations which have been studied and including suggestions as to the possibility of adopting such methods or operations to conditions, obtaining in India. The authority competent to sanction study leave shall decide whether the dairy and report show if the time of the Government employee was properly employed and shall determine accordingly for what periods study allowance may be granted.
- (8)(i) In the case of a Government employee who holds a gazetted post, the payment of study allowance at the full rate shall be subject to the production of a certificate to the effect that he is not in receipt of any scholarship/stipend or any other remuneration in respect of any part-time employment, and

- (ii) In the case of a Government employee who not hold a gazetted post, to whom study leave has been granted in relaxation of the provisions of clause (ii) of sub-rule (5) of rule 3, such a certificate as is referred to in clause (i) of this sub-rule shall be obtained from him by the drawing officer and the same shall be enclosed along with the bill for the drawal of study allowance.

**12. *Grant of study allowance to Government employee in receipt of scholarship or stipend.—***

A Government employee who is granted study leave may be permitted to receive and retain, in addition to his leave salary, any scholarship or stipend that maybe awarded to him from a Government or non-Government source. Such a Government employee shall ordinarily not be granted any study allowance; but in cases where the net amount of the scholarship or stipend (arrived at by deducting the cost of fees paid by the Government employee, if any, from the value of the scholarship or stipend) is less than the study allowance that would be admissible but for the scholarship or stipend the difference between the value of the net scholarship or stipend and the study allowance may be granted by the leave sanctioning authority.

**13. *Grant of study allowance to Government employee who accept part time employment during study leave.—***

If a Government employee, who is granted study leave, is permitted to receive and retain, in addition to his leave salary, any remuneration in respect of a part-time employment he shall ordinarily not be granted any study allowance, but in cases, where the net amount of remuneration received in respect of the part-time employment(arrived at by deducting from remuneration any cost of fee paid by the Government employees) is less than the study allowance that would be admissible but for the remuneration, the difference between the net remuneration and the study allowance may be granted by the leave sanctioning authority.

**14. *Allowances in addition to study allowance.—*** No allowance of any kind other than the study allowance or the traveling allowance where specially sanctioned under rule 15 shall be admissible to a Government employee in respect of the period of study leave granted to him.

**15. *Grant of traveling allowance.—*** A Government employee shall not ordinarily be paid traveling allowance but the competent authority may in exceptional circumstances sanction the payment of such allowance.

**16. *Cost of fees for study.—*** A Government employee granted study leave shall ordinarily be required to meet the cost of fees paid for the study but in exceptional cases the competent authority may sanction the grant of such fees :

Provided that in no case shall the cost of fees be paid to a Government employee who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain in addition to his leave salary, any remuneration in respect of part-time employment.

**17. *Execution of a bond.—***

- (1) Every Government employee in permanent employ who has been granted study leave or extension of such leave shall be required to execute a bond as given in Schedule A or Schedule A-I, as the case may be annexed to these rules before the study leave or extension of such leave granted to him commences. If study leave or extension of such leave is granted to a Government employee not in permanent

employ, the bond shall be executed as given in Schedule B or Scheduled B-I. As the case may be annexed to these rules.

- (2) The authority competent to sanction study leave shall sent to the Audit Officer, a certificate to the effect that the Government employee has executed the requisite bond.

### **18. Resignation and Retirement.—**

- [(1) If a Government employee resigns or retires from service without returning to duty after a period of study leave or within the stipulated period after such return to duty, he shall be required to refund —
  - (i) double the amount of leave salary, study allowance, cost of fees travelling and other expenses, if any, incurred by the State Government; and
  - (ii) the actual amount, if any, of the cost incurred by other agencies, e, g, Foreign Governments Foundations, Trusts, etc., in connection with the course of study, together with interest thereon at Government rates for the time being in force on Government loans from the date of demand before his resignation is accepted or permission to retire is granted :]<sup>96</sup>

[Provided that the amount required to be refunded under this rule shall, in the case of a Government employee who, on return to duty from study leave is permitted to resign from the service and to take up on his own initiative employment under any statutory or autonomous body or institution under the control of the Government, be reduced to an amount equal to the expenditure incurred by the Government and the said other agencies in respect of the leave salary, study allowance, cost of fees, traveling and other expenses sanctioned to him during the period of study leave together with interest thereon ;

Provided further that nothing in this rule shall apply.—

- (a) to a Government employee who on return to duty from study leave is permitted to retire from service on medical ground, and
  - (b) to a Government employee who, after return to duty from study leave, is deputed to serve in any statutory or autonomous body or institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his permanent absorption in the said statutory or autonomous body or institution in the public interest ]<sup>97</sup>
- (2) The study leave availed of by such a Government employee shall be converted into regulate leave at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave. In addition to the amount to be refunded by the Government employee under sub-rule (1) he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

<sup>96</sup> Substituted Vide No. 1690-5FD-71/9470, Dt. 14.04.1969

<sup>97</sup> Substituted Vide No. 1690-5FD-71/9470, Dt. 14.04.1969

**19. Leave salary during study leave.—**

- (1) During study leave, a Government employee shall draw leave salary equal to half average pay as defined in rule 2.7 of Punjab Civil Services Rules, Volume I, Part I, subject to the maximum and minimum laid down in rules 8.78 and 8.79 thereof or the amount admissible during half-pay leave under rule 8.122 of the Punjab Civil Services Rules, Volume I, Part I, as the case may be.
- (2) The rate of exchange prescribed by the President for the conversion of leave salary (other than that admissible during the first four months of a period of leave on average pay) shall apply to leave salary during study leave.

**20. Commencement of a course of study, during leave other than study leave.—** A Government employee may, subject to the approval of the proper authority being obtained as required under paragraph 1 of schedule “C” annexed to these rules, undertake or commence a course of study during leave on average pay and subject to rules 8 to 15 and 18, draw study allowance in respect thereof.**21. Counting of study leave for promotion, pension, seniority, leave and increments.—**

- (1) Study leave shall count as service for promotion, pension and seniority. It shall also count as service for increments as provided in rule 4.9 of Punjab Civil Services Rules, Volume I, Part I.
- (2) The period spent on study leave shall not count for earning leave other than half pay leave under rule 8.119 of Punjab Civil Services Rules Volume I, Part I.

**22. Debiting of study leave to the leave account.—** Study leave shall be treated as extra leave on half average pay and shall not be taken into account in reckoning the aggregate amount of leave on half average pay taken by the Government employee onwards the maximum period admissible.**23. Procedure of making application for study leave and grant of such leave.—** The procedure for making application for study leave and grant of such leave shall be as laid down in the Procedural instructions given in Appendix “C” annexed to these rules.**24. Saving.—** Study leave granted before the commencement of these rules shall be deemed to have been under these rules.

**SCHEDULE - "A"**

(See Rule 17)

**BOND FOR PERMANENT GOVERNMENT EMPLOYEES PROCEEDING ON STUDY LEAVE UNDER THE STUDY LEAVE RULES CONTAINED IN APPENDIX 20 TO THE PUNJAB CIVIL SERVICES RULES, VOLUME I, PART II**

KNOW ALL MEN BY THESE PRESENTS THAT I, \_\_\_\_\_ resident of \_\_\_\_\_ in the district of \_\_\_\_\_ at present employed as \_\_\_\_\_ in the Department/Office of \_\_\_\_\_ do here by bind myself and my heirs, executors and administrators to pay the Governor of Haryana (herein after 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 and TOGETHER with all cost between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

Signed and dated this \_\_\_\_\_ of \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_.

Signature \_\_\_\_\_

Witness :

(1) \_\_\_\_\_

(2) \_\_\_\_\_

WHEREAS I \_\_\_\_\_ am granted study leave by Government;

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such condition as hereunder is written;

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my resigning or retiring from service without returning to duty after the expiry of termination of the period of study leave or at any time within a period of five years after my return to duty. I shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligation shall be avoid and of no effect otherwise it shall be and remain in full force and virtue.

The Government of Haryana have agreed to bear the stamp duty payable on this bond.

Signed and delivered by \_\_\_\_\_ in the presence of Witness

(1)

(2)

ACCEPTED

For and on behalf of the Governor of Haryana

**SCHEDULE 'A-1'**

(See Rule 17)

**BOND FOR PERMANENT GOVERNMENT EMPLOYEES GRANTED EXTENSION OF STUDY LEAVE**

KNOW ALL MEN BY THESE PRESENTS THAT I \_\_\_\_\_ resident of \_\_\_\_\_ in the district of \_\_\_\_\_ at present employed as \_\_\_\_\_ in the department/Office of \_\_\_\_\_ do hereby bind myself and my heirs, executors and administrators to pay to the Government of Haryana (hereinafter called "the Government") on demand the sum of Rs. \_\_\_\_\_ 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 rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_ One thousand nine hundred and \_\_\_\_\_

WHEREAS I \_\_\_\_\_ was granted study leave by Government for the period from \_\_\_\_\_ To \_\_\_\_\_ in consideration of which I executed a bond dated ..... in consideration of for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) in favour of the Government of Haryana.

AND WHEREAS the extension of study leave has been granted to me at my request until \_\_\_\_\_

AND WHEREAS for the better protection of the Government, I have agreed to execute this bond with such condition as here under is written:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my resigning or retiring from service without returning to duty after the expiry of termination of the period of study leave so extended or any time within a period of five years after my return to duty I shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

The Government of Haryana have agreed to bear the stamp duty payable on this bond Signed and delivered by in the presence of Witness.

(1)

(2)

ACCEPTED

For and on behalf of the Government of Haryana.

**SCHEDULE - 'B'**

(See Rule 17)

**BOND FOR TEMPORARY GOVERNMENT EMPLOYEES PROCEEDING ON STUDY LEAVE UNDER THE STUDY LEAVE RULES CONTAINED IN APPENDIX 20 TO PUNJAB CIVIL SERVICES RULES, VOLUME I, PART II**

KNOW ALL MEN BY THESE PRESENTS THAT  
 WE \_\_\_\_\_ resident of \_\_\_\_\_  
 \_\_\_\_\_ in the district of \_\_\_\_\_  
 at present employed as \_\_\_\_\_ in the Department Office  
 of \_\_\_\_\_ (hereinafter called the obligor) and Shri  
 \_\_\_\_\_ son of \_\_\_\_\_  
 of \_\_\_\_\_ (hereinafter called the sureties) 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 AND  
 TOGETHER with all costs between attorney and client and all charges and expenses that shall  
 or may have been incurred by the Government.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_  
 one thousand nine hundred and \_\_\_\_\_

Signature of the obligor \_\_\_\_\_

Sureties

(1)

(2)

Witness

(1)

(2)

WHEREAS THE obligor is granted study leave by the Government AND WHEREAS for the better protection of the Government the obligor has agreed to execute this bond with such condition as hereunder is written;

AND WHEREAS the said sureties have agreed to execute this bond as sureties on behalf of the above bounden\_\_\_\_\_.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the obligor Shri \_\_\_\_\_ resigning from service without returning to duty after the expiry or termination of the period of study leave or any time within a period of five years after his return to duty the obligor and the sureties shall forth with pay to the Government as may be directed by 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 in Government loans.

And upon the obligor Shri\_\_\_\_\_ and/or Shri \_\_\_\_\_  
Shri\_\_\_\_\_ and, or  
Shri\_\_\_\_\_ the sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS that the eligibility of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorized by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the obligor before suing the sureties Shri \_\_\_\_\_ and Shri \_\_\_\_\_ or any of them or amounts due hereunder.

The Government of State of Haryana have agreed to bear the stamp duty payable on this bound.

Signed and delivered by the obligor,

above named Shri\_\_\_\_\_

in the presence of\_\_\_\_\_

Signed and delivered by the surety

above named Shri \_\_\_\_\_ in the

presence of\_\_\_\_\_

Signed and delivered by the surety

above named Shri\_\_\_\_\_

in the presence of\_\_\_\_\_

ACCEPTED

For and on behalf of Governor of Haryana.

**SCHEDULE 'B - 1'**

(See Rule 17)

**BOND FOR TEMPORARY GOVERNMENT EMPLOYEES GRANTED EXTENSION OF STUDY LEAVE**

KNOW ALL MEN BY THESE PRESENTS THAT WE \_\_\_\_\_ resident of \_\_\_\_\_ in the district of \_\_\_\_\_ at present employed as \_\_\_\_\_ in the Department/Office of \_\_\_\_\_ (hereinafter called "the obligor") and Shri \_\_\_\_\_ son of \_\_\_\_\_ of \_\_\_\_\_ (hereinafter called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and Administrators to pay to the Government of Haryana (hereinafter called "the Government") together with interest thereon from the date of Demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India and TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_.

WHEREAS the obligor was granted study leave by the Government for the period from \_\_\_\_\_ to \_\_\_\_\_ in consideration of which he executed a bond, dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) in favour of the Government of Haryana.

AND WHEREAS the extension of study leave has been granted to the obligor at his request until \_\_\_\_\_. AND WHEREAS FOR the better protection of the Government the obligor has agreed to execute this bond with such condition as hereunder is written.

AND WHEREAS the said sureties have agreed to execute this bond as sureties on behalf of the above bounden \_\_\_\_\_.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the obligor Shri \_\_\_\_\_ resigning from service without returning to duty after the expiry or termination of the period of study leave so extended or at any time with in a period of five years after his return to duty the obligor and the sureties shall forth with pay to the Government or as may be directed by 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 obligor Shri\_\_\_\_\_ and, or Shri\_\_\_\_\_ the sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full forces and virtue.

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorized by them (whether with or without the consent or knowledge of the sureties nor shall it be necessary for the Government to sue the obligor before suing the sureties Shri \_\_\_\_\_ and Shri \_\_\_\_\_ or any of them for amounts due here-in-under.

.

The Government of Haryana have agreed to bear the stamp duty payable on this bond  
IN WITNESS WHEREOF \_\_\_\_\_ the Government employee  
above named has signed these presents the day, month and year first above written.

Signed, sealed and delivered by \_\_\_\_\_  
in the presence of :-

(1)

(2)

Accepted for and on behalf of the Governor of Haryana by \_\_\_\_\_

**SCHEDULE - “C”***(See Rule 23)***PROCEDURAL INSTRUCTIONS FOR MAKING APPLICATION FOR STUDY LEAVE AND GRANT OF SUCH LEAVE**

1. Except as otherwise provided in these rules, all applications for study leave shall be submitted with the Audit Officer's certificate, to the authority competent to sanction the study leave through the prescribed channel and the course or courses of study contemplated and any examination which the Government employee proposes to undergo shall be clearly specified therein. If the course of study is out of India, the authority competent to sanction the study leave shall forward, to the Head of Mission, if there is an Indian Mission in that country, a copy of the approved programme of study. In a case where it is not possible for the Government employee to give full details in his original application, or if, after leaving India he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Head of Mission or the authority competent to sanction the study leave, as the case may be, in such cases he shall not, unless prepared to do so at his own risk, commence the course of study nor incur any expenses in connection therewith until he receives approval of the authority competent to sanction the study leave to the course.
2. On completion of a course of study a certificate in the proper form (which may be obtained from the Head of Mission), together with certificates of examination passed or special course of study undertaken indicating the dates of commencement and termination of the course with remarks, if any, of the authority in-charge of the course of study, shall be forwarded to the Head of Mission concerned. When the study leave has been taken in India or any other country where there is no Indian mission, such certificate shall be forwarded to the authority which sanctioned the leave.

**PART B - Rules for the grant of permission to Government employees of the Public Works Department while on leave to visit Engineering Works in the United Kingdom and elsewhere.**

1. These rules are as a rule, applicable only to junior officers, but applications from senior officers will in special cases, be considered on their merits. In either case, it is to be understood that no Government employee is entitled to claim any such privilege as a matter of right.
2. Each application for greater facilities than those afforded by these rules shall be considered on its own merits.
3. An application for permission to visit engineering works at the public expense should be made to the Government. The applicant should state specifically what particular works he proposes to visit.
4. Such application as may be approved by Government and sanctioned by the competent authority will be forwarded to the High Commissioner for India, with a request that the necessary arrangements may be made. In the forwarding letter, it will be clearly stated whether or not halting allowance should be granted.
5. After completing his tour of inspection, the Government employee will be required to forward to the High Commissioner for India for transmission to the Government, a report or paper of notes on the works of a similar description. If the report appears to the High Commissioner satisfactory, purpose, the Government employee will be paid his traveling expenses under the rules given in Appendix 10. For this purpose, the report should be accompanied by full and detailed particulars of expenses incurred in traveling to and from

the works visited, supported, if possible, by complete and detailed vouchers for all items of bona-fide traveling expenses which will not include hotel bills.

**PART C—Rules under which elected Officers of the Forest Department may be authorized to devote portions of their leave to the study of Forestry on the Continent of Europe at the Public Expense.**

1. A forest Officer desirous of obtaining permission to study Forestry under these orders, must submit an application to the competent authority through the Chief Conservator/Conservator under whom he is serving.
2. The Government will require to be satisfied that the Government employee applying is likely to profit by the additional experience which he will gain by continental study and that he possesses sufficient knowledge of the language of the country which it is purposed that he should visit.
3. The application should reach the Government not less than two months before the Government employee concerned purposes to depart from India on leave. It should state the purpose of the proposed tour and, as far as may be possible, the localities which it is proposed to visit.
4. Government employees on leave out of India who wish to avail themselves of the privileges conferred by these rules, should address the High Commissioner for India, London, giving the information mentioned in the preceding paragraph.
5. If the application is sanctioned, the Government employee concerned will, on arrival in England, report himself to the High Commissioner for India, The details of the tour will then be arranged under his orders.
6. The maximum period which a Government employee will be allowed to spend on study under these rules, will be limited to three months at one time. Ordinarily, no Government employee will be permitted to avail himself of the privilege granted by these rules on more than two occasions in the course of his service. At the end of any period of study, the Government employee concerned will submit to the High Commissioner a diary showing how his time has been spent, and a report which should indicate fully the nature of the operations studied. The High Commissioner will decide whether the diary and the report show that the time of the Government employee has been properly employed, and will determine accordingly for what period the daily allowance admissible under rule 7 may reasonably be granted.
7. A Government employee permitted to avail himself of the privilege granted by these rules, will be paid by the High Commissioner, the Cost of first class return tickets by rails and steamer from London to the places which he may be required to visit. He will also subject to the preceding paragraph, be granted a daily allowance, on such scale as the competent authority may fix from time to time, during the period of study. Forms for the submission of claims for traveling and subsistence allowances may be had on application to the Secretary, Commerce and Revenue Department, at the India Office, and claims should be submitted to High Commissioner for payment.
8. The reports, notes and drawings submitted by a Government employee may not, without the previous permission of the Government, be communicated to any professional journal or institution; and the Government will be liberty to print, publish or circulate them, should they think fit to do so.
9. The cases of Government employees who wish to undergo regular courses of study at institutions will be dealt with under the general orders in Part-A of this Appendix.

**PART D - Assistance to Government Employees on leave in the United Kingdom who wish to prosecute their legal studies at one of the Inns of Court, London, or the Kings Inns, Dublin.**

1. These rules are applicable only to Government employees of the Judicial Branch of the Provincial Civil Service.
2. A Government employee to whom these rules are applicable, desiring to undertake a course of study at one of the Inns of Court, London, or the King's Inns, Dublin, while on leave in the United Kingdom, may apply in writing to the competent authority for a certificate of eligibility under these rules.
3. Such certificate shall not be granted, unless the applicant has or will have, at any time, subsequent to the date of his intended admission to one of the Inns of Court, London, or the King's Inns, Dublin sufficient leave due under the ordinary rules, to enable him to present himself at the final examination prescribed for a call to the Bar, before he has completed the first fifteen years of his service under Government.
4. A Government employee, to whom a certificate of eligibility has been granted under paragraph 3, on reporting himself for orders at the office of the High Commissioner for India, and after executing a bond in the form annexed will be entitled to the following concessions subject to the conditions set forth in the said bond : -
  - (a) An advance of all fees or other moneys payable in connection with his admission, to one of the Inns of Court London, or the King's Inns Dublin.
  - (b) In the case of the Inns of court, London, a bonus of \$ 25 for each first class obtained in any of the four examinations comprising Part 1, and of \$ 50 for a first class in the Final Examination or Part II of the examinations prescribed by the Council of Legal Education for a call to the Bar or for obtaining the London Medal, and of \$ 25 for obtaining subsequently to a pass in the Final Examination for the Bar, an additional first class in Hindu and Muhammadan Law taken separately and in the case of the King's Inns, Dublin, a bonus of \$ 50 for a first class at each of the two continuous course examinations, and of & 50 for a first class at the final examination.
  - (c) A bonus of \$ 75 in part refund of any fees actually paid to a practicing Barrister or two practicing Barristers in England for reading in his or their chambers;

Provided that the period of reading shall not have been less than two terms of six months each (not including in either or such terms, unless they are continuous, the months of August and September) and that the bonus shall be payable only on production of a certificate from the said Barrister or Barristers of due attention and application to study.

5. All bonuses and advances shall be paid in England under the orders of the High Commissioner for India.
6. All advances shall be recovered from the pay of the Government employee concerned immediately on his return to duty in India by 12 equal monthly installments or by installments of one-third of his monthly pay. The necessary arrangements for the recovery of the due or return of the Government employee to India will be made by the Chief Accounting Officer to the High Commissioner for India.

**FORM OF BOND**

KNOW all men by these presents that I \_\_\_\_\_ of \_\_\_\_\_ a member of the Haryana Civil Service (Judicial Branch) do hereby bind myself to pay to the Government of the Haryana the penal sum of \_\_\_\_\_.

Sealed with my seal.

Dated, this \_\_\_\_\_ day of \_\_\_\_\_ 19

Whereas THE high Commissioner for India on behalf of the Governor of the Haryana has in accordance with the provisions of the orders annexed hereto advanced to the above bounden \_\_\_\_\_ the sum of \_\_\_\_\_ being \$ \_\_\_\_\_ in respect of deposits for security and for Commons and Dues and \$ \_\_\_\_\_ in respect of initial fees payable by the above bounden \_\_\_\_\_ to the \_\_\_\_\_ on enrolment as a student.

And Whereas \_\_\_\_\_ has undertaken to pay to the above bounden \_\_\_\_\_ a bonus of \$ 25 for each first class obtained in any of the four examinations comprising Part-I, a bonus of 50 for a first class in the final examination for the Bar or for obtaining the London Medal, a bonus of 25 for obtaining subsequently to a pass in the Final Examination for the Bar an additional First Class in Hindu and Muhammadan Law taken separately (or in the case of Irish Bar a bonus of \$ 50 for a first class at each of the two continuous course of examination and \$ 50 for a first class at the final examination), and a bonus of \$ 75 in part refund of fees actually paid for reading in the Chambers of a practicing Barrister or Barristers.

Now the conditions of the above written obligation are that:-

- (a) If in the event of the above bounden \_\_\_\_\_ not passing the final examination for the Bar before the completion of fifteen years total service under the Haryana Government he shall upon the completion of such period pay to the Haryana Government or to the High Commissioner for India the amounts of such deposits and initial fees, i.e. \_\_\_\_\_. (or any part thereof which shall not have been previously paid) and any bonuses granted for success in Part I (or in the continuous course, examinations in the case of the Irish Bar) aforesaid and for reading in the Chambers of a practicing Barrister or Barristers; or
- (b) If in the event of the above bounden \_\_\_\_\_ not rejoining the service in India before the expiration of his leave of absence he shall on the day his leave expires pay to the High Commissioner for India the said amounts and any bonuses granted as specified in condition (a) hereof and also any bonus granted for success in the final examination aforesaid; or
- (c) If in the event of the above bounden \_\_\_\_\_ rejoining the said service before having passed the said final examination he shall pay the said amounts of deposits and initial fees specified in condition (a) hereof to the Haryana Government by deductions from his pay as provided in the orders annexed here to and also if in the event of his not passing the aforesaid examination before the completion of the said fifteen years total service he shall upon the completion of such period pay to the Haryana Government or to the High /Commissioner for India

the amounts of such deposits and initial fees (or any part thereof which shall not have been previously paid) and any bonuses granted as specified in condition (a) hereof, or

- (d) If in the event of the above bounden \_\_\_\_\_ not remaining in the said service until he has passed the said final examination or until he has repaid the said sum of a \_\_\_\_\_ he shall forthwith upon his ceasing to be in the said service pay to the Haryana Government or to the High Commissioner for India the amounts and any bonuses granted as specified in condition (a) hereof (or any part thereof which shall not have been previously paid; or
- (e) If in the event of the above bounden \_\_\_\_\_ rejoining the said service in India after having passed the said final examination before the completion of the said fifteen years total service he shall pay the amounts of deposits and initial fees specified in condition (a) hereof to the Haryana Government by deductions from his pay as provided in the orders annexed hereto; or
- (f) If the above bounden \_\_\_\_\_ dies before repayment of the said amounts specified in condition (a) hereof or any part of such amounts : Provided that all repayment already due from him under the foregoing conditions before his death have been duly made and provided that either the said amounts which may be repayable to the aforesaid or the balance that remains due of the aforesaid amounts to the High Commissioner for India whichever sum shall be the less be paid to the High Commissioner for India.

Then the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

Signed, sealed and delivered by the

Above bounden \_\_\_\_\_

In the presence of \_\_\_\_\_

\*\*\*\*\*

**APPENDIX - 20-A***[Referred to in Note 7 below rule 6.2]***Terms to be granted to Government employees sent abroad for training under the various schemes.**

1. When Government employees are sponsored by the various Departments of the State Government for training abroad under the various training schemes of the United Nations, the Colombo Plan, the Point Four Programme etc., and the schemes operated through non-official channels (Rock Feller Foundation, Ford Foundation, etc.) the grant of deputation terms will be regulated as follows :-
  - (i) Pay:-The entire period of the government employees absence from his post in India will be treated as period of deputation on full pay which he would have drawn had he remained on duty in India.
  - (ii) Dearness Allowance :- During the entire period of training the Government employee concerned may be allowed to draw dearness allowance at the rate at which he would have drawn it had he not proceeded on deputation abroad, Apart from dearness allowance temporary allowance will also be admissible according to the instructions for the grant of that allowance.
  - (iii) Compensatory Allowance: This allowance would also be admissible at the same rate as he would have drawn in India but for his deputation abroad, during the first six months of absence from his post in India, subject to the fulfillment of the conditions laid down in rules 5.3(b) and 5.5 of the Punjab Civil Services Rules, Volume I, Part I. No compensatory allowance will be admissible during the training period beyond six months,
  - (iv) House-rent Allowance or Recovery of Rent :-This will be at the same rate as he would have drawn in India but for his deputation abroad, during the entire period of his training subject to the fulfillment of the conditions laid down in rules 5.3 (b) and 5.5 of the Punjab Civil Services Rules, Volume I, Part I. If the Government employee concerned is allowed to retain Government accommodation during the period, of deputation, the rent thereof should continue to be charged at the same rate at which he would have been normally charged had the officer not proceeded on deputation.
2. It should be ensured that the period of deputation of officers sent abroad for training is not longer than absolutely necessary.
- 3.(i) Further, the training of Government employees abroad under the financially aided schemes and under the schemes operated through non-official channels such as Rock-feller Foundation, Ford Foundation etc., should invariably be at the instance of the Department concerned. In no case should the Government employees themselves approach or negotiate direct with the Foreign Governments or Organizations for scholarships. Before sponsoring a case for training abroad under the terms mentioned in para 1 above, it is necessary to ensure that the services of the Government employee concerned will be available to Government at least for a reasonable period, say five years, after the completion of training and that the officer should also possess adequate background of the subject or field in which he would be receiving training. The following conditions should, therefore, generally be satisfied for the grant of deputation terms to a Government employee sponsored by Government for awards under the training schemes:-
  - (a) He should have at-least five years to serve after the conclusion of training and is not expected to retire within that period.

- (b) In the case of a Government employee on loan from a Union or State Government or a quasi-Government body, the lending authority should agree to make him available to the government of Haryana for a period of not less than five years after the conclusion of training, if required.
  - (c) In the case of a Government employee in the temporary employ of the government of Haryana, there should be reasonable chance of his remaining in service for a minimum period of five years after the conclusion of the training and he should be required to give an undertaking in writing that he agrees to serve the Haryana Government for the like period.
  - (d) He should have completed a minimum of 5 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 individuals are recruited on the condition that he should undergo training before they are posted to regular duties.
  - (e) A period of deputation of 18months one time should ordinarily be regarded as a suitable maximum in such cases.
- (ii) Where a particular scheme provides for any specific conditions to be fulfilled before a person is approved for training, the same should be followed in preference to the general conditions referred to above. For instance, if a scheme prescribed a maximum age limit for the trainees, the same should be adhered to in preference to the general condition of at least five years service after the conclusion of training laid down by the foreign agency or Government of India, administering the scheme, the general conditions referred to above should invariably be enforced before a person is sponsored for training abroad.
4. The permanent and temporary Government employees deputed abroad for training shall be required to execute bonds in Forms D and E appended to these terms. The bond should be got executed in all cases of deputation on training, irrespective of the periods of training and irrespective also of the fact whether the Government employee is allowed deputation terms under para I above or any other terms.
  5. The lump sum amount of refund to be specified in the bond should include all moneys paid to the Government employee concerned or expended on his account e.g. pay and allowances, leave salary, post offices, traveling and other expenses, cost of international travel and cost of training abroad met by the foreign Government agency concerned.
  6. An undertaking to the effect that they will not be accompanied by their wives, children or dependents shall be obtained from the trainees before they are sponsored.
  7. An undertaking to the effect that the trainee 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 shall be obtained from him. He may, however, if he thinks it necessary, approach his sponsors for extension or variation of his training abroad who after necessary consultations with the authorities concerned, will decide one way or the other about it. No such extension shall be given unless the trainee executes another bond in form D or E as the case may be, for such lump sum as may be specified by the State Government keeping in view the provisions of paragraph 5 above.
  8. Actual sanctions in individual cases regarding the deputation terms mentioned above shall be issued only in consultation with the Finance Department in accordance with the existing practice.
  9. The cases of Government employees proceeding on training on or after 1<sup>st</sup> July, 1962, will be governed by the provisions contained herein.

**[FORM D]<sup>98</sup>****BOND FOR PERMANENT GOVERNMENT EMPLOYEES PROCEEDING ABROAD ON DEPUTATION FOR TRAINING**

KNOW ALL MEN BY THESE PRESENT THAT I \_\_\_\_\_ resident of \_\_\_\_\_ in the district of \_\_\_\_\_ at present employed 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 deputation for training connected with \_\_\_\_\_ (particulars of the nature of training) for the period from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ (Names of Countries at the cost of the Government /under a foreign aided scheme in terms of Government circular letter No. 362(3) -FR-II-62/9900, dated the 21<sup>st</sup> September, 1962, 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 \_\_\_\_\_, one thousand nine hundred and \_\_\_\_\_.

WHEREAS the above bounden \_\_\_\_\_ is placed on deputation 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 deputation 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

The Government of Haryana has agreed to bear the stamp duty payable on this bond

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 there of

Signed and delivered by the above bounden \_\_\_\_\_

In the presence of witnesses:

1. \_\_\_\_\_

2. \_\_\_\_\_

for and on behalf of the Governor of Haryana.

<sup>98</sup> Substituted Vide No. 910-5FR-69/6909, Dt. 14.03.1969

**[FORM E]<sup>99</sup>****BOND FOR TEMPORARY GOVERNMENT EMPLOYEES PROCEEDING ABROAD ON DEPUTATION FOR TRAINING**

KNOW ALL MEN BY THESE PRESENT THAT WE \_\_\_\_\_, resident of \_\_\_\_\_ in the district of \_\_\_\_\_ at present employed as \_\_\_\_\_ in the department/office of \_\_\_\_\_ (herein after called "the obligor") and Shri \_\_\_\_\_ son of \_\_\_\_\_ and Shri \_\_\_\_\_, son of \_\_\_\_\_ sureties on his behalf, do here by 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 deputation for training connected with \_\_\_\_\_ Particular of the nature of the training for the period from \_\_\_\_\_ at \_\_\_\_\_ (Names of Countries) at the cost of the Government under a foreign aided scheme, in terms of Government circular letter No. 3624-(3) FRII-62/9900, dated the 21<sup>st</sup> September, 1962. 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 \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_.

Whereas the above bounden \_\_\_\_\_ is placed on deputation by the Government.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS SUCH THAT if 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 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 sureties shall forthwith refund to the Government on demand the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) on account of the obligor having been placed on deputation as aforesaid, together with interest thereon from the date of demand at Government rate for the time being in force on Government Loans.

AND upon the above bounden obligor Shri \_\_\_\_\_ and /or 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 sureties here under 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 \_\_\_\_\_ and Shri \_\_\_\_\_ or any of them for the amount due hereunder.

<sup>99</sup> Substituted Vide No. 910-5FR-69/6909, Dt. 14.03.1969

The Government of Haryana have agreed to bear the stamp duty payable on this bond.

In witness whereof, these presents have been signed by a duly authorized officer on behalf of the Governor of Haryana and by the other Persons/party thereto.

Signed and delivered by the above

Bounden \_\_\_\_\_ in the presence of

(Name of obligor)

Witnesses:-

1. \_\_\_\_\_

2. \_\_\_\_\_

Signed and delivered by the surety above

named Shri \_\_\_\_\_ in the presence of

(Name of surety)

1. \_\_\_\_\_

2. \_\_\_\_\_

Signed and delivered by the surety above

named Shri \_\_\_\_\_ in the presence of

(Name of surety)

1. \_\_\_\_\_

2. \_\_\_\_\_

for and on behalf of the Governor of Haryana

\_\_\_\_\_

Designation of the Officer.

**[FORM D-1]<sup>100</sup>****SUPPLEMENTARY BOND FOR PERMANENT GOVERNMENT EMPLOYEES GRANTED EXTENSION OF DEPUTATION ON TRAINING**

KNOW ALL MEN BY THESE PRESENT THAT I, \_\_\_\_\_ resident of \_\_\_\_\_ in the District of \_\_\_\_\_ at present employed 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 \_\_\_\_\_ one thousand, nine hundred and sixty \_\_\_\_\_.

Whereas the above bounden \_\_\_\_\_-was placed on deputation on training 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 deputation for training from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ (Names of the countries) at the cost of the Government under the Foreign Aided Scheme in terms of Government circular letter Bo. 3624-(3) -FRII-62/9900, dated the 21<sup>st</sup> September, 1962, 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 CONDITIN OF THE ABOVE WRITTEN OBLIGATION IS THAT 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.

The Government of Haryana have agreed to bear the stamp duty payable on this bond.

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/party thereto.

<sup>100</sup> Substituted Vide No. 910-5FR-69/6909, Dt. 14.03.1969

Signed and delivered by the above bounden in presence of witnesses:-

For and on behalf of the Governor of Haryana.

1. Signature\_\_\_\_\_

Name and Address \_\_\_\_\_

\_\_\_\_\_

2. Signature\_\_\_\_\_

Name and Address \_\_\_\_\_

\_\_\_\_\_

Signature\_\_\_\_\_

Designation\_\_\_\_\_

Date\_\_\_\_\_

Place\_\_\_\_\_

**[FORM E-1]<sup>101</sup>****SUPPLEMENTARY BOND FOR TEMPORARY GOVERNMENT EMPLOYEES GRANTED EXTENSION OF DEPUTATION ON TRAINING**

KNOW ALL MEN BY THESE PRESENT THAT WE \_\_\_\_\_ residents of \_\_\_\_\_ the District of \_\_\_\_\_ at present employed as \_\_\_\_\_ in the Department/Office of \_\_\_\_\_ (hereinafter called "the Obligor") and Shri \_\_\_\_\_, son of \_\_\_\_\_ and Shri \_\_\_\_\_, son of \_\_\_\_\_ sureties 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 of 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 \_\_\_\_\_ one thousand, nine hundred 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 \_\_\_\_\_ (names of countries) at the cost of the Government under the Foreign Aided Scheme, in terms of Government circular letter No. 3624(3) -FRIL-62/9900, dated 21<sup>st</sup> September, 1962, 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 interests of the hereunder 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 \_\_\_\_\_, and /or Shri \_\_\_\_\_,

<sup>101</sup> Substituted Vide No. 910-5FR-69/6909, Dt. 14.03.1969

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 sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorized by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government, to the said obligor before suing the above-bounden sureties Shri \_\_\_\_\_ and Shri \_\_\_\_\_ on any of them for the amount due hereunder.

The Government of Haryana have agreed to bear the stamp duty payable on this bond.

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/party thereto.

Signed and delivered by the above

Bounden \_\_\_\_\_ in the presence of

(Name of obligor)

Witnesses:-

1. \_\_\_\_\_

2. \_\_\_\_\_

Signed and delivered by the surety above

named Shri \_\_\_\_\_ in the presence of

(Name of surety)

1. \_\_\_\_\_

2. \_\_\_\_\_

Signed and delivered by the surety above

named Shri \_\_\_\_\_ in the presence of

(Name of surety)

1. \_\_\_\_\_

2. \_\_\_\_\_

for and on behalf of the Governor of Haryana

\_\_\_\_\_

Designation of the Officer.

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**APPENDIX - 21***(Referred to in Rule 13.4)***Rules governing the grant of free passages to Government employees engaged on contract**

1. These rules regulate the grant of passages to personnel engaged in the United Kingdom for service under the Haryana Government, who are provided with second-class passages on appointment.

*Note.— These rules shall also apply to any other civilian personnel engaged, by the High Commissioner, for the Haryana Government for a term of years on contract.*

The class of passage to be provided should be stated in each case in which a request for the engagement of personnel is forwarded to the High Commissioner for India.

If, in any case, it should be desired to restrict the passage rights of any such personnel, a definite intimation of that fact should be conveyed to the High Commissioner at the time he is asked to make the appointment. The general rules should apply save in every exceptional circumstances

*Note.— These Rules are also applicable to Government employees on contract who are subsequently appointed permanently to pensionable posts.*

2. In these rules “employee” means a person to whom these rules apply.

“Family” includes a wife, unmarried sons and daughters and stepdaughters of any age and stepsons under the age of 16 years who reside with and are dependent upon the employee.

The expression “free passage” includes (a) second class accommodation by steamship by the all-sea route; (b) third class railway fare from the employees’ home or usual place of residence to the port of embarkation and vice versa, plus the following allowances for incidental expenses: 15 s. for the employee traveling alone, 20 s. for the employee traveling with his wife and family, 15s. for a wife traveling alone, 20 s. for the wife accompanied by children; (c) a free railway pass (or an allowance in lieu thereof) and free conveyance of baggage up to a limit of 5 maunds for the journey from the port of disembarkation in India to his station and vice versa, plus the following allowances for incidental expenses : Rs. 20 for the employee traveling alone or with his wife and family, Rs. 15 for a wife traveling alone and Rs. 20 for a wife accompanied by children (d) a mileage allowance in India at the rate laid down for the time being by the Government for each person for such journeys byroad as maybe necessary; (e) halting allowance in India at the rate laid down for the time being by the Government for each person for every day, if detained under orders at the port of disembarkation or elsewhere.

3. Free passages to India shall be granted by the Government—

- (a) on the occasion of their first voyage to India after his engagement for service, to the members of the employee’s family existing at the time of his engagement where they accompany the employee or join him later, if they have not been in India since his engagement;
- (b) to the wife of an employee who enters service as a bachelor but marries while in the United Kingdom on leave;
- (c) to the intended wife of an employee when proceeding to India to marry him;

Provided that an employee who has been granted a free passage for his wife or intended wife under this rule shall not be entitled to a second passage if he remarries but a second wife may claim any concessions which were available to but were not utilized by a first wife.

4. Free passage to United Kingdom shall be granted to an employee when granted leave on medical certificate to that country during his service, and free passage back to India when pronounced fit to resume duty. If an employee shall take leave on private affairs after being pronounced by the Medical Board fit to return to duty in India, he shall forfeit any right to free return passage to India under this rule.
5. Free passage to any port in Europe or in a British Colony, Dominion, or possession shall be granted to an employee who is recommended by the proper medical authority to proceed to such place, and free return passage when pronounced fit to resume duty, provided that the cost of such passage shall not exceed the cost of passage to and from the United Kingdom. If an employee shall take leave on private affairs after being pronounced by the Medical Board fit to return to India, he shall forfeit any right to free return passage to India under this rule.
6. When an employee is granted leave on medical certificate, the Government will, but not more than twice during his service, pay half the cost of passage from and, or to India for his family if they accompany him or proceed or follow him within a time fixed by Government. But the cost of this concession shall not exceed half the cost of passage to and/or from the United Kingdom. If an employee shall take leave on private affairs after being pronounced by the Medical Board fit to return to India, he shall forfeit any right to free return passage to India under this rule.

*Note.— No maximum time limit for the purpose of this rule has been fixed.*

7. An employee who, whilst on ordinary leave out of India, is granted leave on medical certificate for a period exceeding two months on account of an illness which is certified by the proper medical authority to have been contracted in India or to be due to service in that country, shall be granted a free passage to India for himself together with half the cost of passages for his family (subject to the limitation stated in rule 6) from the United Kingdom or from any port in Europe or in a British Colony, Dominion or possession on his being pronounced fit to resume duty by the proper medical Officer on the termination of such leave. In the case of an employee on leave in a British Colony, Dominion or Possession, the Government shall decide for the purpose of this rule, what medical evidence shall be accepted.
8. Free passage to the United Kingdom or to any port in a British Colony, Dominion or Possession shall be granted to the family of an employee who dies whilst in Government Service.

Provided that the cost of such passage shall not exceed the cost of passages to the United Kingdom.

9. Free passages to the United Kingdom shall be granted to the employee and his family at the end of his service if his service is regarded as satisfactory and provided further that he actually quits the service in India and leave India within such time as the competent authority may direct. A woman employee whose service is terminated by marriage shall not be eligible for passage under this Rule.
10. In lieu of the passages admissible under Rule 9, an employee may be granted passages to any other country, if he wishes to proceed there and has permission to reside there, subject to his formally renouncing any claim to return passage to the United Kingdom.

Provided that the cost of such passages shall not exceed the cost on passages to the United Kingdom.

11. In lieu of the passages admissible under rule 9 or 10 passages may, in exceptional circumstances, be provided prior to the end of the employee's service. When such passages have been so provided, no further passages shall be admissible when the employee finally leaves the service, and any sum paid in respect of such passages shall be liable to recovery, should the employee's subsequent service proved unsatisfactory or should he terminate his service in circumstances other than such as may reasonably be regarded as covered by the term 'retirement including invaliding'.

*Note 1.— The concessions in this rule will be admissible on the outward journey or the dependents or employees returning to India from sick leave, or in the case of those who purchased return tickets for their families, they will be entitled to a refund of half the cost to them of the halves of such tickets.*

*Note 2.— The grant of a passage to an employee when proceeding on leave preparatory to retirement is admissible under the provisions of this rule.*

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**APPENDIX - 22**

(cancelled)

**APPENDIX - 23***(Amendments incorporated upto 28<sup>th</sup> February, 2015)***THE GOVERNMENT EMPLOYEES (CONDUCT) RULES, 1966****1. Short title, commencement and application.—**

- (1) These rules may be called the Punjab Government Employees (Conduct) Rules, 1966.
- (2) They shall come into force at once.
- (3) They shall apply to all persons appointed to Civil Services and posts in connection with the affairs of the State:

Provided that nothing in these rules shall apply to—

- (a) members of the All India Services who are subject to the All India Services (Conduct) Rules, 1954; and
- (b) holders of any post in respect of which the Government may, by general or special order, declare that these rules do not apply.

**2. Definitions.—** In these rules, unless the context otherwise requires—

- (a) “the Government” means the Government of the State of Haryana.
- (b) “Government employees, means any person appointed to any civil service or post in connection with the affairs of the State of Haryana.

Explanation.— A Government employee whose services are placed at the disposal of a company, corporation, organization or a local authority by the Government, shall for the purposes of these rules be deemed to be a Government employee serving under the Government notwithstanding that his salary is drawn from sources other than from the Consolidated Fund of the State.

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

**3. General.—**

- (1) Every Government employee shall at all times—
  - (i) maintain absolute integrity ;
  - (ii) maintain devotion to duty ; and
  - (iii) do nothing which is unbecoming of a Government employee.

- (2) (i) Every Government employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government employees under his control and authority.
- (ii) No Government employee shall, in the performance of his official duties, or in the exercise of powers conferred on him act otherwise than in his best judgment, except when he is acting under the direction of his official superior.
- (iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinate shall be avoided, as far as possible. When the issue of oral direction becomes unavoidable, the official shall confirm it in writing immediately thereafter.
- (iv) A Government employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

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

**[3A. Prohibition of sexual harassment of working women.—**

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

**Explanation.—** For the purpose of this rule, "sexual harassment" includes such unwelcome sexual determined behaviour, whether directly or otherwise, as :-

- (a) physical contact and advances ;
- (b) demand or request for sexual favours ;
- (c) making any sexually coloured remarks ;
- (d) showing any pornographic material ; and
- (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.]<sup>102</sup>

**4. Employment of near relatives of Government employees in companies or firms enjoying Government patronage.—**

- (1) No Government employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.
- (2) (i) No Class I Officer shall, except with the previous sanction of the Government, permit his son, daughter or other dependent to accept employment in any company or firm with which he has official dealings or in any other company or firm having official dealings with the Government;

Provided that where the acceptance of the employment cannot await prior permission of the Government or it otherwise considered urgent, the matter shall be reported to the Government at the earliest but not later than three months and the

<sup>102</sup> Inserted vide No. G.S.R.60/Const./Art. 187, 309 & 318/99, dt. 11.06.1999

employment may be accepted provisionally subject to the permission of the Government.

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

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

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

#### **5. Taking part in politics and elections.—**

- (1) No Government employees shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics nor shall be take part in, subscribe in aid of, or assist in any other manner; any political movement or activity.
- (2) It shall be the duty of every Government employee to endeavour to prevent any member of his family from taking part in sub-scribing in aid of or assisting in any other manner, any movement or activity which is or tends directly or indirectly to be, subversive of the Government as by law established and where a Government employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the Government.
- (3) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity fall within the scope of sub-rule (2), the decision of the Government, thereon shall be final.
- (4) No Government employee shall canvas or otherwise canvass, interfere with, or use his influence in connection with or take part in, an election to any legislature or local authority;

Provided that—

- (a) a Government employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
- (b) a Government employee shall not be deemed to have contravened the provisions of his sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

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

**6. Joining of Associations by Government employees.—** No Government employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

**[6A. Limit to be a member/office bearer of sports association.—**

No Government employee will be a member/office bearer of more than one, such association at State level and one at National level the aims or objectives of which relate to promotion of sports. Furthermore, the employees of the Sports Department may become member/office bearer of (only one association at State level and one at National Level that too in the area of their own specialty/discipline.)<sup>103</sup>

**7. Demonstration and Strikes.—** No Government employee shall—

- (i) engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign State, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence, or
- (ii) resort to or in any way by any form of strike in connections with any matter pertaining to his service or any other Government employee.

**8. Connection with Press or Radio.—**

- (1) No Government employee shall, except with the previous sanction of the Government, on wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication.
- (2) No Government employee shall except with the previous sanction of the Government or the prescribed authority or except in the bona-fide discharge of his duties:-
  - (a) publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles; or
  - (b) participate in a radio broadcast or contribute an article or write a letter to a newspaper or periodical; either in his own name or anonymously or pseudonymously or in the name of any other person; Provided that no such sanction shall be required –
    - (i) if such publication is through a publisher and is of a purely literary, artistic or scientific character; or
    - (ii) if such contribution, broadcast or writing is of a purely literary, artistic or scientific character. Provided further that the Government may withdraw at any time the sanction so granted if there are reason to believe that the sanction is being mis-utilised after affording reasonable opportunity of being heard.

**9. Criticism of Government.—** No Government employee shall, in any radio broadcast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion—

- (i) which has the effect of any adverse criticism of any current recent policy or action of the Government of India, Government of Haryana or any other State Government;

<sup>103</sup> Inserted Vide No. G.S.R.9/Const./Art. 187,309 and 318/2000, dt. 10.03.2000

- (ii) which is capable of embarrassing the relations between the Government of Haryana and the Government of India or the Government of any other State in India ; or
- (iii) which is capable of embarrassing the relations between the Government of India or the Government of Haryana and the Government of any foreign State;

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

**10. Evidence before committee or another authority.—**

- (1) Save as provided in Sub-rule (3), no Government employee shall except with the previous sanction of the Government, give evidence in connection with any enquiry conducted by any person, committee or authority.
- (2) Where any sanction has been accorded under sub-rule (1), no Government employee giving such evidence shall criticize the policy or any action of the Government of India, Government of Haryana or any other State Government.
- (3) Nothing in this rule shall apply to—
  - (a) evidence given at enquiry before an authority appointed by the Government, Parliament or a State Legislature ; or
  - (b) evidence given in any judicial enquiry; or
  - (c) evidence given at any departmental enquiry ordered by authorities subordinate to the Government.

- [11. Communication of official information.—** Every Government employee shall, in performance of his duties in good faith, communicate to a member of public or any organisation full and accurate information, which can be disclosed under the Right to Information Act, 2005 (22 of 2005).

**Explanation.—** *Nothing in this rule shall be construed as permitting communication of classified information in an unauthorised manner or for improper gains to a Government servant or others.]*<sup>104</sup>

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

**13. Gifts.—**

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

**Explanation.—** The expression “ gift” shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any other person other than a near relative or personal friend having no official dealings with the Government employee.

*Note (i).— A casual meal, gift or other social hospitality shall not be deemed to be a gift.*

<sup>104</sup> Substituted Vide No. G.S.R. 4/Const./Arts. 187, 309 and 318/2009, dt. 06.02.2009

*Note (ii).— A Government employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with from industrial or commercial firms, organizations, etc.*

- (2) On occasions such as wedding, anniversaries, functions or religious functions, when the making of a gift is in conformity with prevailing religious or social practice, a Government employee may accept gifts from his near relatives and friends but he shall make a report to the Government if the value of any such gift exceeds [Rs. 4,000.]<sup>105</sup>
- (3) In any other case, a Government employee shall not accept, or permit any member of his family or any other person acting on his behalf to accept any gift without the sanction of the Government, if the value thereof exceeds—
  - (i) [Rs. 1000.00]<sup>106</sup> in the case of a Government employee holding any class I or class II post; and
  - (ii) [Rs. 500.00]<sup>107</sup> in the case of a Government employee holding any class III or class IV post.

#### **13-A. Prohibition of dowry.—**

No Government employee shall—

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

*Explanation.—* for the purpose of this rule, “dowry” has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961), as amended in its applicable to the State of Haryana.

**[13-B.** Every Government employee after his marriage shall furnish a declaration to his Head of Department that he has not taken any dowry. The declaration shall be signed by his wife, father and father-in-law.]<sup>108</sup>

#### **14. Public demonstration in honour of Government employees.—**

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

Provided that nothing in this rule shall apply to—

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

*Note.— Exercise of pressure or influence of any sort on any Government employee to induce him to subscribe towards any farewell entertainment even if it is of a*

<sup>105</sup> Substituted Vide No. G.S.R. 4/Const./Arts. 187, 309 and 318/2009, dt. 06.02.2009

<sup>106</sup> Substituted Vide No. G.S.R. 4/Const./Arts. 187, 309 and 318/2009, dt. 06.02.2009

<sup>107</sup> Substituted Vide No. G.S.R. 4/Const./Arts. 187, 309 and 318/2009, dt. 06.02.2009

<sup>108</sup> Inserted Vide No. G.S.R.2/Const/Art. 187,309 and 318/2006, Dt. 03.02.2006

*substantially private or informal character, and circumstances for the entertainment of any Government employee not belonging to class III or Class IV, is forbidden.*

**15. Private trade or Employment.—**

- (1) No Government employee shall except with the previous sanction of the Government, engage directly or indirectly in any trade or business or negotiate for, or undertake, any other employment;

Provided that a Government employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work of artistic or scientific character subject to the conditions that—

- (i) he shall, within a period of one month of his undertaking any such work, report to the Government giving full details.
- (ii) his official duties do not there by suffer;
- (iii) he shall discontinue any such work if so directed by the Government ;

Provided further that, if the undertaking of any such work involves holding of an elective office, he shall not seek election to any such office without the previous sanction of the Government.

Explanation.— Canvassing by a Government employee—

- (i) in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family; or
  - (ii) for a candidate for an elective office referred to in the second proviso, shall be deemed to be a breach to this sub-rule.
- (2) Every Government employee shall report within one month to the government if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- (3) No Government employee shall, without the previous sanction of the government, exception the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 Act. (1) of 1956, or any other law for the time being in force or any co-operative society for commercial purpose :

Provided that a Government employee may take part in the registration promotion or management of a co-operative society substantially for the benefit of Government employees or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (21 of 1860) or any corresponding law in force, subject to the conditions that -

- (i) he shall, within a period of one month of his taking part in such activity, report to the Government giving full details;
- (ii) his official duties do not thereby suffer;
- (iii) he shall discontinue taking part in any such activity if so directed by the Government;

Provided further that, if taking part in any such activity involves holding of an elective office, he shall not seek election to any such office without the previous sanction of the Government.

Explanation I.— A “Co-operative Society” means a society registered, or deemed to be registered under the Co-operative Societies Act, 1912,(2 of 1912) or any other law relating to co-operative societies for the being in force in any State.

Explanation II.— Canvassing for a candidate for an elective office referred to in the second proviso shall be deemed to be breach of this sub-rule.

- (4) No Government employee shall accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

**16. Investment, lending and borrowing.—**

- (1) No Government employee shall speculate in any stock, share or other investment.

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

- (2) No Government employee shall make, or permit any member of his family or any person acting on his behalf of make any investment which is likely to embarrass or influence him in the discharge of his official duties
- (3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2), the decision of the Government thereon shall be final.

- (4)(i) No Government employee shall save in the ordinary course of business with a bank or a firm of standing duly authorized to conduct banking business, either himself or through any member of his family or any other person acting on his behalf :-

- (a) lend or borrow money as principal or agent, to or from any person within the local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or
- (b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid;

Provided that a Government employee may, give to or accept from a relative or a personal friend purely temporary one of a small amount free of interest or operate a credit account with a bon fide trade man or make an advance of pay to his private employee but such amount shall not exceed twelve months emoluments for the construction of house or purchase of built up house and six months emoluments for the purchase of conveyance and other purposes.

Provided further that a Government employee may, with the previous sanction of the government, enter into any transaction referred to in sub-clause (a) or sub-clause (b).

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

**17. Insolvency and habitual indebtedness.—**

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

*Note.— The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of or ordinary diligence, the Government*

*employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the Government employee.*

**18. Movable, immovable and valuable property.—**

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

- (a) the immovable property inherited, owned, acquired or held on lease or mortgage, by him or his spouse or any member of his family, either in their own name or in the name of any other person;
- (b) Shares, debentures and cash including bank deposits inherited or similarly owned, acquired or held by him or his spouse or any other member of his family;
- (c) Other movable property inherited or similarly owned, acquired or held by him or his spouse or any other member of his family ; and
- (d) Debts and other liabilities incurred directly or indirectly by him or his spouse or any other member of his family.

*Note I.— Sub-rule (1) shall not ordinarily apply to Class IV employees, but the Government may direct that it shall apply to any such Government employee or class of such Government employees.*

*Note II.— In all returns the value of items of movable property worth less than Rs. 1,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc., need not be included in such return.*

*Note III.— Every Government employee who is in service on the date of the commencement of these rules shall submit a return under this sub-rule on or before such date as may be specified by the Government after such commencement.*

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

Provided that the previous sanction of the prescribed authority shall be obtained by the Government employee if any such transaction is—

- (i) with a person having official dealings with the Government employee; or
- (ii) otherwise than through a regular or reputed dealer.

- (3) Where a Government employee **or any dependent member of his family** enters into a transaction in respect of movable property either in his own name or in the name of a **dependent** member of his family, he shall within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds Rs. 50,000/- :

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is—

- (i) with a person having official dealings with the Government employee; or

- (ii) otherwise than through a regular or reputed dealer.]<sup>109</sup>
- (4) The Government or the prescribed authority may at any time, by general or special order, require a Government employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him on his behalf or by any member of his family as may be specified in the order, Such statement shall, if so, required by the Government or by the prescribed authority, include the details of the means by which, or the source from which, such property was acquired.
- (5) The Government may exempt any category of Government employee belonging to Class-III or Class-IV from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the Chief Secretary to Government, Haryana.

Explanation.— For the purpose of this rule—

- (1) The expression “**movable property**” includes.—
- (i) Jewellery, insurance policies, the annual premia of which exceed Rs. 10,000 or one sixth of the total annual emoluments received from Government whichever is less, shares, securities and debentures;
  - (ii) loans and advances by such Government employee whether secured or not;
  - (iii) motor cars, motor cycles, horses, or any other means or conveyance; and
  - (iv) refrigerators, radios, radiograms and other electronic goods.
- (2) “**Prescribed Authority**” means—
- (a)
    - (i) the Government in the case of a Government employee holding any Class I post except where any lower authority is specified by the Government for any purpose;
    - (ii) head of Department in the case of a Government employee holding any Class II post;
    - (iii) head of office, in the case of a Government employee holding any Class III or Class IV post;
    - (iv) The Chairman of the Haryana Legislative Council in the case of Secretary of the said Council and the Secretary in the case of all other employees of the Legislative Council;
    - (v) the Speaker of the Haryana Vidhan Sabha in the case of Secretary of the said Sabha and the Secretary in the case of all other employees of the Vidhan Sabha.
  - (b) in respect of a Government employee on foreign service or on deputation to any other Department or any other Government, the Parent department on the cadre of which such Government employee is borne to the department to which he is administratively subordinate as member of that cadre.

#### 19. **Vindication of Acts and Character of Government employees.—**

- (1) No Government employee shall, except with the previous sanction of the Government have recourse to any court or to the press for vindication of any official act which has been subject matter of adverse criticism or on attack of a defamatory character.
- (2) Nothing in this rule shall be deemed to prohibit a Government employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the

<sup>109</sup> Substituted Vide No. G.S.R. 4/Const./Arts. 187, 309 and 318/2009, dt. 06.02.2009

Government employee shall submit a report to the prescribed authority regarding such action.

**20. Canvassing.—**

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

**21. Bigamous Marriages.—**

- (1) No Government employee shall enter into, or contract, a marriage with a person having a spouse living; and
- (2) No Government employee, having a spouse living shall enter into, or contract, a marriage with any person; Provided that the State Government may permit a Government employee to enter into, on contract, any such marriage as is referred to in sub-rule (1) or sub-rule (2), if it is satisfied that—
  - (a) Such marriage is permissible under the personal law applicable to such Government employee and the other party to the marriage;
  - (b) There are other ground for so doing.

**22. Consumption of intoxicating drinks and drugs.—**

A Government employee shall—

- (a) strict abide by any law relating to intoxicating drink or drugs in force in any area in which he may happen to be for the time being;
- (b) take due care that the performance of his duties is not affected in anyway by the influence of any intoxicating drinks or drugs;
- (c) not consume intoxicating drinks or drugs in public;
- (d) not appear in a state of intoxicating in a public place;
- (e) not be present on duty in a state of intoxicating; and
- (f) not habitually use any intoxicating drinks or drugs to excess.

**[22-A Prohibition regarding employment of children below 14 years of age.—** No Government employee shall employ any child below the age of 14 years as domestic help.]<sup>110</sup>

**23. Interpretation.—** If any question arises relating to the interpretation of these rules, it shall be referred to the Chief Secretary to Government, Haryana whose decision thereon shall be final.

**24. Delegation of power.—** The Government may, by general or special order, direct that any power exercise able by it or any head of department under these rules (except the powers under rule 23 and this rule) shall subject to such conditions, if any, as may be specified in the order, be exercise able also by such officer or authority as may be specified in the order.

**25. Repeal and saving.—** Any rules corresponding to see the rules in force immediately before the commencement of these rules and applicable to the Government employees to whom these rules apply are hereby repealed; Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

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<sup>110</sup> Inserted vide No. G.S.R.5/Const./Art.187, 309 and 318/2001, dt. 20.02.2001.

**APPENDIX - 24***(Amendments incorporated upto 28.02.2015)*

1. **Short title.**— These rule may be called the Haryana Civil Services (Punishment and Appeal) Rules, 1987.
2. **Definitions.**— In these rules, unless the context otherwise, requires—
  - (a) 'appointing authority' in relation to a Government employee means :-
    - (i) the authority empowered to make appointments to the service of which the Government employee is for the time being a member or to the grade of the service in which the Government employee is for the time being included; or
    - (ii) the authority empowered to make appointments to the post which the Government employee for the time being holds ; or
    - (iii) the authority which appointed the Government employee to such service, grade or post, as the case may be; or
    - (iv) where the Government employee having been a permanent member of any other service or having substantively held any other permanent post, has been in continuous employment of the Government, the authority which appointed him to that service or to any grade in that service or to that post whichever authority is the highest authority;
  - (b) "Commission" means the Haryana Public Service Commission;
  - (c) "Government" means the Government of the State of Haryana in the Administrative Department;
  - (d) "Government employee" means any person appointed to any Civil Service or post in connection with the affairs of the State of Haryana;

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

  - (e) "Governor" means the Governor of Haryana;
  - (f) "Punishing authority" means the authority competent under these rules to impose on a Government employee any of the penalties specified in rule 4;
  - (g) "Service" means a civil service of the State of Haryana.

**2-A. Application.**—

- (1) These rules shall apply to every Government employee, but shall not apply to :-
  - (a) any member of the All India Services;
  - (b) any person in casual employment;
  - (c) any person subject to discharge from service on less than one month's notice;
  - (d) any person for whom special provision is made in respect of matters covered by these rules by or under any law for the time being in force or by or under any agreement entered into by or with the previous approval of the Governor before or after the commencement of these rules, in regard to matters covered by special provisions;

- (2) Notwithstanding anything contained in sub-rule (1) these rules shall apply to every Government employee temporarily transferred to a service or post coming within clause (d) or sub-rule (1) to whom, but for such transfer these rules would apply;
  - (3) If any doubt arises whether these rules or any of them apply to any person, the matter shall be referred to the Government which shall decide the same.
- 3. Saving Clauses.**— All powers, rights and remedies provided by these rules shall be, in addition to and not in derogation of the provisions of such rules as may be made by the Governor of Haryana in exercise of the powers conferred by proviso to Article 309 of the Constitution of India, to regulate the recruitment and conditions of service of persons appointed to public services and posts in connection with the affairs of the State.
- 4. Penalties.**— The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on a Government employee namely :-

**Minor Penalties**

- (i) warning with a copy in the personal file(character roll) ;
- (ii) censure;
- (iii) withholding of promotion;
- (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act of Parliament or of the legislature of a State ; and
- (v) withholding of increments of pay without cumulative effect.

**Major Penalties**

- (v-a) with holding of increments of pay with cumulative effect;
- (vi) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;
- (vii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;
- (viii) compulsory retirement;
- (ix) removal from service which shall not be a disqualification for future employment under the Government;
- (x) dismissal from service which shall ordinarily be a disqualification for future employment under the Government;

**Explanation.**— The following shall not amount to a penalty within the meaning of this rule, namely :-

- (i) withholding of increments of pay of a Government employee for his failure to pass any departmental examination in accordance with the rules or orders governing the service to which he belongs or post which he holds or the terms of his appointment;
- (ii) stoppage of a Government employee at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar;
- (iii) non-promotion of a Government employee, whether in a substantive or officiating capacity, after consideration of his case, to a service, grade or post for promotion to which he is eligible;
- (iv) reversion of a Government employee officiating in a higher service, grade or post to a lower service, grade or post on the ground that he is considered to be unsuitable for such higher service, grade or post on any administrative ground in connected with his conduct ;
- (v) reversion of a Government employee appointed on probation to any other service, grade or post to his permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation;
- (vi) compulsory retirement of a Government employee in accordance with the provisions relating to his superannuation or retirement;
- (vii) termination of the service—
  - (a) of a Government employee appointed on probation, during or at the end of the period of probation in accordance with the terms of appointment or the rules and orders governing such probations; or
  - (b) of a temporary Government employee appointed otherwise than under contract, on the expiration of the period of the appointment, or on the abolition of the post or before the due time in accordance with the terms of appointment; or
  - (c) of a Government employee employed under an agreement in accordance with the terms of such agreement

*Note 1.— Punishing authorities have full discretion to publish in the Haryana Government Gazette reasons for dismissal where such publication is considered desirable in the public interest..*

*Note 2.— In order to guard against the inadvertent re-employment of persons dismissed, from the Government service, the authority passing an order of dismissal shall intimate to the Deputy, Inspector-General Police, Haryana, Criminal investigation Department, Deputy Commissioner and the Superintendent of Police of the District of which the person concerned is a permanent resident, the name of such a person and any other particulars required for purposes of identification, unless the dismissal has been notified in the Haryana Government Gazette. Similarly, if a person happens to be a resident of another State the aforesaid officer of that State should be informed accordingly*

*Note 3.— The provisions of this rule shall not be construed to derogate from the provisions of section 36 of the Punjab Courts Act, 1918 the payment of Wages Act, 1936, or any other law authorizing the imposing of fitness on the ministerial establishment governed by these laws and the authority competent to award the punishment of the fine may do so in addition to the punishment aforesaid.*

*Note 4.— The discharge of a person appointed to hold a temporary appointment, otherwise than in accordance with the provisions of the Explanation (vii) (b) amounts to removal or dismissal and is, therefore, appealable under these rules.*

*Note 5.—The distinction between censure, the withholding of promotion and non-selection to a selection post, is of considerable importance. Both censure and the withholding of promotion are appealable under these rules. On the other hand non-selection for a selection post is not appealable.*

*If a Government employee because of an unsatisfactory record and unfavourable confidential reports, is not selected for a selection post and some other Government employee junior to him is selected in preference, this does not amount to the withholding of promotion. If any inquiry is held against a government employee and an order of censure is passed on him, it is open to him to appeal, If he does not appeal or his appeal is rejected, and if subsequently because of the existence of this censure in his record, he is not selected for a selection post, and some other government employee junior to him is selected in preference, this also does not amount to the withholding of promotion. If, however, an enquiry is held against a Government employee, and an order is passed that he should not be promoted to a selection post for a definite period or until he has obtained good reports, this order would amount to the infliction of the penalty of withholding promotion. This distinction between non-selection for a selection post and the withholding of a promotion may be summed up as being, that in the former case the government employee in question is considered for selection but some other government employee is preferred on his merits, while in the latter case the government employee in question has been declared before hand, as a disciplinary measure, to be ineligible for selection, irrespective of the merits of the other government employees available.*

*Note 6.— (i) While reduction of seniority as a independent penalty is not provided for in rule 4, and cannot be imposed as such, the loss of seniority a result of an order of reduction to a lower post of time-scale, being inherent in the order of reduction cannot be avoided.*

*(ii) The seniority, on re-promotion of a government employee reduced to a lower post or time scale, should be determined by the date of such re-promotion in accordance with the orders issued by the competent authority on the subject of seniority. Such Government employee should not be re-stored to his original position unless this is specifically laid down at the time of punishment is passed, or revised an appeal.*

*Note 7.— Unauthorized desertion of his post by a public employee in the face of enemy action, or threat of enemy action clearly amounts to grave misconduct and would, therefore, constitute a good and sufficient reason within the meaning of rule 4, for removal or dismissal in addition to any penalty provided in the Haryana Essential Service (Maintenance) Act, 1974, Loss of pension would then follow automatically by virtue of the provisions of rule 2.5 of the Punjab Civil Services Rules, Volume II, and it would also be possible to forfeit the Government contribution, if any, to the individuals provident fund.*

#### **4-A. Suspension.—**

- (1) The appointing authority or any other authority to which it is subordinate or the punishing authority or any other authority empowered in that behalf by the Governor by general or special order, may place a Government employee under suspension—
  - (a) Where a disciplinary proceeding against him is contemplated or is pending, or

- (b) Where a case against him in respect of any criminal offence is under investigation, inquiry or trial;

[Provided that where a Government Employee against whom disciplinary proceedings are contemplated is suspended, such suspension shall not be valid, unless before the expiry of a period of ninety days from the date from which the employee was suspended, disciplinary proceedings are initiated against him:

Provided further that the competent authority in the matter may, at any time before the expiry the said period of ninety days and after considering the special circumstances for not initiating disciplinary proceedings, to be recorded in writing and after seeking the approval of next higher authority allow continuance of the suspension beyond the period of ninety days without the disciplinary proceedings being initiated:]<sup>111</sup>

[Provided further that]<sup>112</sup> where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

- (2) A Government employee shall be deemed to have been placed under suspension by an order or the appointing authority—
- (a) with effect from the date of his detention, if he is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours ;
  - (b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Explanation.— The period of forty-eight hours referred to in clause (b) of this sub-rule shall be computed from the commencement of imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

- (3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Government employee under suspension is set aside in appeal or on review under these rules and the case is remitted for further inquiry or action with any other directions, 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.
- (4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Government employee is set aside or 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 Government employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

<sup>111</sup> Inserted Vide No. G.S.R. 20/Const./Art. 309, 187 and 318/2007, dt. 06.07.2007.

<sup>112</sup> Inserted Vide No. G.S.R. 20/Const./Art. 309, 187 and 318/2007, dt. 06.07.2007.

- (5) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- (6) Where a Government employee is suspended or is deemed to have been suspended whether in connection with any disciplinary proceeding or otherwise, and any other disciplinary proceeding is commenced against him during the continuance of that suspension the authority competent to place him under suspension may, for reasons to be recorded by it in writing, direct that the Government employee shall continue to be under suspension until that termination of all or any of such proceedings.
- (7) An order of suspension made or deemed to have been under this rule may at any time be modified or revoked by the authority, which made or is deemed to have made the order or by any authority to which that authority is subordinate.

**5. Withholding of payment of emoluments of a Government employee suspected of embezzlement.—** When a Government employee is suspected of being concerned in the embezzlement of Government money, and is placed under suspension, the authority competent to order his dismissal may direct, that unless he furnishes security for the reimbursement of the said money to the satisfaction of his immediate superiors, the payment of any sum due to him by the Government on the date of his suspension, shall be deferred until such time as the said authority passes final orders on the charges framed against him:

Provided that such Government employee shall be entitled to the payment of a subsistence allowance in respect of the period for which the admissible emoluments; if any, are withheld.

**6. Authority to impose punishment.—**

Subject to the provisions of clause (1) of Article 311 of the constitution of India, the authorities competent to impose any of the penalties specified in rule 4 upon the persons to whom these rules apply, shall be such as may prescribed by the Government in the rules regulating the appointment and conditions of service of such persons.

**7. Inquiry before imposition of certain penalties.—**

- (1) Without prejudice to the provisions of the Public Servants (Inquiries) Act, 1850; no order of imposing a major penalty shall be passed against a person to whom these rules are applicable unless he has given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (2) The grounds on which it is proposed to take such action shall be reduced to the form of definite charge or charges which shall be communicated in writing to the persons charged together with a statement of allegations on which each charge is based and of any other circumstances which it is proposed to take up into consideration in passing orders on the case and he shall be required within a reasonable time to state in writing whether he admits the truth of all or any, of the charges, what explanation for defence, if any, he has to offer and whether he desires to be heard in person. If the punishing authority is not satisfied with the explanation given by the person charged or there are other reasons to do so shall direct that an enquiry shall be held at which all evidence shall be heard as to such of the charges as are not admitted. The persons charged shall, subject to the conditions described in sub-rule (3) be entitled to cross examine the witness, to give evidence in person and to have such witness called, as he may wish, provided that the Officer conducting the enquiry may for reasons to be recorded in writing, refuse to call any witness. The

proceedings shall contain a sufficient record of the evidence and statement of the findings and the grounds thereof provided that—

- (a) it shall not be necessary to frame any additional charge when it is proposed to take action in respect of any statement of allegation made by person charged in the course of his defence; [ ]<sup>113</sup>
  - (b) the provisions of the foregoing sub-rule shall not apply where any major penalty is proposed to be imposed upon a person on the ground of conduct which has led to his conviction on a criminal charge; or where an authority empowered to dismiss or remove him, or reduce him in rank is satisfied that, for some reasons to be recorded by him in writing, it is not reasonably practicable to give him an opportunity of showing cause against the action proposed to be taken against him, or wherein the interest of the security of the State it is considered not expedient to give to that person such an opportunity;
  - [(c) the Inquiry Officer appointed to conduct enquiry shall issue maximum two notices to the charged person to appear before him for presenting his/her case. In case charged persons do not appear after the communication of two notices, the Inquiry Officer shall be competent to proceed ex-parte in the matter. However, after considering the circumstances to be recorded, the Inquiry Officer may issue third notice also;
  - (d) as per the Punjab Departmental Enquiries (powers) Act, 1955 (Punjab Act 8 of 1955), the officer conducting enquiry under these rules shall be competent to exercise the same powers for summoning of witnesses and for compelling the production of documents as are exercisable by a Commission appointed for an enquiry under the Public Servants (Inquiries) Act, 1850 (Act 37 of 1850);
  - (e) in case the competent authority is satisfied with the explanation given by the charged person, it may drop the charge-sheet without resorting to the procedure of conducting enquiry. Similarly if the competent authority after considering the reply of the charged person is of the opinion that awarding of minor punishment shall meet the end of justice, then the authority competent may award minor punishment without following the procedure of conducting the enquiry.]<sup>114</sup>
- (3) If any question arises whether it is reasonably practicable to give to any person an opportunity to defend himself under sub-rule (2) the decision thereon of the punishing authority shall be final.
- (4)(a) Where any person has made a statement on oath, in evidence before any criminal or Civil Court, in any case, in which Government employee charged was party and had full opportunity to cross-examine such person and where it is intended to prove the same facts as deposed to by such person in such statement in any inquiry under the Public Servants (Inquiries) Acts, 1850, shall not be necessary to call such person to give oral evidence in corroboration of that statement. The certified copy of the statement previously made by him in any such case may be read as part of the evidence;

Provided that the Officer conducting the inquiry may, in interest of justice order the production of witness in person either for further examination or for further cross-examination by persons charged.

<sup>113</sup> Omitted Vide No. G.S.R. 20/Const./Art. 309, 187 and 318/2007, dt. 06.07.2007.

<sup>114</sup> Inserted Vide No. G.S.R. 20/Const./Art. 309, 187 and 318/2007, dt. 06.07.2007.

- (b) The Government employee charged shall not be allowed, except at discretion of the Enquiry Officer, to be exercised in the interest of justice to call as a witness in his defence any person whose statement has already been recorded and whom he has had opportunity to cross-examine, or whose previous statement has been admitted in the manner herein provided.
- (5) Where the punishing authority itself enquires into any charge or charges or appoints an enquiry officer for holding enquiry against a person charged it may, by an order, appoint a Government employee or a legal practitioner to be known as a "Presenting Officer" to present on its behalf the case, in support of the charge or charges.

The person against whom a charge is being enquired into, shall be allowed to obtain the assistance of a Government employee or a retired Government employee if he so desires, in order to produce his defence before the Enquiry Officer. If the charge or charges are likely to result in the dismissal of the person from the service of the Government, such person may, with the sanction of the Enquiry Officer, be represented by counsel:

Provided that if in any enquiry, Counsel is engaged on behalf of any department of Government, the person against whom the charge or charges are being enquired into, shall also be entitled to engage counsel:

Provided further that the assistance of a particular Government employee will be allowed only if the Enquiry Officer is satisfied that he is of such rank as is appropriate in the circumstances of the case and that he can be spared by the department concerned for that purpose.

*Note—1. Charges need not necessarily be framed in relation only to specific incidents or acts of misconduct. When reports received against an officer or a preliminary enquiry show that his general behaviour has been such as to be unfitting to his position, or that he has failed to reach or maintain a reasonable standard of efficiency he may and should be charged accordingly, and a finding of such a charge may be valid ground for the infliction of any authorized punishment, which may be considered suitable in the circumstances of the case. It will still be necessary to communicate the charges of misbehaviour or of Inefficiency or of both as the case may be, to the officer concerned but statement which is to be communicated to the officer in support of the charges need not specify particular acts of misconduct. It will be sufficient in the statement to give the list of the report on the basis of which misbehaviour or inefficiency is alleged.*

*Note—2. This rule shall not apply where it is proposed to order the compulsory retirement from service of any Government employee subject to the rule-making power of the Government who after the 14th August, 1947 has been in the employment of a Government outside the Union of India for any period and whose retention in the public service of the state of Haryana is in the opinion of the Government prejudicial to national security. In every such case as aforesaid, it shall be sufficient for the Government to inform the person concerned of such opinion, and that in pursuance of that opinion it is proposed to order his compulsory retirement and to pass orders after taking into consideration his representation, if any.*

*Any person compulsory retired from service in accordance with the procedure prescribed by this rule will be granted such compensation, pension gratuity, or Provident Fund benefits as would have been admissible to him had he been discharged from service due to the abolition of his post without any alternative suitable employment being provided, under the rules applicable to his service or post on the date of his retirement.*

- [(6) After the enquiry against a Government employee has been completed, the disciplinary authority shall forward or cause to be forwarded a copy of the enquiry report, and where the disciplinary authority does not agree with the enquiry report or any part thereof, the reasons for such disagreement shall be communicated alongwith the enquiry report, to the Government Employee who may submit, if he so desires, a written representation to the disciplinary authority within a period of one month from the date of such communication.
- (7) The disciplinary authority shall consider the representation, if any, submitted by the Government Employee and record its findings before proceeding further in the matter as specified in rule 4.]<sup>115</sup>

#### **8. Procedure for Imposing minor penalties.—**

Without prejudice to the provisions of rule 7 no order for imposing a minor penalty shall be passed on a Government employee unless he has been given an adequate opportunity of making any representation that he may desire to make, and such representation has been taken into consideration:

Provided that this condition shall not apply in a case where an order based on facts has led to his conviction in a criminal court or an order has been passed superseding him for promotion to a higher post on the grounds of his unfitness for that post on account of the existence of unsatisfactory record:

Provided further that the requirements of this rule may, for sufficient reasons to be recorded in writing be waived where it is not practicable to observe them and where they can be waived without injustice to the Government employee concerned.

#### **9. Right of appeal.—**

Every person to whom these rules apply, shall be entitled to appeal, as herein after provided to such superior authority, as may be prescribed by Government in the rules, regulating his conditions of services against an order, not being an order of Government:-

- (a) imposing upon him any of the penalties specified in rule 4;
- (b) discharging him in accordance with the term of his contract, if he has been engaged on a contract for a definite, or for an indefinite periods and has rendered under either form of contract continuous service for a period exceeding five years at the time when his services are terminated;
- (c) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;
- (d) termination his appointment, otherwise than upon his reaching the age fixed for superannuation;
- (e) an order which denies or varies to his disadvantage his pay, allowances, pension or other conditions of service as regulated by rules or by agreement.

#### **10. Period of limitations of appeal.—** No appeal preferred under rule 9 shall be entertained unless such appeal is preferred within a period of forty-five days from the date on which a copy of the order appealed against is delivered to the appellant ;

<sup>115</sup> Clause (6) substituted and Clause (7) Inserted Vide No. G.S.R. 20/Const./Art. 309, 187 and 318/2007, dt. 06.07.2007.

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

**11. Order which may be passed by appellate authority.—**

- (1) In the case of appeal against an order under rule 9 or any penalty specified in rule 4, the appellate authority shall consider;
  - (a) whether the facts on which the order was based have been established;
  - (b) whether the facts established afford sufficient ground for taking action; and
  - (c) whether the penalty is excessive, adequate and after such consideration, shall pass such order as it thinks proper ;

Provided that no penalty shall be increased unless opportunity is given to the person, concerned to show cause why such penalty should not be increased.

- (2) An authority from whose order, an appeal is preferred under these rules, shall give effect to any order made by the appellate authority.

**12. Second appeal where penalty is increased.—** In every case in which an appellate authority, other than Government, increases the penalty inflicted by an authority subordinate to it upon a person to whom these rules apply, such person shall be entitled to submit a second appeal within sixty days to the authority prescribed in the rules regulating his conditions of service.

**13. Right of revision.—** After an appeal or the second appeal provided in rule 12 has been rejected, a person to whom these rules apply, may apply for revision to such superior authority as may be prescribed in the rules regulating his condition of service;

Provided that the powers of revision shall be exercised only—

- (a) if the appellate authority is one other than Government; and
- (b) on the ground of material irregularity in the proceedings of the Enquiry Officer or appellate authority, or on the discovery of new and important matter of evidence, which after the exercise of diligence was not within the knowledge of the petitioner, or could not be produced by him when the orders were passed against him or on account of some mistake or error on the face of the record.

**14. Power of superior authority to revise the proceeding of an inferior authority.—**

- (1) The Government or the Head of Department may call for and examine the records of any case in which a subordinate authority passed any order under rule 9 or has inflicted any of the penalties specified in rule 4 or in which no order has been passed or penalty inflicted and after making further investigation, if any, may confirm, remit, reduce to any or subject to provisions of sub-rule (1) of rule 11, increase the penalty or subject to provisions of rule 7 and 8 inflict any of the penalties specified in rule 4.
- (2) The Government may, at the time of consideration of Memorial, submitted under its general or special or special published from time to time, by the Government an employee on whom a penalty is imposed review any order passed by the Government under these rules;

Provided that the penalty already imposed shall not be enhanced unless an opportunity has been given to the Government employee who has submitted Memorial to show cause why it may not be enhanced.

**15. Prohibition as to collective appeal.—**

Every person preferring an appeal shall do so separately and in his own name.

**16. Common proceedings.—**

- (1) Where two or more Government employees are concerned in any case the Governor or any other authority competent to impose the penalty of dismissal from service on all such Government employees may make an order directing that disciplinary action against all of them may be taken in a common proceedings.
- (2) If the authorities competent to impose the penalty of dismissal on such Government employees are different, an order for taking disciplinary action in a common proceeding shall be made by the highest of such authorities.
- (3) Any order under sub-rule (1) shall specify the authority competent to do so under the relevant service rules, which may function as the punishing authority for the purpose of such common proceedings.

**17. Manner of presentation of appeal or application for revision.—**

Every appeal or application for revision preferred under these rules, shall contain material statements and arguments relied upon by the appellant or applicant, shall contain no disrespectful or improper language, and shall be complete in itself. Every such appeal or application for revision shall be submitted through the Head of the office to which the appellant or applicant belong or belonged.

**18. Withholding of appeals or applications for revisions.—**

- (1) An appeal or application for revision may withheld by the Head of the office, if—
  - (a) it is an appeal or application for revision in a case in which under these rules, no appeal or application for revision lies; or
  - (b) it does not comply with the provisions of rule 17; or
  - (c) it is an appeal and is not preferred within forty five days after the date on which the appellant was informed of the order appealed against, and no reasonable cause is shown for the delay; or
  - (d) it is a repetition of a previous appeal or application for revision and is made to the same appellate or revisionary authority by which such appeal or application for revision has been decided and no new facts or circumstances are adduced which afford ground for a reconsideration of the case ;

Provided that in every case in which an appeal or application for revision is withheld, the appellant or applicant shall be informed of the fact and the reasons for it and a copy thereof forwarded to the appellate authority, if any together with a copy of the appeal or application for revision so withheld;

Provided further that an appeal or application for revision withheld on account only of failure to comply with the provisions of rule 17 may be resubmitted at any time within one month of the date on which the appellant or applicant has been informed of the withholding of the appeal or application and if re-submitted in a form which complies with those provisions, shall not be withheld.

- (2) Any appellant or revisional authority may call for the record of any appeal or application for revision withheld by an authority subordinate to it, which under these rules may be made to it and may pass such order thereon as it considers fit.

**19. Saving of the function of the Haryana Public Service Commission.—**

Nothing in these rules shall be deemed to affect the functions of the Haryana Public Service Commission as specified in Article 320 of the Constitution India, and as limited by the Haryana Public Service Commission (Limitation of Functions) Regulations, 1973 or other regulations made in that behalf.

**20. Repeal and Saving.—**

- (1) The Punjab Civil Service (Punishment and Appeal) Rules, 1952, and any notifications or orders issued in so far as they are inconsistent with these rules, are hereby repealed:

Provided that—

- (a) Such repeal shall no affect the provisions operation of the said rules or any notification or order made or anything done, or any action taken, there under; and
  - (b) any proceedings under the said rules, pending at the commencement of these rules, shall be continued and disposed of, as far may be, in accordance with the provisions of these rules as if such proceedings were proceedings under these rules.
- (2) Nothing in these rules shall be construed as depriving any person, to whom these rules apply, of any right of appeal which had accrued to him under the rules, notifications or orders in force before the commencement of these rules.
- (3) An appeal pending at the commencement of these rules against an order made before such commencement shall be considered and orders thereon shall be made in accordance with these rules, as if such orders were made and the appeal was preferred under these rules.
- (4) As from the commencement of these rules any appeal or application for revision against any orders made before such commencement shall be preferred or made under these rules, as if such orders were made under these rules :

Provided that nothing in these rules shall be construed as reducing any period of limitation for any appeal or revision provided by any rule in force before the commencement of these rules.

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**FORMS****FORM PUNJAB C.S.R. No. 1***(Referred to in Note to Rule 1.4)***Model Forms of Agreements for use in the case of Government****Employees engaged on contract****MODEL AGREEMENT FORM No. I****(Initial agreement for recruitment outside India with Memorandum or re-engagement for a further definite period)**

*Note.— It must be understood that although the agreement as required by law is in form an agreement with the Governor of Haryana this appointment is made by the Government of Haryana. A person selected to fill it will be subject in all respects throughout his service to the orders of that Government. His pay and allowances and the Government contribution to his Provident Fund will be subject to the vote of the Haryana Legislative Assembly.*

ARTICLES OF AGREEMENT MADE the \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_ BETWEEN \_\_\_\_\_ of the one part and the Governor of Haryana (hereinafter called "the Government") of the other part. WHEREAS the Government have engaged the party of the first part and the party of the first part has agreed to serve the Government on the terms and conditions hereinafter contained.

NOW THESE PRESENTS WITNESS and the parties hereto respectively agree as follows:-

1. The party of the first part shall be provided with a \_\_\_\_\_ passage to India and on being provided with such passage shall proceed thither within such time and by vessel as may be prescribed by or on behalf on the Government.
2. The party of the first part shall on arrival in India forthwith report himself for duty without avoidable delay as directed by the officers of the Government and shall submit himself to the orders of the Government and of the officers and authorities under whom, he may from time to time be placed by the Government and shall from the date of disembarkation at the Port in India/ date of embarkation for India remain in the service for the term of \_\_\_\_\_ years subject to the provisions herein contained. He shall devote his whole time to his duties and at all times obey the rules, including the government Employees Conduct Rules, prescribed from time to time for the regulation of the branch of the Public Service to which he may belong and shall whenever required, proceed to any part of India and here perform such duties as maybe assigned to him.
3. If the party of the first part fails to proceed to India or to join his appointment there as ordered or if he at anytime during the said terms of years voluntarily quits the services, without giving due notice and without the permission of the Government, he shall forthwith on demand repay to the government, the cost of the passage provided under clause I hereof.
4. The service of the party of the first part may be terminated as follows:-
  - (1) at the end of the first year by either party without notice.
  - (2) At any time on three calendar months notice in writing given to him by the Government if, in the opinion of the Government, the party of the first part proves unsuitable for the efficient performance of his duties during service under the Agreement.

- (3) By the Government without previous notice if the Government are satisfied on medical evidence that the party of the first part is unfit and is likely for a considerable period to continue unfit by reasons of ill-health for the discharge of his duties in India.

PROVIDED always that the decision of the Government that the party of the first part is likely to continue unfit shall be conclusively binding on the party of the first part.

- (4) By the Government or their officers having proper authority without any previous notice if the party of the first part shall be guilty of any in-subordination, intemperance or other misconduct or of any breach or non-performance or any of the provisions of these present or of any rules pertaining to the branch of the public service to which he may belong.
- (5) By six calendar months notice in writing given at any time during service under this Agreement (except during the first year thereof) either by him to the Government or by the government or their authorized officer to him without cause assigned :

PROVIDED always that the /government may in lieu of any notice herein provided for, give the party of the first part a sum equivalent to the amount of his pay for six months or shorter notice than six months if they pay him a sum equal to the amount of his pay for the period by which such notice falls short of six months:

Provided further that in the event of a notice being given under sub clause (2) of this clause the word "three" shall be read in place of the word "six" in the preceding proviso.

The term "pay" for the purpose of this clause shall mean the pay (including special pay, personal pay, if any, sterling overseas pay and technical pay, if the Government employee is entitled to it under the terms of his contract), the party of the first part is receiving under these presents at the times unless he is receiving officiating pay in which case it shall mean the pay (including special pay, personal pay, if any, overseas pay and technical pay if the government employee is entitled to under the terms of his contract), of his substantive appointment.

5. If the party of the first part be suspended from duty during investigation into any charge of misconduct mentioned in sub-clause (4) of clause 4, thereof, he shall not be entitled to any pay during such period of suspension but shall be entitled to receive subsistence grant at such rate as the Government may decided to allow him.
6. The scale of pay attached to the post of \_\_\_\_\_—to which the party of the first part is appointed shall comprise the following monthly rates of pay in successive stages of twelve months service :-

Stages	Pay (Rs.)
1	
2	
3	
etc.	

We shall from the date of his embarkation for India/his disembarkation in India/the execution of this agreement be granted pay at the rate of Rupees \_\_\_\_\_ per mensem in the aforesaid scale and shall receive pay in the succeeding stages provided for in that scale in accordance with the provisions of the rules from time to time in force and applicable to his case, service in the stages reckoning from the aforesaid date. The pay from time to time payable to him under these presents shall be paid for such time as he shall serve under this agreement and actually perform his duties commencing from the aforesaid date and ceasing on the date of his quitting service in India or on the date of his discharge there from or on the day of his death if he shall die whilst in service. If at any during the period of the first part proceeds on deputation out of India his pay during the period of his deputation shall be regulated by the ordinary rules regarding deputation.

7. The party of the first part shall be eligible, subject to the exigencies of the public service, for leave and leave salary under the rules contained in Part II of Appendix 16 to the Punjab Civil Service Rules, Volume I, Part II, as amended from time to time if on the date of this agreement he has his domicile elsewhere than in Asia, otherwise, under the rules in Part I of that Appendix.
8. The leave salary of the party of the first part, who is permitted under rule 8.41 of the Punjab Civil Services Rules, Volume I, Part I, to take up employment under the government or a private employer during terminal leave or such other leave on the expiry of which he is not expected to return to duty, shall be restricted to the amount of leave salary admissible in respect of leave on half average pay or half pay leave, as the case may be.
9. If the party of the first part is required to travel in the interests of the Public Service, he shall be entitled to traveling allowance on the scale provided for in the rules, framed by the Government from time to time in force and applicable to his case and similar traveling allowance shall also be payable to him in respect of his journey from the port of disembarkation to his station on first joining the appointment.
10. The party of the first part shall be eligible for any concessions in relation to medical attendance and treatment that maybe prescribed by the Government for the class of officers serving in the same station to which the Government may declare the party of the first part to correspond in status or conditions of service.
11. During his service under these presents, the party of the first part shall be permitted to/ \*\* shall subscribe to the Punjab Contributory Provident Fund and shall be subject to the rules of that Fund from time to time in force.
12. \*\*\*If during his service under these presents the party of the first part becomes or continues to be insured as a Voluntary Contributor under the National Health Insurance Acts and Widows Orphans and Old Age Contributory Pensions Acts for the time being in force, the Government shall pay one-half on the combined contribution payable by him as such contributor during the first five years of his service and there after one half of the contribution payable by him as a contributor under the Contributory Pensions Acts only and in that event he shall authorize the Government to pay in the United Kingdom on his behalf the balance of such contribution and the surrender by the Government at the appropriate time of the duly stamped contribution card to his approved society or to be appropriate Insurance Department shall be a sufficient discharge in respect of any liability incurred by the Government under this clause.
13. In any payments made to the party of the first part in the United Kingdom under these presents the rate of exchange then applicable to the class of transaction concerned as decided by the Government from time to time shall be observed.

14. Notwithstanding anything hereinbefore contained, the party of the first part shall, unless otherwise decided by the Government, be entitled to receive, in whole or in part, as may be authorized by the Government, the benefits of any improvement that may be sanctioned by the Government subsequent to the date of these presents in the terms and conditions of service of members of the branch of the public service to which he may for the time being belong, and the decision of the Government in respect in such improvement in the terms and conditions of service of the party of the first part shall operate so as to modify to that extent the provisions of these presents.
15. All acts authorized or required to be done by the Government may be done in the United Kingdom by the High Commissioner for India acting on their behalf.
16. On the completion by the party of the first part of his full term of service under this agreement, or on his being allowed by Government to proceed on leave preparatory to this retirement on the expiry of that term, or on the determination of this service by Government under sub-clauses (1) (2) (3) or (5) of clause 4 hereof, the Government shall provide him with a passage to England or at his option with a passage to any other country at a cost not exceeding that of a passage to England ; provided that he claims such passage and leaves India within three months of the completion of the said term or of the commencement of his leave or of the determination of his service, and that if his service is determined on account of ill-health, such ill-health has not been brought on by his neglect, carelessness or misconduct (of which the certificate of a medical officer nominated by the Government shall be conclusive) .
17. Notwithstanding anything hereinbefore contained, the pay and leave salary admissible under these presents, whether payable in India or elsewhere shall be subject to any emergency cut that may be ordered by the Government for the same period and on the same terms as for other officers under the administrative control of the Government.
18. In respect of any matter for which no provision has been made in this agreement, the provision of the rules framed under clause (b) of sub-section (2) of Section 241 of the Government of Indian Act, 1935, as adapted by the India(Provisional Constitution) Order, 1947, read with articles 309 and 313 of the Constitution of India shall apply to the extent to which they are applicable to the service hereby provided for and the decision of the Government as to their applicability shall be final.
19. Stamps Duty, if any, on this instrument shall be borne by Government.

IN WITNESS WHERE OF the party of the first part and \_\_\_\_\_  
on behalf of the Governor of the Haryana have hereunto set their hands the day and year first above written.

Signed by \_\_\_\_\_ the party of the first part in the presence of  
\_\_\_\_\_.

Signed by \_\_\_\_\_ on behalf of the Governor of Haryana in the  
presence of \_\_\_\_\_.

**MEMORANDUM**

The within named \_\_\_\_\_—has been re-engaged and his service extended for a further period of \_\_\_\_\_years subject mutates mutandis to the conditions of the within Agreement and his scale of pay shall as from the \_\_\_\_\_-day of \_\_\_\_\_-henceforth comprise the following monthly rate of pay in successive stages of twelve months, service :-

Stages	Pay (Rs.)
1	
2	
3	
etc.	

In addition, he shall be eligible for the grant of passages at the expense of the State as provided in the \_\_\_\_\_.

In witness whereof the party of the first part and on behalf of the Governor of Haryana have hereunto set their hands on the \_\_\_\_\_ day of \_\_\_\_\_19 .

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**MODEL AGREEMENT FORM No. II****(Initial agreement for recruitment in India with Memorandum for re-engagement for a further definite period)**

*(Note.— It must be understood that although the agreement as required by law is in form agreement with the GOVERNOR of the Haryana this appointment is made by the Government of the Haryana. A person selected to fill it will be subject in all respects throughout his service to the orders of that Government. His pay and allowances and the government contribution to his Provident Fund will be subject to the vote of the Haryana Legislative Assembly).*

ARTICLES OF AGREEMENT made the \_\_\_\_\_ day of one thousand nine hundred and \_\_\_\_\_ BETWEEN \_\_\_\_\_ of \_\_\_\_\_ the one part and the Governor of Haryana (hereinafter called "THE GOVERNMENT") of the other part.

WHEREAS THE GOVERNMENT have engaged the party of the first part and the party of the first part has agreed to serve the GOVERNMENT on the terms and conditions hereinafter contained.

NOW THESE PRESENT WITNESS AND the parties hereto respectively agree as follows:-

1. The party of the first part shall submit himself to the orders of the Government and of the officers and authorities under whom he may from time to time be placed by the Government and shall remain in the service for the terms of \_\_\_\_\_ years \_\_\_\_\_ commencing from \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ subject to the provisions herein contained.
2. The party of the first part shall devote his whole time to his duties and at all times obey the rules including the government employee Conduct Rules prescribed from time to time for the regulation of the branch of the Public Service to which he may belong and shall, whenever required, proceed to any part of India and there perform such duties as may be assigned to him.
3. That he/she shall whenever so required to do by the Government furnish a cash security in such form as Government may require an execute a bond for the due performance of all the duties required of him/her where the duties require handling of cash, stores, etc.
4. The service of the party of the first part may be terminated as follows: -
  - (1) At the end of the first year by either party without notice.
  - (2) At anytime on three calendar months notice in writing given to him by the Government if, in the opinion of the government the party of the first part proves unsuitable for the efficient performance of his duties during service under this agreement.
  - (3) By the Government without previous notice if the Government are satisfied on medical evidence that the party of the first part is unfit and is likely for a considerable period to continue unfit by reason of ill-health for the discharge of his duties in India, PROVIDED always that the decision of the Government that the party of the first part is likely to continue unfit shall be conclusively binding on the party of the first part.
  - (4) By the Government or their officers having proper authority without any previous notice if the party of the first part shall be guilty of any insubordination, intemperance or other misconduct or of any breach or non-performance of any of the provisions of

these presents or of any rules pertaining to the branch of the public service to which he may belong.

- (5) By six calendar months notice in writing given at any time during service under this agreement except the first year thereof either by him to the Government or by the Government or their authorized officer to him without cause assigned:

Provided always that the Government may in lieu of any notice herein provided for give the party of the first part a sum equivalent to the amount of his pay for six months or shorter notice than six months if they pay him a sum equal to the amount of his pay for the period by which such notice falls short of six months.

Provided further that in the event of a notice being given under sub-clause (2) of this clause the word "three" shall be read in place of the word "six" in the preceding proviso.

The term "pay" for the purpose of this clause shall mean the pay (including special pay, personal pay, if any, Sterling Overseas Pay and Technical Pay, if the Government employee is entitled to it under the term of his contract) the party of the first part is receiving under these presents at the time, unless he is receiving officiating pay in which case it shall mean the pay (including special pay, personal pay, if any, Sterling Overseas Pay and Technical Pay if the Government employee is entitled to it under the terms of his contract) of his substantive appointment.

5. If the party of the first part be suspended from duty during investigation into any charge misconduct mentioned in sub-clause (4) of clause 4 hereof, he shall not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence grant at such rate as the Government may decide to allow him.
6. The scale of pay attached to the post of \_\_\_\_\_—to which the party of the first part is appointed shall comprise the following monthly rates of pay in successive stages of twelve months service :-

Stages	Pay (Rs.)
1	
2	
3	
etc.	

He shall from the \_\_\_\_\_ be granted pay at the rate of Rs. \_\_\_\_\_ per mensem in the aforesaid in accordance with the provisions of the rules from time to time in force and applicable to his case, service in the stages reckoning from the aforesaid date. The pay from time to time payable to him under these presents shall be paid for such time as he shall serve under this Agreement and actually perform his duties commencing from the aforesaid date and ceasing on the date of his quitting service in India or on the day of his discharge there from or on the day of his death, if he shall die whilst in service. If at any time the party of the first part proceeds on deputation shall be regulated by the ordinary rules regarding deputation.

7. The party of the first part shall be eligible subject to the exigencies of the Public Service, for leave and leave salary under the rules contained in Part I of Appendix 16 of the Punjab Civil Services Rules, Volume I, Part II.
8. The leave salary of the party of the first part, who is permitted under rule 8.41 of the Punjab Civil Services Rules, Volume I, Part I to take up employment under the Government or a private employer during terminal leave or such other leave on the expiry of which he is not expected to return to duty, shall be restricted to the amount of leave

salary admissible in respect of leave on half average pay or half pay leave, as the case may be.

9. If the party of the first part is required to travel in the interests of the public service, he shall be entitled to travelling allowance on the scales provided for in the rules framed by the GOVERNMENT from time to time in force and applicable to his case.
10. The party of the first part shall be eligible for any concessions in relation to medical attendance and treatment that maybe prescribed by Government for the class of officers serving in the same station to which the Government may declare the party of the first part to correspond in status or conditions of service.
11. During his service under these presents, the party of the first part shall be permitted to/\*\* shall subscribe to the Haryana Contributory Provident Fund and shall be subject to the rules of that Fund from time to time in force.
12. In any payments made to the party of the first part in the United Kingdom under these presents the rates of exchange then applicable to the class of transaction concerned as decided by the GOVERNMENT from time to time shall be observed.
13. Notwithstanding anything hereinbefore contained the party of the first part shall unless otherwise decided by the Government be entitled to receive in whole or in part as may be authorized by the Government be entitled to receive whole or in part as maybe sanctioned by the Government subsequent to the date of these presents in the terms and conditions of service of members of the branch of the public service to which he may for the time being belong and the decisions of the government in respect of such improvement in the terms and conditions of service of the party of the first part shall operate so as to modify to that extent the provisions of these presents.
14. All acts authorized or required to be done by the Government maybe done in the United Kingdom by the High Commissioner for India acting on their behalf.
15. Notwithstanding anything hereinbefore contained, the pay and leave salary admissible under these presents whether payable in India or elsewhere shall be subject to any emergency cut that may be ordered by the Government for the same period and on the same terms as for other officers under the administrative control of the Government.
16. In respect of any matter in respect of which no provision has been made in this agreement the provisions of the rules framed under clause (b) of sub-section (2) of section 241 of the Government of India Act. 1935, as adapted by the India (Provisional Constitution) Order, 1947, read with Articles 309 and 313 of the Constitution of India, shall apply to the extent to which they are applicable to the service hereby provided for and the decision of the Government as to their applicability shall be final.
17. Stamp duty, if any, on this instrument shall be borne by Government.

In witness where of the party of the first part and \_\_\_\_\_ to the Government of Haryana, in the Department of \_\_\_\_\_ on behalf of the Governor of Haryana have hereunto set their hands the day and year first above written.

Signed by \_\_\_\_\_ the party of the first part in the presence of \_\_\_\_\_.

Signed by the \_\_\_\_\_ said \_\_\_\_\_ to the Government of Haryana, Department of \_\_\_\_\_ of \_\_\_\_\_ on behalf of the Governor of Haryana in the presence of \_\_\_\_\_.

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**MODEL AGREEMENT FORM No. III****(Agreement for extension of service for an indefinite period)**

*Note.— It must be understood that although the agreement as required by law is in form agreement with the GOVERNOR of the Haryana this appointment is made by the Government of Haryana. A person selected to fill it will be subjected in all respect throughout his service to the orders of that Government. His pay and allowances and the Government contribution to his Provident Fund will be subject to the vote of the Haryana Legislative Assembly.*

ARTICLES OF AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_ BETWEEN of the one part and GOVERNOR OF THE HARYANA (hereinafter called the Government) of the other part. WHEREAS the party of the first part was engaged by the GOVERNMENT TO serve the GOVERNMENT under an agreement, dated the \_\_\_\_\_ day of one thousand nine hundred and \_\_\_\_\_.

AND WHEREAS the said agreement was terminated AND WHEREAS the Government have now re-engaged the party of the first part and the party of the first part has agreed to continue to serve the GOVERNMENT on the terms and conditions hereinafter contained.

NOW THESE PRESENTS WITNESS AND the parties hereto respectively agree as follows:-

1. The party of the first part shall submit himself to the orders of these Government and of the officers and authorities under whom he may from times to time be placed by the Government. He should devote his whole time to his duties and at all time, obey the rules including the Government Employee Conduct Rules prescribed from time to time for the regulation of the Branch of the Public Service to which he may belong and shall whenever require proceed to any part of India and there perform such duties as may be assigned to him.
2. Unless the service of the party of the first part is terminated as hereinafter provided he shall continue in the employment of the Government until he attains the age of fifty-five years when he shall retire. PROVIDED that the Government may retain his service after he has attained that age for such period as may be agreed upon subject to the provisions of the rules from time to time in force applicable to him and to the provisions herein contained.
3. The service of the party of the first may be terminated as follows:-
  - (1) At any time on three calendar months notice in writing given to him by the Government if, in the opinion of the Government, the party of the first part proves unsuitable for the efficient performance of his duties during service under his Agreement.
  - (2) By the Government without previous notice if the Government are satisfied on medical evidence that the party of the first part is unfit and is likely for a considerable period to continue unfit by reason of ill health for the discharge of his duties in India, PROVIDED always that the decision of the Government that the party of the first part is likely to continue unfit shall be conclusively binding on the party of the first part.
  - (3) By the Government or their officers having proper authority without any previous notice if the party of the first part shall be guilty of any insubordination, intemperance or other misconduct or of any breach or non-performance of any of the provisions of

these presents or of any rules pertaining to the branch of the Public Service to which he may belong.

- (4) By six-calendar month, s notice in writing given at any time during service under this agreement either by him to the Government or by the Government or their authorized officer to him without cause assigned; Provided always that the Government may in lieu of any notice herein provided forgive the party of the first part a sum equivalent to the amount of his pay for six months or shorter notice than six months if they pay him a sum equal to the amount of his pay for period by which such notice falls short of six months. PROVIDED also that in the event of a notice being given under sub-clause (1) of this clause the word "three " shall be read in place of the word "six" in the preceding provisions. The term "pay" for the purpose of this clause shall mean the pay (including special pay personal pay, if any, sterling overseas pay and technical pay if the Government employee is entitled to it under the terms of his contract) the party of the first part is receiving under these presents at the time unless he is receiving officiating pay in which case it shall mean the pay (including special pay, personal pay, if any, Sterling Overseas Pay and technical pay of the Government employee is entitled to it under the terms of his contract) of his substantive appointment.
4. If the party of the first part be suspended from duty during investigation into any charge of misconduct mentioned in sub-clause (3) of clause 3 hereof he shall not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence grant at such rate as the Government may decide to allow him.
5. During the period of his employment under these presents the party of the first part shall receive subject to the provisions of the rules from time to time in force and applicable to him such rate and scale of substantive pay(as defined therein) as may be attached under the orders of the Government to the appointment held by him from time to time . The pay from time to time payable to him under these presents shall be paid for such time as he shall serve under this Agreement and actually perform his duties and shall cease on the day of his quitting service in India or on the day or his discharge there from or on the day of his death if he shall die whilst in service. If at any time the party of the first part proceeds on deputation out of India his pay during the period of his deputation shall be regulated by the ordinary rules regarding deputation.
6. The party of the first part shall during his service under these presents be eligible subject to the exigencies of the public service for leave and leave-salary under the rules referred to in the agreement dated the \_\_\_\_\_day of \_\_\_\_\_one thousand nine hundred and\_\_\_\_\_
7. If the party of the first part is required to travel in the interest of the public service during the period of his engagement he shall be entitled to traveling allowance on the scale provided for in the rules framed by the Haryana Government from time to time in force and applicable to him.
8. The party of the first part shall be eligible for any concessions in relation to medical attendance and treatment that may be prescribed by the Government for the class of officers serving in the same station to which the Government may declare the party of the first part to correspond in status or conditions of service.
9. During his service under these presents the party of the first part shall be permitted to/ \*\*shall subscribe to the Haryana Contributory Provident Fund and shall be subject to the rules of that Fund from time to time in force.

10. In any payments made to the first part in the United Kingdom under these presents the rate of exchange then applicable to the class of transaction concerned as decided by the GOVERNMENT from time to time shall be observed.
11. Notwithstanding anything hereinbefore contained, the party of the first part shall, unless otherwise decided by the Government, be entitled to receive, in whole or in part, as may be authorized by the Government, the benefits of any improvement that may be sanctioned by the Government, subsequent to the date of these presents in the terms and conditions of service of members of the branch of public service to which he may for the time being belong, and the decision of the Government in respect of such improvement in the terms and conditions of service of the party of the first part shall operate so as to modify to that extent the provisions of these presents.
12. All acts authorized or required to be done by the Government may be done in the United Kingdom by the High Commissioner for India acting on their behalf.
13. Notwithstanding anything hereinbefore contained the pay and leave-salary admissible under these presents whether payable in India or elsewhere shall be subject to any emergency cut that may be ordered by the Government for the same period and on the same terms as for other officers under the administrative control of the Government.
14. In respect of any matter in respect of which no provisions has been made in this agreement the provisions of the rules framed under clause (b) of Sub-section (2) of Section 241 of the Government of India Act, 1935, as adapted by the India (Provisional Constitution) Order, 1947, read with Articles 309 and 313 of the Constitution of India, shall apply to the extent to which they are applicable to the service hereby provided for and the decision of the Government as to their applicability shall be final.
15. Stamp duty, if any, on this instrument shall be borne by Government. In witness where of the party of the first part and \_\_\_\_\_ to the Government of Haryana in the \_\_\_\_\_ Department on behalf of the Governor of Haryana have hereunto set their hands the day and year first above written. Signed by \_\_\_\_\_ the party of the first part in the presence of \_\_\_\_\_ Signed \_\_\_\_\_ by \_\_\_\_\_ the said \_\_\_\_\_ to the Government of the Haryana \_\_\_\_\_ Department of \_\_\_\_\_ on behalf of the Governor of Haryana in the presence of \_\_\_\_\_.

#### MEMORANDUM

The within named \_\_\_\_\_ has been re-engaged and his service extended for a further period of \_\_\_\_\_ years subject mutates mutandis to the conditions of the within agreement and his scale of pay shall as from the \_\_\_\_\_ day of \_\_\_\_\_ henceforth comprise the following monthly rates of pay in successive stages of twelve months service:-

Stages	Pay (Rs.)
1	
2	
3	
etc.	

In witness whereof the party of the first part and on behalf of the Governor of Haryana have hereunto set their hands on the \_\_\_\_\_ day of \_\_\_\_\_ 19.

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**FORM PUNJAB C.S.R. No. 2***(Referred to in Note to Rule 8.4)***APPLICATION FOR LEAVE OF \_\_\_\_\_***Note.— Items 1 to 10 must be filled in by all applicants whether gazetted or non-gazetted.*

1.	Name of applicant	
2.	Leave Rules applicable	
3.	Post held	
4.	Department, office and section	
5.	Pay	
6.	House-rent Allowance, Conveyance Allowance or other compensatory allowance drawn in the present post	
7.	Nature and period of leave applied for and date from which required	
8.	Sundays and holidays, if any, proposed to be prefixed/ suffixed to leave	
9.	Ground on which leave is applied for	
10.	Date return from last leave and the nature and period of that leave	
11.	(a) I undertake to refund the difference between the leave salary drawn during leave on average pay/ commuted leave and that admissible during leave on half average pay/half pay leave, which would not have been admissible had the proviso to rule 8.119 of the Punjab Civil Services Rules, Volume I, Part I, not been applied in the event of my retirement from service at the end or during the currency of the leave.	
	(b) I undertake to refund the leave salary drawn during "leave not due" which would not have been admissible, had rule 8.119 (d) of the Punjab Civil Services Rules, Volume I, Part I, not been applied, in the event of my voluntary retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave not due availed of by me.	
	Signature of applicant (with date)	

12.	Remarks and/ or recommendations of the controlling officer	Signature (with date) Designation
13.	<p align="center"><b>Certificate regarding admissibility of leave</b> (By Accountant-General in case of gazetted officers)</p> <p>Certified that _____ (Nature of leave) _____ for _____ (period) from _____ to _____ is admissible under rule _____ of the _____ Rules.</p> <p align="right">Signature (with date) Designation</p>	
*14.	Orders of the sanctioning authority	Signature (with date) Designation

\*If the applicant is drawing any compensatory allowance, the sanctioning authority should indicate whether on the expiry of leave, he is likely to return to the same post or to another post carrying similar allowance.

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**FORM PUNJAB C.S.R. No. 3***(Referred to in rule 8.34)***Memorandum of Information for the guidance of Government employees proceeding on leave out of India.**

1. **Report of sailing.**— If a certificate of departure accompanies this memorandum, the Government employee should sign, stamp and post it to the Accountant-General, from whom the Memorandum is received.
2. **Leave-salary Certificate or leave salary Warrant.**— A Government employee before he leaves India should obtain from the Accountant-General, a Leave Salary Certificate or a Leave-salary Warrant to enable him to draw his leave-salary from the United Kingdom or in a Dominion or Colony as the case may be. If for any reason, he is unable to do so it will be forwarded to him at the address which he should leave with the Accountant-General.
3. **Leave on medical certificate.**—A Government employee taking leave out of India on medical certificate should take with him on copy of the Medical report upon his case, and be prepared to produce it before the Medical Board at the Office of the High Commissioner for India, if required to do so.
4. **Certificate of leave necessary in certain cases.**— A Government employee proceeds on extraordinary leave out of India, or on leave on average pay or earned leave from out of India, during which he does not propose to draw leave-salary, or if a Government employee proceeds to a Dominion or Colony, he should obtain a certificate of leave from the Accountant-General. This certificate has to be presented by the Government employee to the High Commissioner for India, if he is on leave in Europe, North Africa, America or the West Indies and applies for extension of leave or for permission to return to duty or for a last pay certificate before returning to duty.
5. **Report of arrival in the United Kingdom.**—When a Government employee arrives in the United Kingdom, he should at once report his arrival by letter to the High Commissioner for India at India House, Aldwych, London, W.C. 2 giving an address at which letter will find him, and he should forward his leave-salary certificate to the same authority on arrival, or as soon as he receives it from India.
6. **Military Officers in Civil Employ visiting foreign countries.**—Military Officers in Civil employ are bound by the instruction Nos. 93 and 94 of Part-II of the Military leave Rules (India) requiring that permission shall be obtained before visiting foreign countries named in the instructions and prescribing the procedure for obtaining such permissions and necessary passports.
7. **Payment in the United Kingdom.**—The leave-salary (including the sterling Leave salary of a Government employee drawing their leave-salary in India or in Dominion or Colony) of all Government employee is issued from the Treasury in the United Kingdom monthly in arrears on the first day of each calendar month. It will be paid to the Government employee on his personal application, or to his banker or other agent, duly authorized under power of attorney, on production of a life certificate filled up and executed in the manner directed thereon (except in cases where proof of existence is not required owing to the banker having been permitted to execute a Deed of Covenant and Indemnity guaranteeing the High Commissioner against loss consequent on his dispensing with the production of such proof), or on presentation of a payment from comprising a receipt and a life certificate, both duly completed, by the Government employee. A supply of life certificate forms may be obtained from the High Commissioner on the Government employee's written application.

*Note.—1. If the leave-salary is drawn by a banker or agent who has executed a general bond of Indemnity, a life certificate should be produced at least once a year.*

*Note.—2. If the Government employee intimates to the High Commissioner his election of this method, he will be regularly supplied with the requisite payment from as the due date of issue approaches.*

8. **Payment in a Dominion or Colony.**— Payment of leave-salary will not be made by a Dominion or a Colonial authority unless the Government employee produces his copy of the warrant.

When no space for the entry of endorsements of payment remains upon the back of a Colonial leave-salary warrant, or when a warrant is lost or destroyed, the Government employee concerned should make an application for a fresh warrant, through the Dominion or Colonial Disbursing Officer, to the Accountant-General.

9. **Transfer of payment from one Dominion or Colony to another.**—If the transfer from one Dominion or Colony to another of payment of the leave-salary of a Government employee is sanctioned by the Dominion or Colonial authorities, such transfer must be reported by the Government employee to the Government and to the High Commissioner.
10. **Transfer of payment from the United Kingdom to Dominion or Colony and vice versa.**—If a Government employee drawing his leave-salary in a Dominion or a Colony desires to draw his leave-salary in the United Kingdom, he can do so on production of his warrant to the High Commissioner. If one drawing his leave-salary from the United Kingdom desires to transfer payment to a Dominion or a Colony, he must obtain a warrant from the High Commissioner. A transfer of this kind must be reported by the Government employee to the Government.
11. **Extension or commutation of leave.**—A Government employee absent on leave in Europe, North Africa, America or the West Indies who wishes to have his leave extended or commuted must apply to the High Commissioner for India about three months before the expiry of his leave and unless the extension is desired on medical grounds, or is for a period of not more than fourteen days, he must produce with his application evidence that the Government on whose cadre he is borne has been referred to by him and has no objection to the extension or commutation desired. It is in exceptional cases only that the High Commissioner will grant extension without the production of such evidence, and then for such period only as may be necessary to obtain the orders of the Government concerned which will be sought by telegraph at the applicant's expense.
12. If on medical grounds a Government employee on leave in any of the localities named in paragraph 11, desires an extension for more than fourteen days, he must satisfy the Medical Board at the office of the High Commissioner for India of the necessity for the extension. In order to do so, he must, as a general rule, appear at the High Commissioner's Office for examination by the Board, but in special cases and particularly if he is residing at a distance of more than sixty miles from London, a certificate in a form to be obtained from the High Commissioner may be accepted if signed by two medical practitioners. A certificate obtained outside the United Kingdom and signed by foreigners must be attested by consular or other authority as bearing the signature of qualified medical practitioners. If an application for extension be delayed until the last two months of leave, advice of any extension granted for a period of more than seven days will be sent to India by telegraph, and the cost of the telegram will ordinarily be charged to the Government employee.

13. If a Government employee on leave in any of the localities named in paragraph 11 has been granted leave on medical certificate and desires an extension on grounds other than medical, he must satisfy the Medical Board, as prescribed in paragraph 12 above, that he has recovered his health. Any such extension without a medical certificate will only be admissible if the extension was due at the time the original leave was granted. In the case of a Commissioned Medical Officer, the Government will make a reference to the Director-General, Indian Medical Services, before granting the permission.
14. A Government employee on leave out of India, elsewhere than in any of the localities named in paragraph 11, who wishes to have his leave extended or commuted must apply three months before the expiry of the leave to the authority in India which granted it.
15. If an application made under paragraph 14 above is for an extension of leave on medical certificate it must be accompanied by a certificate from two medical practitioners in the following forms :-“We hereby certify that we have carefully examined C.D. of the \_\_\_\_\_ who is suffering from \_\_\_\_\_ and we declare upon our honour that, according to the best of our judgement and belief, he is at present unfit for duty in India, and that it is absolutely necessary for the recovery of his health that his present leave, which will expire in India \_\_\_\_\_ shall be extended by \_\_\_\_\_ months/ weeks

Dated \_\_\_\_\_

Place \_\_\_\_\_

The certificate must describe in full details the nature of the disease and the present condition of the Government employee. If it be signed by foreigners it must be attested by Consular or other authority, as bearing the signature of qualified medical practitioner.

16. **Return from leave:-** A Government employee may not, without the permission of the authority which granted him leave, return to duty more than fourteen days before the end of leave. This rule applies also to military officers subject to the Military Leave Rules. He must obtain permission to return to duty from Government.
17. A Government employee who is required to produce a medical certificate of fitness before returning to duty must obtain Permission to return to duty before so returning.
18. If the Government employee desiring to return is on leave in any of the localities named in paragraph 11, his application must be made to the High Commissioner and he must satisfy the Medical Board at the High Commissioner's Office of his fitness to return at least two months before the expiry of his leave. In order to do so, he must follow the procedure prescribed in paragraph 12 above. When the Medical Board has been satisfied, the High Commissioner will grant permission to return.
19. If the Government employee desiring to return is on leave out of India elsewhere than in the localities named in paragraph 11, his application must be made to the authority which granted his leave, and must be accompanied by a certificate of fitness in the prescribed form.
20. Permission to return will not be granted to a Government employee to whom no leave-salary certificate or Leave-salary certificate or Leave-Salary Warrant has been issued, until he produces a certificate of leave.
21. **Last pay Certificate:-** Before returning to duty, a Government employee on leave in Europe must obtain a last pay certificate from the High Commissioner and bring it with him to India, and not leave it with his Agent in United Kingdom, as it will be required for presentation, to the Accountant-General if it is desired to draw on arrival in India, the advance which is permissible under the relevant rules of his Government. In such an

event the English last pay certificate should be with the Government employees as fit facilitates his identification at the Audit Office and the advance has to be recorded on the Certificate A last pay certificate will not be granted to Government employee to whom no leave salary certificate has been issued unless he produces a certificate of leave. A Government employee who has drawn his leave salary on a warrant must, on return to India, deliver to the Accountant-General by whom the pay of the post which, he will join will be audited his copy of the Warrant, which will serve as a last pay certificate.

22. **Procedure on return to duty:-** A Gazetted Government employee must report his return to duty to the Government under which he is serving. A Chaplain must report his return to the Bishop of his diocese also.
23. On return to duty, the last pay certificate obtained from the High Commissioner should be exchanged for a last pay certificate which the Accountant-General will furnish addressed to the treasury or at which after his return the Government employee intends to draw his pay and allowance.
24. **Acceptance of service during leave :-** A Government employee may not take any service or accept any employment without obtaining the requisite sanction in accordance with rule 8.41.

*Note.— A civilian Government employee on leave, who has received orders, from war office or any other department of State in England to undertake any duty in the case of a national emergency, should obtain the permission of the High Commissioner before complying with such orders.*

- (25) **Hospital for Tropical Diseases, Gordon Street:-** Government employees from Indian in the United Kingdom suffering from Tropical Diseases are not always aware that whether they are actually on leave on medical certificate or not, it may be to their advantage to appear before the Medical Board in order that the Board may advise them as to the best steps to take regarding such diseases.

Arrangements have been made for the diagnosis and preliminary treatment of the diseases and for admission of officers when necessary as indoor patient at the Hospital for Tropical Diseases, 25 Gordon Street, W.C.I.A report is furnished to the officer by the Hospital which they can take with them to their own medical adviser to enable him to carry out the treatment suggested. The cost of the examination and preliminary treatment at the hospital and also that of the accommodation supplied to officers admitted as in-patients is defrayed by the High Commissioner's Office, but certain fees for surgical treatment, physicians fees, etc, are payable by the officer himself. The Hospital is also permitted to charge a special extra fee to Senior Officers of the Civil Department who on admission as in-patients are at their own request given special accommodation. This extra fee is payable by the Officer himself, the High Commissioner's Office paying that portion only of the total charges which represents the cost of ordinary as distinct from special accommodation.

To secure these advantages, however, recommendation to the Hospital for Tropical Diseases by the Medical Board is necessary and, therefore, Government employee who wish to avail themselves of this arrangement should apply to appear before the Medical Board of the High Commissioner's Office as soon as possible after arrival.

\*\*\*\*\*

**FORM PB. C.S.R.No .4**

(Referred to in Rule 8.35)

Report of actual sailing

FROM

To

\_\_\_\_\_  
The Accountant-General,  
Haryana,

Sir,

I have the honour to report that I sailed from India by the steamer "\_\_\_\_\_"  
which left \_\_\_\_\_ on \_\_\_\_\_, the  
\_\_\_\_\_ 19 .

Yours faithfully,

(Signed)

Noted and forwarded to the Secretary to the Government of  
\_\_\_\_\_ Department.

The \_\_\_\_\_ 19.

Accountant-General.

\*\*\*\*\*

**FORMS PB. C.S.R.No. 5, 6 and 7**

*Cancelled*

**FORM PB, CSR No. 8***Leave Salary Certificate for leave salary payable in India**(Note.— Forms are supplied in bound books)**(Referred to in note below paragraph 7 of Appendix 11)*

No. \_\_\_\_\_ of 19 \_\_\_\_\_

Leave salary Certificate for leave salary payable in India.

Shri \_\_\_\_\_

of the \_\_\_\_\_ having been granted leave for a period  
 of \_\_\_\_\_ year' \_\_\_\_\_ months and \_\_\_\_\_ days under  
 order No. \_\_\_\_\_ dated the \_\_\_\_\_ is  
 hereby allowed to draw his leave salary from the \_\_\_\_\_ treasury from  
 the \_\_\_\_\_ 19.

## 2. Monthly rate of leave salary

Nature of leave specifying period. (Average pay, half average pay, earned leave, commuted leave, leave on half pay, respectively) .	From	To	Y.M.D.	Monthly rate of leave salary	Remarks

3. He may be paid (1) pay from \_\_\_\_\_ to \_\_\_\_\_ Rs. \_\_\_\_\_ per mensem \_\_\_\_\_ and (2) allowances from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ per mensem \_\_\_\_\_.

4. The payment should be debited to \_\_\_\_\_

\*5. The following deductions are to be made from the leave salary :-

General Provident Fund \_\_\_\_\_

Postal Insurance Fund \_\_\_\_\_

Income tax \_\_\_\_\_

Other deductions, e.g., advances, etc. \_\_\_\_\_

Signature to \_\_\_\_\_

Designation \_\_\_\_\_

Forwarded to \_\_\_\_\_

Through the \_\_\_\_\_

Office of the \_\_\_\_\_

Signature \_\_\_\_\_

Dated at \_\_\_\_\_

Designation \_\_\_\_\_

\*Where the deductions relate to sterling branches of Provident Fund this should be indicated clearly under Item 5.

\*\*\*\*\*

**FORM PB. C.S.R. No. 9***(Referred to in paragraph 18 of Appendix 11)***Accountant-General's letter to the Government employee proceeding on leave out of India**

To

\_\_\_\_\_.

Sir,

With reference to the order noted in the foot-note granting you leave, out of India. I have the honour to say that it is necessary for you to obtain from me a leave- salary to enable you to draw your leave salary.

2. To enable me to prepare your leave-salary certificate, it is necessary that you send me the information asked for in the enclosed from Pb. C.S.R. No. 10 and also your formal certificate of giving over charge of your office, date and hour, at your earliest convenience.

3. If you are in or intend to pass through (Accountant-General's Station) your certificate will be prepared, and your pay and allowances paid up to the date before your leave commences, except in the case referred to in paragraph 5 below on your calling personally at my office, and presenting a last pay certificate from the officer from whom you last drew your pay and allowances. Otherwise, I shall cause the leave-salary certificate to be sent to the address specified by you, and the pay and allowances to be paid through the officer from whom you draw your pay and allowances.

4. Leave-salary due for the first four months of leave on average pay or earned leave as the case may be, taken by itself or in combination with other leave may be drawn either in India or out of India. If you desire to draw it in India, a separate leave salary certificate for this portion of the leave will be issued, but you will be allowed to draw the pay and allowances or the broken period of the month up to the date of relief only at the commencement of the next month along with the leave salary for the rest of the month.

5. If you wish to draw your leave salary in India under the provisions of paragraph 4 above, you should either grant your agents a power of attorney or leave your bills ready signed in their custody for presentation as they fall due. A guarantee bond undertaking to refund overpayments should be furnished by your agents unless they have executed a general bond of indemnity.

*Note.— Paragraph 4 and 5 do not apply to non-gazetted Government employees who have to draw their leave salary through the head of the office, and should be omitted from the letters addressed to them.*

6. I send herewith a copy of a memorandum of information for the guidance of Government employees proceeding on leave out of India and a blank Form (Form Punjab C.S.R. No. 4) of the date of leaving India to be signed and sent to me from the first part at which your vessel touches.

7. If you wish to draw your leave salary in a Dominion or Colony, please send me three specimens of your signature.

Accountant-General

*\*Here enter No. and date of the order, name of the authority granting the leave and page of the Gazette in which the leave is notified.*

\*\*\*\*\*

**FORM PB. C.S.R. No. 10***(Referred to in paragraph 18 of Appendix 11)***Information required by the Accountant-General before the leave salary Certificate can be drawn up**

(This form should be returned duly filled up to the Accountant-General one clear week before the date of making over charge).

1.	On what date do you intend to make over charge of your office ?	
2.	Before or afternoon ?	
3.	At what port do you intend to embark ?	
4.	By what ship will you sail, and on what date ?	
5.	In what country do you wish to draw your leave salary during leave on average pay for a period not exceeding four months or earned leave if any, at the commencement of your leave, if in India at what treasury ?	
6.	In what country do you intend to spend your vacation or holidays ? If out of India in what country do you intend to draw your pay (pay allowances) during vacation or / and Holidays.  <i>Note.— The words within brackets above should be scored out by the Accountant General in all cases in which allowances are not payable out of India.</i>	
7.	What is your address in England or in India or elsewhere to which your leave salary certificate, to enable you to draw your leave salary maybe sent in case it is not handed over to you before you go on leave.	
8.	(a) What advance, if any, do you require now.	
	(b) Do you desire to adjust the advance in India or in England.	
9.	Do you intend to pay your _____ Civil Fund subscriptions in England or in India by deduction from your leave salary .	
10.	Do you wish to subscribe to the General or any other Provident Fund ? If so, to which and for what period of your leave and at what rate? Do you propose to refund any advance drawn from the Fund ?	

Nos. 3 and 4 are for Government employees to whom the leave rules in Part A of Section II and Part A of Section III of Chapter VIII are not applicable.

No. 5. Leave salary due for the first four months of the period of leave on average pay or of earned leave as the case maybe, if any, at the commencement of any period of leave out

of India can be drawn in or out of India at the government employee's opinion. IN India it can be drawn only on the first of each month in arrears by an authorized agent under a guarantee bond or on production of a life certificate. The allowances for a broken period of a month may be drawn anytime after the expiration of the leave.

No. 8 (a) is for military officers subject to the Military Leave Rules and for chaplains only.

No. 8(b) is for military officers subject to the Military Leave Rules only.

No. 9 is for members of the India Civil Services only.

*Note 1.— With the exception of privilege leave a earned in a Civil Department which should be taken first, a military officer in Civil employ pay set off the leave he takes against the civil leave or military leave at his credit, as he likes. When Form 10 is sent to such an officer question 10 should be added in manuscript“ If the leave to be set off against the military leave or against the civil leave at your credit”?The answer should be noted on his leave salary certificate.*

*Note 2.— In the case of non-gazetted Government employees to whom Note 9 Form Punjab C.S.R. No. 11 or Note3 to Form Punjab C.S.R. No. 12 applies, an additional question should be inserted to obtain the information required under those Notes.*

Dated \_\_\_\_\_ at \_\_\_\_\_ (Signature)  
(Designation)

To

The Accountant General\_\_\_\_\_.

\*\*\*\*\*

**FORM P.B. C.S.R. No. 11***(Referred to in paragraph 2 of Appendix 13)**Note.— Forms supplied in bound books with counterfoils bear the number 11-A***LEAVE SALARY CERTIFICATE**

Leave Salary Certificate for leave salary payable at Treasury in United Kingdom.

No.

Leave salary certificate of \_\_\_\_\_ of the  
\_\_\_\_\_ proceeding on \_\_\_\_\_ to  
\_\_\_\_\_

1. Government under which employed
2. Substantive post
3. Officiating post (if any)
4. Statement of present leave

Nature of leave (specifying periods on average pay, half average pay and quarter average pay-separately) (or earned leave, commuted leave or leave on half pay)	Y.M.D.	From	to	Monthly rate of leave salary (and allowances if any) subject to the deductions noted on the reverse.	Rule and clause of the Punjab Civil Service Rules or other Regulations

5. Place of payment
6. Date from which first payment is to be made
7. Amount(if any) paid in advance
8. Government and head of account to which the payment is de-bitable
9. Date of leaving India
10. Date on which the Government employee will, during the currency of leave, complete the term of service or attain the age after which he is required by any rule to retire from the service as, for instance, 55 years of age.
11. Period for, and terms on which leave may be extended or commuted otherwise than on extraordinary leave

Granted\_\_\_\_\_

may be extended on Medical certificate/  
without Medical certificate on same leave  
salary by

\_\_\_\_\_

(Further particulars required in the case of military officers in civil employ)

12. Date of commencement of pension service Earned in respect of service under Military Leave Rules.
13. Date of entry under Civil Leave Rules Earned in respect of service while under Civil Leave Rules.

\* The following particulars should be noted in this lien :-

- (1) The major, minor and detailed head of account;
- (2) whether de-bitable to Central or State revenues; if the latter, the name of the State Government;
- (3) whether the expenditure is "voted" or Charged".

When the head of account to which the leave salary is de-bitable during extensions of leave differs from the head of account de-bitable during the period of leave originally granted such variations should also be indicated.

*\*\* If the leave granted to a Government employee subject to the Leave Rules in Section II of Chapter VIII is less than 22 months, calculations up to 28 months absence only maybe given in the first instance and as soon as the leave is extended so as to bring the total period of absence from duty to 22 months or more an amendment to the original leave salary certificate should be issued at once, showing the amount of further leave due on medical certificate beyond 28 months.*

14. Amount of leave at credit at commencement of present leave
15. Date of being struck off duty
16. Deductions to be made

Rates—

Indian Civil/ Military Service Family Pensions or Indian Military Widows and Orphans Fund Subscription—	For Wife/self:	per mensem from
	For sons....	per mensem from
	For daughters ..	per mensem from
	Total	

A balance of donation on/ for \_\_\_\_\_ and interest is recoverable \_\_\_\_\_ a month from

	Name of the Funds	Rate of monthly subscription		By whom adjusted	Whether Central or State
Other Funds					
	Nature of advances	Balance out standing	Rate of monthly installment	By whom adjusted	Whether Central or State
Advances					

17. Dominion rate income-tax — Price in Rupees

Place \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Designation \_\_\_\_\_

\*In case of subscribers to Indian Civil Service Family Pensions and Superior Service (Indi) Family Pension Fund, interest accrued in India to be given here.

Abbreviations	
M.C.	Medical Certificate
E.C.A.	Medical Certificate
Y.M.D.	Years, Months, Days
Art.	Article

**Notes.—**

1. Distinguish leave granted on medical certificate from leave granted without medical certificate ; and if the leave, through technically of the latter description, was granted in consequence of the production of a medical certificate or on medical grounds mention the fact.
2. Leave-salary should be stated in whole rupees only a month (fractions being omitted and the next high rupee taken where the fraction exceeds half), and not in pounds a year, and in entering the rate of leave-salary, it should be stated in the first place without reference to the maximum or minimum applicable; and then, if a maximum or minimum applies, or if the leave salary is such that a future change in the current rate or exchange may render a maximum or minimum applicable, the words should be added "subject to maximum or minimum of", etc.
3. The maximum and minimum rates of leave-salary are those prescribed in rule 8.78. and 8.122. The rate of conversion shall be that given in note 3 below rule 8.49(4) .
4. It must be shown whether a Government employee is entitled to the full amount of leave permitted by the rules.
5. In line 7 the Rules of the Punjab Civil Services Rules or other rules under which the advance is made should be mentioned.
6. The date on which any Government employee will, during the currency of leave, complete the term of service, or attain the age after which by any rule, he is required to retire from the service should be shown in line 10.
7. These rules apply also to leave-salary certificates granted to non-gazetted Government employees when they proceed on leave out of India and draw their leave-salary out of India. In such cases the fact that the Government employee is non-gazetted Government employee should be noted against entry No. 2.
8. In preparing the leave-salary certificates of the subscribers to the Indian Military Service Family Pension Regulations and to the Indian Military Widows and Orphans, Fund, who take leave under the Punjab Civil Services Rules, the instructions given in Government of India, Finance Department No. 914-F.E., dated the 10<sup>th</sup> May, 1922, should also be observed, viz, the leave-salary certificates should show clearly the rate of leave-salary, the monthly maximum of average pay, whether it is likely to become effective or not and the period for which the leave-salary is not subject to the monthly maximum.
9. In the case of Government employees to whom the rules regarding the grant of passages to civilian personal of British Domicile engaged for service in India apply, an additional entry should be made, showing whether they and their families were given the benefit of Rule VII and whether they were allowed a similar benefit under either Rule VII or Rule VIII on returning to India.

10. *In all English leave-salary certificates the particulars of all outstanding advances (including passages advances) should be noted under item 16, and in the case Motor Car and similar advances, the date from which the recovery of monthly installments should be effected should be stated.*
11. *With the exception of privilege leave earned in a Civil Department, which should be taken first a military officer in Civil Employ may set off the leave he takes against the civil leave of military leave at his credit, as he likes. A definite election in the matter should be obtained from all such officers, and this election should be noted in the leave salary certificates.*
12. *Where subscriptions, or recoveries relate to sterling branches of Provident Fund this should be indicated under item 16.*

No. \_\_\_\_\_ Dated : the \_\_\_\_\_ 19 . Signature \_\_\_\_\_  
Designation \_\_\_\_\_

Forwarded to \_\_\_\_\_.

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**FORM PB. C.S.R. No. 12**  
(Referred to in paragraph 5 and 9 of Appendix 13)

**Leave-salary Warrant**

Debitable to Civil/ Defence Service estimates.

**(Obverse)**

Warrant No. \_\_\_\_\_ of 19 .

A.B., \_\_\_\_\_ having been granted leave for a period of \_\_\_\_\_ months and \_\_\_\_\_ days under the orders of the Government of \_\_\_\_\_ is hereby allowed the privilege of drawing this leave salary at \_\_\_\_\_ from \_\_\_\_\_ .

2. His leave-salary will be as shown below and subject to the deductions mentioned in paragraph 5 below, will be payable monthly.

PERIOD		RATE-PER MENSEM	
From	To	In rupees if paid in Ceylon	In sterling if paid elsewhere

\*3. If the Dominion or Colony does not account direct to India, the payment should be debited to the High Commissioner for India for appropriation by him of the leave-salary under the following headings:-

\*4. The paying officer is requested to take steps to ensure that when the Government employee returns to India he draws leave-salary in the Dominion or Colony up to the day before that on which the vessel by which he returns, is due to arrive at the Asiatic port of disembarkation or if returning by Air up to the date on which the aircraft in which he returns is due to arrive at the Asiatic port of disembarkation. The term "port of disembarkation" ordinarily means the last port at which the Government employee disembarks and not any other Asiatic port at which he disembarks for change of vessel or aircraft but when the journey is to be broken in Asia at the volition of the officer or when he proposes to spend a portion of his leave in Asia, before resuming his duties in India, he should be paid leave-salary only up to the day, before that on which the vessel or aircraft is due to arrive in that Asiatic portion.

5. The following deductions are to be made from the leave-salary of each month:-

Amount per MENSEM	
In rupees if paid in Ceylon	In sterling if paid elsewhere

1.	Subscription to Family Pension and Provident Fund (etc) . (in respect of which abatement of Income-tax is allowed) .	
	(a)	

	(b)	
	(c)	
2.	Deductions on account of Income-tax, Super-tax and Sur-charge—	
	(a)(i) Income-tax.	
	(ii) Income-tax surcharge.	
	(b)(i) Super-tax.	
	(ii) Super-tax Surcharge.	
3.	Other deductions:-	
	(a)	
	(b)	
	(c)	

Dated at \_\_\_\_\_

The \_\_\_\_\_

Accountant-General, Haryana

(REVERSE)

Name, rank and description of payee	Period for which payment is made	Monthly rate	Amount	Deductions					
				Fund subscriptions etc. as in paragraph 5 (1) on the obverse	Income-tax, Super-tax and Surcharge as in paragraph 5(2) on the obverse	Other deductions as in paragraph 5 (3) on the obverse	Net amount paid	Signature of paying officer	Receipt of the payee
1	2	3	4	5	6	7	8	9	10

The original copy of the warrant will be retained by the Paying Officer of the Dominion or Colony and the triplicate copy by the payee\_\_\_\_\_ for presentation to the paying officer, whenever he draws leave salary and for eventual transmission to the Accountant-General, Haryana on his return to India . The Paying Officer will record each payment on the reversion of both the copies and affix his signature on the payee's as well as the original copy and the " Signature of the Paying Officer" column. The Signature of the payee \_\_\_\_\_ will similarly be obtained on both copies in the " Receipt of the payee" column.

*Note 1.— Leave salary is payable in rupees to Government employees residing in Ceylon, Burma and Aden during their leave.*

*Note 2.— The paying officer, except in the case of a Dominion or Colony which accounts direct to India, is requested to advise the High Commissioner for India, India House, Idwych, London W.C. 2 promptly on the officer's departure from such Dominion or Colony, whether for India, the United Kingdom or any other Dominion or Colony giving particulars of amounts of pay issued and of any deductions there from.*

*Note 3.— In the case of all Government employees on leave (including those who are on leave preparatory to retirement) whose leave extends beyond the financial year ending 31<sup>st</sup> March or who leave one Dominion or Colony for another during the period of their leave, the paying officer of each Dominion or Colony should furnish to the Account Officer in India who authorized the payment of the leave salary report in the form at next page in respect of all payments made by him in that year. The report may be sent as soon as possible after the last payment by any Dominion or Colony in any financial year (i, e, up to 31<sup>st</sup> March) has been made. In the case of Government employees who are on leave preparatory to retirement, a supplementary report should also be sent soon after the payment of leave salary.*

Sr. No.	Name and Designation of the Government employee	Colonial Leave Salary Warrant No.	Gross leave salary issued upto _____ (State that period)	Amount of deductions in respect of the Provident Fund and the other Funds, etc. (give details)	Indian Income-tax deducted (Surcharge, if any, relating to Income tax, Super tax to be shown separately)	Income-tax	Super tax
1.	2	3	4	5	6	7	8

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**FORM PB. C.S.R. No. 13***(Referred to in paragraph 16,20 and 21 of Appendix 13)***Certificate of leave**

Granted to \_\_\_\_\_ proceeding out of India.

1.	Government under which employed	
2.	Post last held _____	
3.	Nature of leave granted _____	
4.	Date of commencement of leave _____	
5.	Date of expiry of leave _____	
6.	Whether medical certificate of fitness must be produced before return to duty	
7.	Amount of leave at the Government employee's credit on the expiry of the present leave	
8.	Period of the leave which might be granted if the present leave were extended	
9.	Date of entry under Civil Leave Rules	
10.	Amount of leave at credit at commencement of present leave	
	Earned in respect of service under Military Rules	
	Earned in respect of service under Civil rules	
	(Place _____)	(Signature) _____
	(Date _____)	Designation _____

*Note 1.— No leave-salary is payable on this certificate.**Note 2.— This certificate must be produced before the High Commissioner with any application for an extension of leave or permission to return to duty or the grant of a last pay certificate.*

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**FORM PB. C.S.R. No. 14**

[Deleted]<sup>116</sup>

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<sup>116</sup> Deleted Vide No. 1/2/App.-11/82-A.O.(FD), dated 30.08.1982.

**FORM PB. C.S.R. No. 15**

[Deleted]<sup>117</sup>

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<sup>117</sup> Deleted Vide No. 1/2/App.-11/82-A.O.(FD), dated 30.08.1982.

**FORM PB. C.S.R. No. 16**  
**Form of Leave Account**

*Government employees Subject to Revised Rules 1936 (as modified with effect from 1<sup>st</sup> July 1959)*

Name of Government employee \_\_\_\_\_ Date of birth \_\_\_\_\_

Date of Commencement of continuous service \_\_\_\_\_

Date of compulsory retirement \_\_\_\_\_.

Leave Account								
EARNED LEAVE								
DUTY			Leave earned (in days)	Leave at credit (in days column 9 plus 4 subject to the appropriate limit)	LEAVE TAKEN			Balance on return from leave (Column 5 – 8)
From	To	No. of days			From	To	Number of days	
1	2	3	4	5	6	7	8	9

Half Pay Leave										
LENGTH OF SERVICE			CREDIT OF LEAVE		LEAVE TAKEN					
					Leave on Private affairs			Commuted leave on medical certificate on full pay		
From	To	Number of completed years of service	Leave earned (in days)	Leave at credit (Column 26 plus 13)	From	To	Number of days	From	To	Number of days
10	11	12	13	14	15	16	17	18	19	20

Commuted leave converted into half pay leave (twice of column 20)	Leave not due on medical certificate (limited to 360 days in entire service)			Total half pay leave taken (Columns 17+21+24)	Balance on return from leave (columns 14 – 25 )	Remarks
	From	To	Number of days			
21	22	23	24	25	26	27

**INSTRUCTIONS**

1. This form comes into effect from 1<sup>st</sup> July, 1959.
2. In the case of Government employees already in Government service, the first entries, i. e .the entries that will be made on 1<sup>st</sup> July, 1959 will be in columns 5 & 14. These entries will represent the balance of outstanding on 30<sup>th</sup> June, 1959, in columns (9) and (26) of the Form A.T.C. 2-A.
3. Periods of Extraordinary leave taken should be noted in red ink in column 27 for remarks.
4. The entries in columns 10 and 11 should indicate only the beginning and end of completed years of service at the time the half pay leave commences. In cases where a Government employee completes another years of service while on half pay leave .the extra credit should be shown in columns 10 to 14 by making suitable additional entries and this should be taken into account when completing column 26.
5. Wherever transition from one fraction to another takes place, the credit at the stage should be rounded off to the nearest day i.e. fraction below half should be ignored and those of half or more should be reckoned as a day.
6. For different rates of earning leave during different spans of service, rule 8.116 (i) of the Punjab C.S.R., Volume I, Part I, may be referred to.
7. In order to apply the maximum limits of 'commuted leave' and 'leave not due' as prescribed in the relevant rules, sum total of such entries appearing in columns 20 and 24, respectively of the form A.T.C.1-A will also have to be taken into account.

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