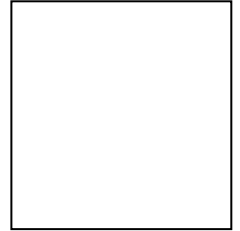


Synopsis of Haryana Civil Services Rules

(A Handbook for Haryana Government Officers)





Keshni Anand Arora, IAS
Chief Secretary, Govt. of Haryana

MESSAGE

It gives me immense pleasure to know that a reference book for Government and Semi-Government Offices titled “Synopsis of Service Rules” compiled by Sh. Ram Saran, Principal, Divisional Training Centre(HIPA), Panchkula is being brought out.

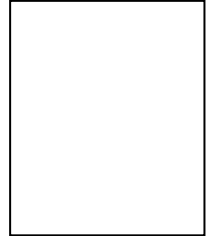
I congratulate the writer for undertaking the special endeavour by preparing the Synopsis alongwith the relevant rules for the benefit of Haryana Government employees and officers dealing with administrative matters.

A sincere effort has been made by the writer to compile the nine Haryana Civil Service Rules books in a very concise and informative book. I hope, this book will add to the efficiency of the officials/officers of Haryana Government Departments and Boards & Corporations for quick and accurate disposal of administrative matters.

(Keshni Anand Arora)



Surina Rajan, IAS(Retd.)
Director General, HIPA
Gurugram



FORWARD

After the formation of the State of Haryana, Acts and Rules as applicable to State of Punjab were being followed by the Haryana State for various administrative matters. As some of these Acts and Rules have become outdated with the passage of time, the Government of Haryana drafted several new Acts and Rules in the last few years likewise all the Civil Service of Haryana were re-drafted in year 2016 which were published in 9 Volumes.

Haryana Institute of Public Administration has been conducting various training programmes for the State Government employees to familiarize them with the provisions of these Service Rules. Such training programmes have benefitted a large number of employees and there is demand for conducting such programmes for all the newly recruited employees. Refresher programmes are also conducted for existing employees.

In the present era of Information Technology every employee has access to all the Service Rules on the Government website. However, a comprehensive compendium of the important provisions of the Service Rules would be very useful to the employees for quick reference. The user-friendly Guide on Haryana Civil Service Rules compiled by Shri Ram Saran is in response to such a felt need. This compendium provides, in one volume, the essence of the 9 volumes of Service Rules and in most cases an employee may not need anything more than what is contained in this compendium. I congratulate Shri Ram Saran for undertaking such an arduous job and bringing out the User-friendly Guide which will prove a handy training guide for use by HIPA Faculty as well as the entire employee population of Haryana.

(Surina Rajan)

PREFACE

The State Government had taken a landmark decision to repeal all the volumes of Punjab Civil Service Rules which were in existence since its inception i.e. from 1st November, 1966. To replace these rules, (with amendment from time to time) the following nine sets of service rules have been notified w.e.f. 19th July, 2016 to regulate the terms & conditions of service of government employees.

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

The new rules contain all changes which have taken place from time to time due to court judgments in service matters, revision of pay scales & other policy changes

For taking efficient administrative decisions, the dealing officials/officers are expected to satisfy themselves before quoting/implementing the service rules. For this purpose, they need easy access to the rule-book. Sometimes, it becomes difficult for the dealing persons to lay hand on the rule-book immediately. Therefore, they need a readily available guide book which may help them for dealing such matters to their entire satisfaction and instant requirements.

On the basis of the experience gained during the long service in Haryana Civil Secretariat in different positions and being a member of the drafting team and scrutinizing committee for final presentation of the above rule books to the Govt. before notification, an honest effort has been made to prepare the Synopsis of these nine sets of Haryana Civil Services Rules, 2016 in one book titled "Synopsis of Service Rules" a User-friendly Guide on Haryana Civil Service Rules. The crux of all important rules has been compiled in this book and the inventory of the rule-books has also been given so that one may use it for further clarification, if needed. It is expected that this book will prove very convenient and user-friendly for all the stakeholders.

I am grateful to Sh. Naveen Kumar, PA for his secretarial assistance, Sh. Rajpal Nasa, Consultant, HIPA and Sh. V.K. Dhamija, Chief Accounts Officer (Retd.) for their motivation and moral support for the compilation of this book.

This book contains only the precise of important provisions of rules, however, if any factual error is noticed the same may please be intimated on email : 11r.saran11@gmail.com so that it may be corrected.

Ram Saran, HSS (Retd.) is the Principal, Divisional Training Centre (HIPA)

Panchkula. Before joining HIPA he worked in Haryana Civil Secretariat for more than 40 years in different positions. When he was working as Deputy Secretary Finance he came on deputation to HIPA in 2003 and since then he has been working on his present post. He is rendering excellent service for training of the government employees.

Ram Saran was the senior member of the team which compiled about 3600 letters and notifications issued since 1947, by the Finance Department, in 17 volumes. These are of great help to the officials/officers dealing with financial matters. He was also the member of the team which drafted 9 books of Haryana Civil Service Rules, 2016 which replaced Punjab. CSR Vol. I, II & III (as applicable to Haryana) and these came into effect from 19.07.2016.

An effort has been made to compile the brief of said rule books in this Handbook and complete inventory has also been provided so that one may use it for further clarification, if needed. It is expected that this book will prove very convenient and user friendly guide for all the stake holders.

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HARYANA CIVIL SERVICES (PUNISHMENT AND APPEAL) RULES, 2016
w.e.f. 19.07.2016

[Haryana CSR (Punishment & Appeal) Rules, 1987 repealed]

Constitutional Provisions: -

Article 311 of the Constitution of India, inter-alia, stipulates that:-

- Punishment of dismissal, removal or reduction in rank shall be awarded by Appointing Authority;
- Punishment shall be awarded after inquiry;
- Charged person shall be given a reasonable opportunity of being heard;

The requirement of inquiry may be dispensed with by the competent authority in cases:-

- a) conviction on a criminal charge; or
- b) not reasonably practicable to hold such enquiry; or
- c) in the interest of the security of the State

Principles of Natural Justice – Reasonable Opportunity (Article 311 of Constitution)

An **opportunity** to deny the guilt and establish innocence only possible if he/she is:-

- a) told what the charges/allegations leveled against him/her and
- b) allowed to cross examine the witnesses and documents concerning allegations. and
- c) given enquiry report conducted or charges proved for making representation.

Preliminary Enquiry:- (LR's Guidelines)

- NOT obligatory – only a fact finding enquiry
- may be held by asking for explanation; enquiry through departmental officers or through Vigilance/CID
- Not **punitive** in nature and provisions of Article 311 not attracted. The **purpose** is to decide if prima facie there is case against the employee for proceeding.

In case prima facie some substance is found in allegations or even otherwise it is so felt by the competent authority then disciplinary action under Punishment & Appeal Rules, 2016 is attracted.

Valid Charge – Violation of the Conduct Rules or on 'good and sufficient reason' such as: Incompetence; Inefficiency; Infidelity; Neglect of duty; Absence from duty; Exercise of bad judgment; Disloyalty; Derogatory Remarks; Absence without leave; Soliciting bribes; False statements; Unprofessional conduct; Fraud in and the like

Punishment means the offender has been deprived of a right to hold post or cast any stigma or suffered forfeiture of earned salary, pension or other benefits

Appeal – a statutory right recognized by the courts, and cannot be denied

In Brief the provisions of HCS(P&A) Rules, 2016 are as under(for details consult rule book):-

Rule 1 & 2: Title and application/non-application of rules:- shall apply to every govt. employees, but not to AIS; person in casual employment; person subject to discharge within a notice of less than one month

Rule 3:Definitions of terms used in the rules.

Rule 4: Prescribed penalties under the rules are as under:-

Sr. No.	4(a) Minor Penalties	Sr. No.	4(b) Major Penalties
i.	warning with a copy in the personal file;	i.	withholding of increment(s) with cumulative effect;
ii.	censure;	ii.	withholding of promotion for a specified period more than one year;
iii.	withholding of promotion for a specified period upto one year;	iii.	reduction to a lower stage in the pay band or pay scale for a specified period, with the specific directions as to whether normal increment shall be admissible or not during

			the currency of the specified period of reduction, and further, whether on the expiry of the period of reduction his pay is to be restored or not.
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	iv.	reduction to a lower pay structure, post or service for a period of more than one year from which he has been promoted which shall ordinarily be a bar to the promotion of the Government employee to the pay structure, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the pay structure, post or service from which the Government employee was reduced and his seniority and pay on such restoration to that pay structure, post or service;
v.	withholding of increment(s) without cumulative effect.	v.	compulsory retirement
		vi.	removal from service;
		vii.	dismissal from service.
		viii.	Note: For Punishment orders under 4(b) (iii) and (iv) see Rule-45 of HCS (Pay) Rules, 2016 reproduced at ANNEXURE

Explanation:- Following shall not amount to a penalty:-

- (i) withholding of increments for his failure to pass any departmental examination as per service rules
- (ii) non-promotion after consideration of his record
- (iii) withdrawal or non-grant of ACP Pay structure on foregoing promotion;
- (iv) reversion on any administrative grounds but not connected with his conduct;
- (v) reversion during or at the end of the period of probation
- (vi) retirement on superannuation
- (vii) termination of the service—
 - a. during or at the end of the period of probation
 - b. temporary Government employee appointed otherwise than under contract, on the expiration of the period of the appointment, or on the abolition of the post
 - c. employee employed under an agreement in accordance with the terms of such agreement.

Rule 5: Suspension withholding of emoluments.—

- (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 where—
- a) a disciplinary proceeding against him is contemplated or is pending, or
 - b) a case against him in respect of any criminal offence is under investigation, inquiry or trial: or
 - c) in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interest of the security of the State:

Suspension shall not be valid, where the disciplinary proceedings are not initiated against him before the expiry of a period of ninety days from the date from which the employee was suspended: competent authority in the matter may before the expiry of the said period of ninety days and after considering the special circumstances for not initiating disciplinary proceedings, beyond one hundred eighty days without the disciplinary proceedings being initiated;

Rule 6: Authority to impose punishment:- Shall be such, as may be prescribed by the Government in the rules regulating the appointment and conditions of service of such persons.

Rule 7: Procedure for imposing major penalty.—

(A) Inquiry before imposition of major penalty—

- 1) No order of imposing a major penalty shall be passed against a unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken
- 2) Whenever the punishing authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour, it may itself inquire into, or appoint an authority to inquire into the truth thereof:

Provided that where there is a complaint of sexual harassment the complaints committee established in each department or officer for inquiring into such complaints shall be deemed to be the inquiry officer appointed by the punishing authority for the purpose of these rules and the complaints committee shall hold the inquiry as far as practicable in accordance with the procedure laid down in these rules.

- 3) Where it is proposed to hold an inquiry against a Government employee under this rule, the punishing authority shall draw up or cause to be drawn up—
 - i. the substance of imputation of misconduct or misbehaviour into definite and distinct statement of charges;
 - ii. a statement of imputation of misconduct or misbehaviour in support of each statement of charge, which shall contain—
 - a) a statement of all relative facts including any admission or confession made by the Government employee;
 - b) a list of documents by which and a list of witnesses by whom, the statement of charges are proposed to be sustained.
- 4) The punishing authority shall deliver to the employee, a copy of the statement of charges, the statement of the imputations of misconduct or misbehaviour and a list of document and witness by which each statement of charge is proposed to be sustained and shall require the Government employee to submit, within such time as may be specified (not more than 45 days), a written statement of his defence and to state whether he desires to be heard in person.
- 5) In case the competent authority is satisfied with the written statement of defence 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 written statement of defence 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.
- 6) Subject to the provisions of sub-rule (5), on receipt of the written statement of defence, the punishing authority may—
 - (i) itself inquire into such of the statement of charges
 - (ii) appoint under sub-rule (2), an inquiry officer for the purpose; and
 - (iii) where all the statement of charges have been admitted by the Government employee in his written statement of defence, the punishing authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in rule 7(C);
- 7) If no written statement of defence is submitted by the charged person within the specified period or extended period, if any, allowed by the punishing authority after due consideration, the punishing authority may itself inquire into the statement of charges or may, if it considers it necessary to do so, appoint under sub-rule (2), inquiry officer for the purpose.

[Detailed procedure to be followed by IO is given in rule 7-A(8) to 7-A(20)] – Reproduced below:-

- (8) Where the punishing authority itself inquires into any articles of charge(s) or appoints an inquiry officer for holding an inquiry into such charge(s). It shall by an order appoint a Government employee or a legal practitioner, to be known as the 'Presenting Officer' to present on its behalf the case in support of the statement of charges.
- (9) The punishing authority shall, where it is not itself the inquiry officer, forward to the inquiry officer-
- i. A copy of the articles of charge(s) and the statement of the imputation of misconduct or misbehaviour;
 - ii. a copy of written statement of defence, if any submitted by the charged person;
 - iii. a copy of the statement of witnesses, if any, referred to in sub-rule (3);
 - iv. evidence providing the delivery of the documents required to be delivered to the charged person under sub-rule (4);
 - v. a copy of the order appointing the Presenting Officer.
- (10) The Charged person shall appear in person before the inquiry officer on such day and at such time within ten working days from date of receipt by him of the statement of charges and the statement of the imputations of misconduct or misbehaviour as the inquiry officer may, by a notice in writing, specify in this behalf, or within such further time not exceeding ten days, as the inquiry officer may allow.
- (11) The inquiry officer appointed to conduct enquiry shall serve maximum two notices to the charged person to appear before him for presenting his case. In case the charged person does not appear after the service 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 serve third notice also.
- (12) If the charged person refuses or omits to plead, the inquiry officer shall inquiry the Presenting Officer to produce the evidence by which he proposes to prove the statement of charges, and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the charged person may for the purpose of preparing his defence-
- i. inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in sub-rule (3);
 - ii. submit a list of witnesses to be examined on his behalf;
 - iii. apply orally or in writing for the supply of copies of the statements, if any recorded, of witness mentioned in the list referred to in sub-rule (3), in which case the inquiring authority shall furnish to him such copies as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the punishing authority; and
 - iv. give a notice within ten days of the order or within such further time not exceeding ten days, as the inquiring authority may allow for the discovery or production of any documents which is in the possession of Government, but not mentioned in the list referred to in sub-rule (3) and the Government employee shall also indicate the relevance of the document required by him to be discovered or produced by the Government.
- (13) 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 inquiry 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 inquiry 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 shall be allowed only if the inquiry officer is satisfied that he is of such rank as is appropriate in the circumstances of the case and that he may be spared by the department concerned for that purpose.
- (14) If the charged person, who has not admitted any of the statement of charges in his written statement of defence, or has not submitted any written statement of the defence, appears before the inquiry officer, such officer shall ask him whether he is guilty or has any defence to make. If he pleads guilty

to any of the articles of charge(s), the Inquiry Officer shall record the plea, sign the record and obtain the signature of the charged person thereon.

- (15) The Inquiry Officer shall give to the charged person a finding of guilt in respect of those statement(s) of charges to which the charged person pleads guilty.
- (16) 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 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: Provided further that 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.
- (17) As per the provisions of the Punjab Department 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);
- (18) 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.
- (19) Where any person has made a statement on oath, in evidence before any criminal or civil court, in any case, in which charged person 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 shall, in interest of justice order the production of witness in person either for further examination or for further cross-examination by persons charged.
- (20) The charged person shall not be allowed, except at discretion of the inquiry 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.

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 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 shall be necessary to communicate the charges of misbehaviour or of inefficiency or of both as the case may be, to the officer/official concerned but statement which is to be communicated to the officer/official in support of the charges need not specify particular acts of misconduct. It shall be sufficient in the statement to give the list of the report on the basis of which misbehaviour or inefficiency is alleged.

Note.2- Any person compulsorily retired from service in accordance with the procedure prescribed by this rule shall be granted such compensation, pension gratuity, or Provident Fund benefits as may 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 such retirement.

(B) Submission of inquiry report—

- 1) the inquiry officer shall prepare his report which inter-alia indicate the following:-
- a. statement of charges and the allegations framed against the Government employees;
 - b. his explanation, if any;
 - c. oral and documentary evidence produced in support of the charges;
 - d. oral and documentary evidence led in defence;
 - e. findings on the charges.

- 2) The inquiry officer shall give clear findings on each of the charges so that the Government employee shall know from the findings on what ground he has been found guilty. Each finding shall be supported by evidence and reasons thereof. The findings are in the nature of a report to the competent authority to enable it to pass final orders. Such findings are to assist but do not bind him. He himself alone has to come to a final decision. Moreover, the inquiry officer shall not in any case recommend or propose any penalty.
- 3) The inquiry officer, where it is not itself the punishing authority, shall forward to the punishing authority the records of inquiry which shall include—
 - a. the report prepared by it under rule 7(B)(1);
 - b. the written statement of defence, if any, submitted by the charged person;
 - c. the oral and documentary evidence produced in the course of the inquiry;
 - d. written briefs, if any, filed by the presenting officer or the charged person or both during the course of the inquiry; and
 - e. the orders, if any, made by the punishing authority and the inquiry officer in regard to the inquiry.

(C) Action on inquiry report—

- 1) The punishing authority shall forward or cause to be forwarded a copy of the enquiry report, and where the punishing authority does not agree with the enquiry report or any part thereof, the reasons for such disagreement shall be communicated along with the enquiry report, to the charged person who may submit, if he so desires, a written representation to the punishing authority within a period of one month from the date of such communication.
- 2) The punishing authority shall consider the representation, if any, submitted by the charged person and record its findings before proceeding further in the matter as specified in rule 4. The Provision of rule 19 *ibid* may also be complied with where necessary.

Rule 8: Procedure for Imposing minor penalties:- 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, this condition shall not apply in a case where an order-

- (i) based on facts has led to his conviction in a criminal court; or
- (ii) 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:

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.

Rule 9 & 10: Right/Limitation of appeal:- Appeal in 45 days to CA as per service rules (extendable to 45 days) Appeal against:- (i) Penalties specified in rule 4; (ii) As per contract after continuous service for five years; (iii) Reducing or withholding the amount of pension; (iv) Termination of services; (v) Order denying/altering to disadvantage pay, allowance, pension or conditions of service; (vi) Premature retirement from service in public interest before attaining the age of superannuation.

Provided that the appellate authority may entertain the appeal within next forty five days, if it satisfied that the appellant had sufficient cause for not preferring the appeal in time.

Rule 11: Order which may be passed by the appellate authority:- In the case of appeal against an order under rule 9 or any penalty specified in rule 4, the appellate authority shall consider whether the—

- a) facts on which the order was based have been established;

- b) facts established afford sufficient ground for taking action; and
- c) penalty is excessive or adequate

No penalty shall be increased unless opportunity is given to the person concerned to show cause why such penalty may not be increased.

Rule 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.
- b) on the ground of material irregularity in the proceedings of the inquiry 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.

Rule 14: Power of superior authority to revise the proceeding of an inferior authority:- 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.

Rule 15: Prohibition as to collective appeal:- Every person preferring an appeal shall do so separately and in his own name.

Rule 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.

Rule 17: Manner of the presentation of appeal or application for revision:- Every appeal shall contain material statements and arguments relied upon. 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.

Rule 18: Withholding of appeals and applications for revision:- An appeal or application for revision may be 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 the prescribed period; or
- d) it is a repetition of a previous appeal.

If an appeal or application for revision is withheld, the appellant or applicant shall be informed of the fact and the reasons for it.

Rule 19: Saving of the function of 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.

INVENTORY OF PUNISHMENT & APPEAL RULE BOOK

for complete rule book visit : finhry.gov.in

Title	Rule	Title	Rule
Short title and Commencement	1.	Second appeal where penalty is increased	12.
Application	2.	Right of Revision	13.
Definitions.	3.	Power of superior authority to revise the proceeding of an inferior authority	14.
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Procedure for Imposing Major Penalty	7.	Withholding of appeals and applications for revision	18.
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Right of appeal	9.	Repeal and Saving	20.
Period of limitation of appeal	10.	Power to interpret, amend and relax these rules	21.
Order which may pass by the Appellate Authority	11.		

ANNEXURE
[Extract from HCS (Pay) Rules, 2016]

“Rule-45 Definite and clear order of punishment.-

[Every order passed by a competent authority imposing the penalty of withholding of increment reduction to a lower post/level or withdrawal of ACP level shall be definite and clear and in the form as given below:-

It is, therefore, ordered that-

Shri _____ is awarded a punishment of withholding of _____ increment(s) with/without cumulative effect. The currency of the effect of punishment shall automatically stand extended if he otherwise becomes ineligible for any normal increment(s) due on the 1st January or 1st July. The effect of punishment shall continue even if the level is changed on whatsoever reason during the currency of punishment.

OR

Shri _____ is awarded a punishment of reduction of pay from cell of Rs. _____ to _____ in his level for a period from _____ to _____. He shall/shall not earn annual increment during the period of punishment. Further, his pay shall be fixed Rs. _____ after the expiry of punishment period, i.e. equal to the pay which would have been admissible to him had he not been awarded this punishment or the pay already drawn before punishment.

OR

Shri _____ is awarded a punishment of withdrawal of ACP level. He shall draw the presumptive basic pay which would have been admissible had he not been granted the last ACP level being withdrawn for a period from _____ to _____.

OR

Shri _____ is awarded a punishment of reduction from the post of _____ to _____. His pay in the level of the post on which he has been reverted shall be fixed equal to the presumptive pay which would have been admissible to him had he not been appointed on promotional post.

Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.”

[Model Form of Memorandum as per LR's Guidelines]

HARYANA GOVERNMENT
DEPARTMENT
MEMORANDUM

No. _____ Dated _____

Shri _____ is hereby informed that it is proposed by the Governor/competent authority to take action against him/her under (indicate rule 7 of Haryana Civil Services (Punishment and Appeal) Rules, 2016 or other relevant rules), on the grounds set out in the enclosed statement of charges. The charges are based on the statement of imputation or mis-behaviour appended thereto.

2. _____ is hereby required to state in writing within a period of 15 days from the receipt of this memorandum by him whether he admits the truth of all, or any, of the charges, what explanation or defence, if any, he has to offer and whether he desires to be heard in person.

3. _____ is hereby further informed that if for the purpose of preparing his written statement, he wishes to have access to the relevant official records, he should inspect the same in the office of the _____ on any working day after making prior appointment with him. It is, however, pointed out that only such documents will be shown to him as are in the possession of the _____ Department and as are strictly relevant to the case. If in the opinion of the Government.

complete authority

it is not desirable in the public interest, to allow him access to any document, such access shall be refused. If, Shri _____ wishes to consult any other relevant record, which is not in the custody of the _____ Department, it is for him to undertake its inspection. It is, however, made clear to Shri _____ that his failure to inspect the documents shall not constitute a valid ground for delay in the submission of his written statement and if the written statement is not received by the undersigned within the specified period, it shall be presumed that he has none to submit.

4. The written statement should be submitted direct to the undersigned.

5. The receipt of this memorandum with enclosure may be acknowledged.—

(Competent authority.)

To

Shri _____

[Model Form of appointment of Inquiry Officer as per LR's Guidelines]

ORDER

The (Governor of Haryana/competent authority) is pleased to appoint Shri _____ to hold a departmental enquiry under the (quote relevant authority) against _____.

2. Shri _____ will conduct the case on behalf of the State.

(Competent authority)

Dated _____

The _____ 20 _____

No. _____ Dated _____

A copy is forwarded to Shri _____ Inquiry Officer, _____ for information and necessary action.

2. A copy each of the statement of charges and imputation of misconduct or mis-behaviour served on _____ alongwith his/her/their explanation (in original) is enclosed.

(Competent authority)

No. _____ Dated _____ A copy is forwarded to Shri _____ (Name of the Government employee involved) for information _____

(Competent authority)

No. _____ Dated _____

A copy is forwarded to Shri _____ (Prosecutor) _____ for information and necessary action.

2. A copy each of the statement of charges and imputation of misconduct or mis-behaviour against (Name of the respondent) _____ together with a calendar of witness is enclosed.

(Competent authority)

[Model Form of 2nd Show cause Notice as per LR's Guidelines]

HARYANA GOVERNMENT

_____ DEPARTMENT

MEMORANDUM

No. _____ Dated the _____

The Enquiry Officer appointed vide office Memo No. _____ dated _____ to enquire into the charges leveled against you, has submitted his report. A copy of the report is enclosed for your information.

2. On careful consideration of the report the Governor/I ¹disagree(s) for the reasons attached here with [**fully, agree(s) with the conclusions reached by the Enquiry Officer, in respect of the charges mentioned at Serial No. (s) _____ leveled against you] and hold(s) that these charges stand proved. The Governor is/I am provisionally of the opinion that a penalty of dismissal/removal/reduction to a lower stage in the time scale of pay/compulsory retirement should be imposed on you. Before he takes/I take that action he desires/I desire to give you an opportunity of showing cause against the action proposed to be taken. Any representation which you may like to make in that connection will be considered by him/me before the proposed action is taken. Such representation, if any, should be made, in writing, and submitted to him/me so as to reach not later than 15 days from the receipt of this communication by you.

Signature of the Competent Authority

To

Shri _____

Note:-

¹ Unnecessary words may be omitted.

^{**} In case of full agreement with the reports of the Enquiry Officer, no reason same to be recorded by the Punishing Authority.

[Model Form of 2nd Show cause Notice as per LR's Guidelines]

HARYANA GOVERNMENT

_____ DEPARTMENT

MEMORANDUM

No. _____ Dated, the

The Enquiry Officer appointed vide office Memo. No. _____ dated _____ to enquire into the charges leveled against you, has submitted his report. A copy of the report is enclosed for you information.

On careful consideration of the report the Governor/*I disagree(s) for the reasons attached herewith [**fully, agree(s) with the conclusion reached by the Enquiry Officer, in respect of the charges mentioned at Serial No. (s) _____ levelled against you] and hold(s) that these charges stand proved. Before the Governor takes/I take any action under rule 4 of the Haryana Civil Services (Punishment and Appeal) Rules, 2016, against you, he desires/I desire to give you an opportunity to submit a written representation, if you so desire, within a period of one month from the date of such communication.

Signature of the Competent Authority.

To

Shri

Note:-

* Unnecessary words may be omitted.

** In case of full agreement with the reports of the Enquiry Officer, no reason same to be recorded by the Punishing Authority.

[Model Form of Show cause Notice u/r-8 as per LR's Guidelines]

HARYANA GOVERNMENT

(.....DEPARTMENT)

MEMORANDUM

No. Dated the

On the basis of the statement of imputation of misconduct or mis-behaviour appended hereto, it is proposed by the *Government/competent authority to proceed against Shri under rule 8 of the Haryana Civil Services (Punishment and Appeal) Rules, 2016.

2. Shri is hereby given an opportunity to show cause as to why any of the minor punishment besides **recovery of loss, if any, contained in rule 4 of the Haryana Civil Services (Punishment and Appeal) Rules, 2016, be not imposed on him. Any representation which he will make in that connection will be considered before taking a decision. Such representation, if any, should be made in writing and submitted so as to reach, direct to the undersigned not later than the 15th day from the date of the receipt of this notice by him. If, for the purpose of preparing the representation, he wishes to have access to relevant official ***records, he may inspect the same in the office of the after making prior appointment. It may, however, be pointed out that only such documents will be shown to him as are in the possession of the Department and as are strictly relevant to the case. If in the opinion of the Government/competent authority it is not desirable, in the public interest, to allow him access to any document, such access shall be refused. If Shri Wishes to consult any other relevant record, which is not in the custody of the Department, it is for him to undertake its inspection. It is, however, made clear to Shri That his failure to inspect the records will not be considered as valid ground for not submitting his representation and if the same is not received within the stipulated period, it will be presumed that he has none to submit.

3. The receipt of this communication may please be acknowledged.

To

Shri

.....

* Unnecessary words where not applicable may be deleted.

** Unnecessary words where not required may be deleted.

*** Record should only be shown if reference to the same has been made in the statement of allegations or charges.

Haryana Civil Services (Conduct) Rules, 2016 w.e.f. 19.7.2016

The Government Employees (Conduct) Rules, 1966 (Appendix 23 of Punjab CSR Vol.-I, Part-II) have been repealed and new Haryana Civil Services (Conduct) Rules, 2016 have been notified w.e.f. 19.07.2016

Rule	Particular
R/1	Title :- HCS (Conduct), Rules, 2016 - effective from 19.07.2016
R/2	Applicable to :- All employees with the affairs of the State – contract basis, ad-hoc basis, work charged, daily wages, secretarial staff of HVS, HPSC, other category-CA may order Non-Application :- AIS, on deputation, any post competent authority
R/3	Definition :- Govt. means, Govt. employee, <u>Members of family</u> - (wife/husband, son/daughter, Step son/daughter wholly dependent), <u>Prescribed Authority</u> - (Grp.A-Govt., Grp.B-HOD, Grp.C&D-HOO), other terms as in HCS (General) Rules, 2016
R/4	General :- Maintain absolute Integrity, devotion to duty, act in accordance with the govt. policies, do nothing unbecoming Responsibility of Superior :- Ensure integrity, devotion, use of best judgment by subordinate.
R/5	Misconducts includes :- Child Labour, Rumour; Non-accept chargesheet; Sexual harassment; Abetment; Borrowing/lending; Theft, Fraud, Bribe; disproportionate Prop.; Habitual late; Damage to property; Not observing rules; Drink, Gambling; Smoking, Sleeping on duty; Moral turpitude; unfaithful, Dishonesty; Strike, Picketing; Gherao, Inciting others; Riotous and disorderly behavior; Neglect of duty; Conviction by court; Abusive, disturbs peace; Willful absence, Insubordination, leveling false allegations, Supply of false information [Note :- More details in Rule-5]
R/6	Prohibition of Sexual Harassment :- No employee shall indulge in any act of sexual harassment of woman at workplace. In-charge will ensure non-occurrence harassment defined. <u>Sexual harassment includes</u> - physical contact/advances, demand/ request for sexual favour, sexually coloured remarks, showing/ pornographic material, any other unwelcome/conduct of sexual nature
R/7-8	No employee/no contract to family member without approval of higher authority
R/9	No part in politics
R/10	No joining of Assn. except Social Cultural / Scientific Limit to membership in Sports
R/11	No Demonstration and Strikes
R/12	Connection with Press or Radio :- No employee shall, except with the previous sanction of the govt., participate in editing/ management of any newspaper or periodical communication
R/13	Criticism of Govt. :- No employee shall make any statement which has adverse criticism of any current or recent policy or action of the govt. of India, govt. of Haryana.
R-14	Evidence before committee/other authority :- No govt employee shall except with the previous sanction of the govt, give evidence in connection with any inquiry conducted by any person, committee or authority
R/15	Communication of the information :- Every govt employee shall communicate full and accurate information, which is to be disclosed under right to information act, 2005
R/16	Subscription :- 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
R/17	Gift :- – Govt employee may accept gifts from his near relatives or friends having no

	<p>official dealing with him but shall make a report to the govt if the value exceeds</p> <ul style="list-style-type: none"> – Rs. 7000 in case of Group A post – Rs. 4000 in case of Group B post – Rs. 2000 in case of Group C post – Rs. 1000 in case of Group D post <p>In any other case a govt. Employee shall not accept any gift without the sanction of govt. If the value exceeds</p> <p>Rs. 1500 in case of Group A and B Post</p> <p>Rs. 500 in case of Group C and D Post</p>
R/18	<p>Prohibition of dowry :- No Government employee shall</p> <ol style="list-style-type: none"> Give or take or abet the giving or taking of dowry; or Demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry <p>An Employee after his marriage shall furnish a declaration to his HOD that he has not taken any dowry. It shall be signed by his wife, father and father-in-law.”</p>
R/19	<p>Public demonstration in honor of Government employees :- No govt employee shall except with the previous sanction of govt. receive any complementary or valedictory address or attend any meeting in his honour or in the honour of any other govt employee</p>
R/20	<p>Private trade or Employment :- No govt employee shall except with the previous sanction with the govt –</p> <ul style="list-style-type: none"> • Engage in any trade directly or indirectly • Undertake any other employment • Hold an elective office • Canvas in support of any business or insurance agency etc managed by his family member
R/21	<p>Govt. Accommodation :- The govt. Accommodation allotted shall not be sublet ; A govt employee shall vacate the same within the time limit after the cancellation office allotment</p>
R/22	<p>Investment, lending and borrowing :-</p> <ul style="list-style-type: none"> • (A) Transactions in sale and purchase of shares and debentures- an intimation shall be sent to the prescribed authority on investment • Group A and B employees – if total transactions exceeds 50,000 during the calendar year • Group C and D employees – if total transaction exceeds 25,000 during calendar year <p>Note:- Intimation in prescribed form if limit exceeds</p>
R/23	<p>Insolvency and habitual indebtedness :- A govt employee shall so manage his private affairs as to avoid habitual indebtedness</p>
R/24	<p>Movable, immovable and valuable property :- Every govt employee shall submit :</p> <ol style="list-style-type: none"> declaration of property on his first appointment annual property return as on 31 March of every financial year. immovable property inherited or acquired <p>Explanation:-</p> <ol style="list-style-type: none"> cash, bank balance, deposits, Loans and Advances; investments in Shares, Securities, Debentures, Bonds etc jewellery and Insurance policies; vehicles, any other means of conveyance; electronic goods or household items - refrigerators, air conditioner, LCD, LED, computers, washing machines, furniture etc. debts and other liabilities incurred directly or indirectly by him or his spouse or any other member of his family; movable property owned, acquired or inherited by him or any other member of his family. <p>Note :-</p> <ol style="list-style-type: none"> The value of items of movable property costing less than Rs. 50,000 may be added and shown as a lump sum. The value of articles of daily use shall not be included

	<p>in such return.</p> <p>2. No govt. Employee for any dependent member of his family shall except with the previous knowledge of prescribed authority acquire or dispose off any immovable property by lease, purchase, sale etc.</p> <ul style="list-style-type: none"> • Previous sanction of the prescribed authority shall be obtained if such transaction is with person having official dealings or otherwise then through a registered dealer. <p>3. Where a Government employee enters into a transaction in respect of movable property if the value of such property exceeds two months' basic pay of the Government employee shall report to prescribed authority within one month</p> <p>4. Prescribed authority may at any time, require a Government employee to furnish, 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 including the details of the means by which, or the source from which, such property was acquired.</p>
R/25	Vindication of acts and character of members of the service :- No member of the service shall, except with the previous sanction of the government have recourse to any court or to the press for the vindication of official act which has been the subject matter of adverse criticism
R/26	Canvassing :- No govt employee shall bring any political influence upon any superior authority in respect of matter pertaining to service.
R/27	Restriction regarding marriage :- No govt. employee shall enter into a marriage with a person having a spouse living ; No govt employee having a spouse living shall enter into a marriage with any person
R/28	Consumption of intoxicating drinks and drugs :- A govt employee shall strictly abide by any law, relating to intoxicating drinks or drugs during the course of his duty
R/29	Prohibition of child labour :- No Government employee shall employ any child below the age of 14 years as domestic help
R/30	Interpretation :- The power to give interpret, amend and relax these rules shall vest in General Administrative Department, whose decision shall be final
R/31	Delegation of power :- The govt may, by general or special order, direct that any power excisable by it or any head of department under these rules shall, subject to such conditions, if any, be exercisable also by such officer or authority
R/32	Repeal and saving :- The govt employees conduct rules 1966 (appendix 23 of Panjab Civil Service Rules, Vol-I, Part-II) are hereby repealed.

INVENTORY OF CONDUCT RULE BOOK

for complete rule book visit : finhry.gov.in

Title		Title	
Short title and Commencement		Gifts	
Extent of application		Prohibition of dowry	
Definitions		Public demonstration in honour of Government employees	
General		Private trade or employment	
Act and conduct which amount		Government accommodation	

to misconduct				
Prohibition of sexual harassment of women			Investment, lending and borrowing	
Employment of near relatives of Government employees			Insolvency and habitual indebtedness	
Sanction of contract by Government employee to near relatives			Acquisition of movable, immovable and valuable property	
Taking part in politics and elections			Vindication of acts and character of Government employees	
Joining of Associations			Canvassing	
Demonstration and strikes			Restriction regarding bigamous marriage	
Connection with print or electronic media			Consumption of intoxicating drinks and drugs	
Criticism of Government			Prohibition of child labour	
Evidence before Committee or any other authority			Power to interpret, amend and relax	
Communication of official information			Delegation of power	
Subscriptions			Repeal and saving	

RAM SARAN,
PRINCIPAL

ANNEXURE-A

(See rule 24)

For the period from..... to

DECLARATION FORM FOR MOVABLE PROPERTY HELD BY GOVERNMENT EMPLOYEE AND HIS/HER FAMILY MEMBERS UNDER RULE 24 OF THE HARYANA CIVIL SERVICES(GOVERNMENT EMPLOYEES CONDUCT) RULES, 2016.

Name & Designation of the Government employee :

Address.....

Statement made on.....

1. Cash, jewellery deposits, insurance policies, share, securities and debentures;
2. Loans and advances by such Government employee whether secured or not;
3. Motor-cars, motor-cycle, horses, or any other means of conveyance; and
4. Refrigerators, radiograms and other electronic goods

Description: (a)

- i. Cash, jewellery, deposits, insurance policies, share, securities and debentures;
- ii. Motor-cars, motor-cycle, horse, or any other means of conveyance; and
- iii. Refrigerators, radiograms and other electronic goods.

Sr. No.	Description of item	Value	Name of member of the Government employee's family and Benamidar (if any in whose name the assets is held)	Date and manner of fresh acquisition during the year	Remarks
1	2	3	4	5	6

Description : (b)

(iv) Detail of Loans

Sr. No.	Amount of Loan	If loan is a secured one, nature of the security with appropriate value	Name of member of the Government employee's family who has advanced loan	Name with description of the loanee	Date with other particulars of the loan	Remarks
1	2	3	4	5	6	7

Note:- Members of a Government employee's family are those as mentioned in rule 3© of the Haryana Civil Services (Government Employees' Conduct) Rules, 2016.

Dated:_____

employee

Signature of the Government

ANNEXURE-B

(See rule 24)

For the period
from.....to.....

**DECLARATION FORM FOR IMMOVABLE PROPERTY HELD BY GOVERNMENT EMPLOYEE
AND MEMBERS OF HIS FAMILY UNDER RULE 24 OF THE
HARYANA CIVIL SERVICES (GOVERNMENT EMPLOYEES' CONDUCT) RULES, 2016.**

Name & Designation of the Government employee :

Address.....

.....

Statement made
on.....

- Note:** (i) All interest in land of a permanent nature whether ownership, mortgage or hereditary occupancy, should be entered also dwelling houses in State, District, Village or City.
(ii) Members of a Government employee's family are those as mentioned in rule 3© of the Haryana Civil Services(Government Employees' Conduct) Rules, 2016 and in showing the holding of each if a holding is Benami, the name of the Benamidar should also be mentioned.

	Type of Property	Name of State, District, Sub-Division & Village or city in which property is located	Plot/ Agric ulture land (i) Cost of land (ii) Year of acquisition	Building (i) constructed area (ii) No. of floors (iii) cost of construction/ building
	A. Type of land area/plot size (Residential/Institutional/Commercial/Agricultural/etc.) B. Building with plot size (Residential/Institutional/Commercial/Agricultural etc.)			
	2	3	4	5

	Mode of acquisition (whether by purchase/lease/Mortgage/inheritance/gift etc.)	Details of person/authority from whom property acquired	Whether held in own name of employee or dependent (name & relation) and name of Benamidar (if any)	Annual Income from each property in A & B category
	6	7	8	9

Date:_____ Government Employee

Signature of the

Haryana Civil Services (General) Rules, 2016

(Amended upto 4.12.2017)

Punjab Civil Service Rules Vol.-I to III have been repealed and new Haryana Civil Services (General) Rules, 2016 have been notified w.e.f. 19.07.2016

Rule 1-7: Title, Extent, Power to interpret and definitions

Rule 8: Definitions :- (For important definitions see Annexure)

Rule 9-10: Medical certificate of fitness for first entry into Government service - No person may be appointed to a post in government service without a medical certificate of fitness of health from the competent medical authority according to the medical standards.

Rule 11: The appointing authority or HOD, whichever is higher, may authorize the drawal of pay and allowances for a period upto two months subject to the production of medical certificate of fitness

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

(b) promoted from non-gazetted to gazetted post and who is required to undergo medical examination

Rule 12: Certificate of medical examination by DDO on the first pay bill.

A certificate to the effect that:

(i) the medical certificate of fitness has been

(ii) he has been appointed without medical certificate of fitness

shall be recorded by the DDO on the first pay bill of newly appointed employee.

Rule 13: Fee for medical examination.—The fee prescribed from time to time shall be charged from the candidate for medical examination. At present the rate of fee is as under:-

Sr. No.	Group	Gen	SC/ST	Ex. Serviceman/ their dependent
1.	Group 'A' or 'B'	200	200	No fee for first entry
2.	Group 'C'	100	50	
3.	Group 'D'	20	10	

Rule 14: Exemption from medical certificate of fitness:- A competent authority may, in individual cases dispense with the production of a medical certificate. Or (i) a person appointed for 6 months or (ii) on subsequent appointment or (iii) retired re-employed person or (iv) appointed to H.C.S. from Register A-I/A-II

AD-Full Powers; HOD-Full Power for non gazetted;

Rule 15: Medical certificate of fitness on subsequent appointment with or without Break:- On subsequent appointment by direct recruitment, transfer or otherwise from one Department to another or within the same Department under Haryana Government or from one Department to an Organization under Haryana Government or vice versa, with or without break, the fresh medical certificate of fitness shall not be required provided that the-

(a) Incumbent was previously medically examined

(b) Break, if any, is not for a period exceeding one year.

Rule 16: Fitness of woman candidate in a state of pregnancy.—A woman candidate who is otherwise fit is found to be pregnant during medical examination, she may not be declared as temporarily unfit for the post on which any elaborate training is not required. She may be declared temporarily unfit if she is appointed against a post carrying hazardous nature of duties.

Rule 22: Age for entry into Government service.—

The minimum age limit for entry into Government service shall be sixteen years in the case of Group-D post and seventeen years for the posts of other groups.

UPPER AGE

(a) 42 years (General)

(b) 42 plus 5 years

i. (SC/ST), BC

ii. Wives of military personnel disabled in military service;

iii. Widowed, legally divorced women;

- iv. Judicially separated women residing separately for more than two years from the date as prescribed for the purpose of age for candidates of other categories.
- (c) 42 plus military service added by three years provided ex-serviceman who retired with continuous service of 6 months or above and was not released by way, of dismissed or discharge due to misconduct or inefficiency.

Rule 23: Waiving of the restriction of age limit.— The competent authority may, in case of any class or category of persons, waive of the restriction of age limit.

Rule 25: Whole time at the disposal of Government.—Employee is whole time at the disposal of the Government which pays him and he may be employed in any manner required by proper authority, without claim or additional remuneration ,

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

Rule 26: Wilful absence is break in service.—A period of wilful absence shall be deemed to cause an interruption or break in service of the employee, unless otherwise decided by the competent authority.

Rule 27: Duration of probation.—Persons appointed on regular basis to any post shall remain on probation for a period of two years, extendable upto three years, if appointed by direct recruitment and on probation for a period of one year if appointed otherwise.

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

Rule 28: Lien on Confirmation.—

- (1) A Government employee appointed on regular basis shall, on successful completion of probation period, be confirmed by the appointing authority only once in his service career. He shall acquire lien on that regular post of his first appointment and ceases to hold any lien previously acquires on any other post.
- (2) (a) Two Government employees cannot be confirmed (appointed substantively) against the same regular post at the same time.
- (b) A Government employee cannot be confirmed against two regular posts at same time or against a post on which another employee holds a lien.

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

Rule 29: Confirmation on subsequent appointment.—

- 1) a temporary Government employee within the same or any other Department, he shall be considered for confirmation after successful completion of probation
- 2) a permanent Government employee to another post by direct recruitment or otherwise within the same or any other Department, he shall have to, at the time of eligibility for confirmation on that post, exercise an option either to opt for his confirmation on the new post or to revert back to his previous post, within a period of three months from the date of issue of notice.

Rule 43: Competent authority may from time to time declare State Service by notification in the Official Gazette to be included in Group A or B services.

Rule 48: Receipt of photocopy of service book.— A Government employee may have a photocopy of his service book duly attested for his personal record on payment of a fee of rupees five per page once in a year.

Rule 49: Entries of every event in Service Book.— Every event of Government employee's service shall be recorded in service book and each entry shall be attested with full signature and rubber stamp by the head of his office or, by his immediate junior.

Rule 50: (a) The head of office is responsible to attest the entries in service book alongwith leave account of his subordinates with full signature and rubber stamp. He may authorize any gazetted Government employee serving under him.

Rule 51: Entries in red ink.—The following entries shall be made in the service book in red ink:-

- 1. Period of suspension.
- 2. Period of extraordinary leave with or without medical certificate.
- 3. Period of wilful absence.

4. Any period of interruption in service.
5. Any punishment awarded by the competent authority.
6. Reversion to lower post owing to inefficiency or restructuring
7. Confirmation in service.
8. Resignation from service.
9. Termination from service.
10. Retirement from service.
11. Date of disappearance or death while in service.

Rule 52: It is the duty of every Government employee to see that his service book is properly maintained as prescribed in these rules so that there may not be difficulty in verifying his service for pension. The head of office shall permit a Government employee to examine his service book as and when desired.

Rule 53: On transfer of a Government employee to foreign service/deputation, the head of office shall send his service book after recording the necessary entries of foreign service/deputation, to the concerned office in which he has been sent

Rule 54: Missing of service book.—

- 1) In case the service book has been misplaced the matter shall be reported immediately to the Head of Department. The Head of Department shall order for recasting of the service book from the office record, wherever available.
- 2) Attested photocopy of service book, if any, obtained by a Government employee for his personal record under these rules shall be considered as an authentic record for recasting of service book.

Rule 55: The entries of service books of all the Government employees shall be scrutinized by the internal audit of the Department concerned at least once in a year

Rule 56-63: Instructions for entries in different forms of Service Books

JOINING TIME

Rule	Title
64	On transfer in public interest :- Joining time shall be granted to an employee on his transfer in public interest.
65	Temporary transfer:- actual transit period as admissible in case of journeys on tour.
66	On training :- reasonably required for journeys between the place of training and the station(s)
68	On subsequent appointment:- from one Department to another of Haryana Government, provided he applied through proper channel, joining time shall be admissible.
69 & 70	No joining time shall be admissible when a Government employee is transferred from one post to another in the same office of his Department. Or where change of residence is not involved.
71	Joining time in case of transfer while on leave
72	On transfer during vacation :- (1) may be permitted to take joining time at the end of the vacation. (2) Joining time may be combined with vacation and/or regular leave of any kind except casual leave.
73	Leave during joining time :- If a Government employee takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post, shall be included in his leave. On the expiry of the leave, the Government employee may be allowed normal joining time.
74	Joining time in case of further transfer while under transfer :- If a Government employee already under transfer and relieved, is further transferred in public interest to another station and the orders are delivered at the (i) original station, no extra joining time shall be admissible except otherwise admissible under these rules; (ii) new station, fresh spell of joining time shall be admissible from the day following the day of receipt of order of

	transfer.										
76	Special casual leave in lieu of joining time :- The authority competent to transfer may in special circumstances direct the Government employee to join the new assignment immediately without availing joining time. He may be allowed special casual leave during the current or next calendar year in lieu of unavailed joining time.										
77	<p>Calculation of joining time :- On transfer from one station to another in public interest which involves change of residence, the joining time shall be admissible as under irrespective of the mode of journey actually performed :</p> <table border="1"> <tr> <td>Distance between the old station and the new station</td><td>Joining time admissible inclusive of preparation days, all holidays, Saturday and Sunday</td></tr> <tr> <td>Upto 20 kms.</td><td>03 days</td></tr> <tr> <td>21 to 300 kms.</td><td>08 days</td></tr> <tr> <td>301 to 500 kms</td><td>09 days</td></tr> <tr> <td>Above 500 kms.</td><td>10 days</td></tr> </table>	Distance between the old station and the new station	Joining time admissible inclusive of preparation days, all holidays, Saturday and Sunday	Upto 20 kms.	03 days	21 to 300 kms.	08 days	301 to 500 kms	09 days	Above 500 kms.	10 days
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Upto 20 kms.	03 days										
21 to 300 kms.	08 days										
301 to 500 kms	09 days										
Above 500 kms.	10 days										
80	<p>Grant of leave of the kind due in case of transfer on his own request:- A Government employee on transfer is not entitled to joining time and joining time pay unless he is transferred in public interest. However, if he applies for leave of the kind due, the competent authority may grant the same, limited to the period of joining time otherwise admissible under these rules. In case he does not apply for leave and joins his duty at new station, the time to cover the period after handing over charge at the old station and before taking over charge at new station, shall be treated as dies non.</p> <p>Note :- When a Government employee on transfer is relieved and there is holiday(s) intervening the date of relief and the date of joining and he joins the new place in the forenoon after the holiday(s), it shall be deemed that he has availed holiday(s) and pay for such holiday(s) shall be borne by the Department where the Government employee joins after his transfer.</p>										
81	Overstay of joining time :- Who does not join his post within admissible joining time shall not be entitled to any pay or leave salary at the end of the joining time. After the expiry of joining time, the period of absence shall be treated as willful absence and also tantamount to misconduct attracting disciplinary action under the rules.										
82	<p>Extension of joining time :- (1) A competent authority may in any case extend the joining time admissible under these rules; provided the general spirit of rule is observed.</p> <p>Note :- The Head of Department is competent to extend joining time upto thirty days and Administrative Department has full power to extend the same beyond thirty days.</p>										
	Dismissal, Removal & Suspension :- Subsistence allowance during suspension.										
83	Subsistence allowance for first 6 months will be leave salary equal to half pay										
84	Review of subsistence allowance will be made at least on every six months and specific order will be passed.										

Rule 85 : Allowances during suspension.— The following compensatory allowances shall be admissible on subsistence allowance; namely :-

- DA as per rate prescribed from time to time on the amount of subsistence allowance allowed;
- HRA on the emoluments drawn before suspension @ in existence and prescribed for his HQs.;

- (c) Hill compensatory allowance, if admissible at the headquarters;
- (d) Fixed medical allowance, if opted;
- (e) Any other compensatory allowance or relief equal to the amount admissible while on half pay leave.

Rule 86 & 92: No payment under the rules of this chapter shall be made unless the Government employee furnishes a certificate, and the authority which made or is deemed to have made the order of suspension is satisfied that he is not engaged in any other employment.

Rule 87: Pay and allowances on reinstatement after suspension:- When a Government employee under suspension is reinstated, the authority competent to order the reinstatement shall consider and make a specific order—

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

Provided that such proportion of such pay and allowances shall not be less than the subsistence and other allowances admissible under the rules. If no order is passed the period of absence shall be treated as 'non-duty'. In such event, the past service shall not be forfeited.

Rule 88: In case penalty of dismissal, removal or compulsory retirement is set aside :

(i) on appeal or review and the case is remitted for further inquiry or action with any other directions; or (ii) declared or rendered void in consequence of or by a decision of a court of law and the punishing authority, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders and he shall be entitled to subsistence allowance as admissible under these rules.

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

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

- (i) on appeal or review; or
- (ii) declared or rendered void in consequence of or by a decision of a court of law; and is reinstated or may have been reinstated but for his retirement on superannuation the authority competent to order the reinstatement shall consider and make a specific order-
 - (a) regarding the pay and allowances to be paid to the Government employee for the above said period and reasons of absence from duty; and
 - (b) whether or not the said period shall be treated as a period spent on duty.

(Also read Note 1-3 under rule ibid)

Rule 89: Pay and allowances in case of fully exoneration:- Where the competent authority is of the opinion that the Government employee has been fully exonerated in the case of suspension, that it was wholly unjustified, the Government employee shall be given the full pay and allowances.

Note 1.- As this rule is absolute, the law of limitation need not be invoked at the time of paying the arrears of pay and allowances for the period from the date of dismissal/removal/compulsory retirement/suspension.

Rule 90- Pay and allowances if not fully exonerated :- Where employee has not been fully exonerated, he shall be given such proportion of pay and allowances as the competent authority may prescribe.

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

Rule 91 : Where the suspension period is not to be treated as duty the same may be converted into leave of the kind due if the Government employee concerned so desire. The period spent under suspension, if converted into leave of the kind due, the subsistence allowance already received shall be adjusted as per admissibility of leave salary.

The order of the competent authority regarding conversion of period of suspension as leave of the kind due is absolute and no sanction from higher authority would be necessary for the grant of any kind of leave to any extent at the credit of the Government employee including extraordinary leave.

Rule 93: Creation of supernumerary post:- On reinstatement he shall be accommodated against any post which shall be vacant in the same or post of higher pay structure, in the hierarchy to which he belonged. If there is no such vacant post he shall be accommodated against a supernumerary post which shall be created by the Administrative Department with the concurrence of Finance Department.

Rule 94 : Suspension period spent under medical treatment shall be treated as spent under suspension and the subsistence allowance as admissible under the rules shall be given for that period.

Rule 95 : No leave of any kind is admissible to a Government employee who is under suspension. A vacancy caused by suspension shall be filled by a reservist, where the provision for leave reserve does not exist the post shall be filled by an officiating appointment, not necessary to create an extra post. -

Rule 98: Deductions from subsistence allowance:-

	(i) Compulsory deductions :-	(ii) Optional deductions :-	(iii) Deductions not to be made
(i)	Income tax.	Subscription to General Provident Fund and any refund of advances taken from thereof.	Subscription to Defined Contributory Pension Scheme.
(ii)	Licence fee, water charges, electricity charges and other charges relating to the occupation of Government residence. on the basic pay drawn by him before suspension.	Any other type of recovery.	Subscription to GPF account unless he opted.
(iii)	Recovery of loans and advances taken from the Government at such rates as the competent authority may deem fit to fix.		Recovery of loss to Government.
(iv)	Group Insurance Scheme.		Recovery of over payment(s).
(v)			Attachment orders from Court of law.

Rule 100: Terms and conditions of deputation out of India:- No deputation of a Government employee out of India shall be sanctioned without the prior approval of the

Administrative Department. The terms and conditions of deputation out of India shall be governed by the rules applicable from time to time to the employees of Government of India.

TRAINING OUT OF INDIA

Rule 101: Regulation of terms and conditions for training abroad:- The terms for training period shall be regulated as per rules 102-103 of this Chapter. Which include Pay and allowance, duration, condition and bond for training abroad.

Rule 102: Pay and allowances while on training abroad.—

- (1) **Pay.—**The entire period of absence of the Government employee from his post in India shall be treated as duty on full pay which he would have drawn had he remained on duty in India.
- (2) **Dearness allowance.—** During the entire period of training the Government employee concerned shall be allowed to draw dearness allowance at the rate at which he would have drawn had he not proceeded on training abroad.
- (3) **Compensatory allowances.—** Compensatory allowances shall also be admissible at the rate at which he would have drawn had he not proceeded on training abroad.
- (4) **House rent allowance or recovery of licence fee —** House rent allowance shall, during the entire period of his training, be admissible at the same rate as he would have drawn in India but for his training abroad subject to the fulfillment of the conditions laid down in Haryana Civil Services (Allowances to Government Employees) Rules, 2016. If the Government employee concerned is allowed to retain Government accommodation during the period of training, the licence fee thereof shall continue to be charged at the same rate at which it would have been normally charged had the Government employee not proceeded on training.

Rule 103 : Duration, of training abroad.— The period of training of Government employee sent abroad shall not be longer than absolutely necessary. Ordinarily, the maximum period of one time training shall not be more than 18 months.

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

Rule 104 : Conditions for training abroad under any scheme.— Sponsoring Department shall ensure fulfillment of the following conditions by the candidate to be sponsored :-

- (a) At least five years to serve after the conclusion of training.
- (b) Should have completed a minimum of five years' service.
- (c) He should possess adequate background of the subject or field in which he would be receiving training.
- (d) In the case of employee borrowed the lending authority should agree to make him available to the sponsoring Department for a period of not less than five years after the conclusion of training.
- (e) Specific provided conditions to be fulfilled before a person is approved for training, the same shall be followed in preference to the general conditions referred to above.
- (f) It may be ensured that the officer nominating has given an undertaking that he shall be willing and available for training-related assignments on return from training.

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

Rule 105. Bond for training abroad.—

- (1) Employee shall be required to execute bonds in Forms T-1 and T-2 at Annexure-6 and 7 and supplementary bonds in case extension of training in Forms T-3 and T-4 at Annexure-8 and 9 appended to these terms.

Rule 106 : Bond for extension.—No extension shall be given unless the trainee executes another bond in Forms T-3 and T-4 at Annexure-8 and 9 as the case may be, for such lump sum as may be specified by the State Government keeping in view the provisions in these rules.

Rule 107 : Sanction of terms and conditions.— in individual cases regarding terms and conditions of the training mentioned above shall be issued only in consultation with the Finance Department.

Rule 108 : Transfer to foreign service or on deputation.—

- (1) A Government employee may, in public interest, be transferred by the appointing authority or HOD, whichever is higher, to foreign service or on deputation to any Organization/Department under the control of Haryana Government including Chandigarh Administration and Bhakra Beas Management Board :
Provided that no such transfer or deputation
 - (i) during the period of probation
 - (ii) one year before his retirement on superannuation.
 - (iii) against his will in any Organization/ Department
 - (iv) without sanctioned by the competent authority
 - (v) unless the borrowing employer undertakes to afford him the privileges not inferior to those which he would have enjoyed, in the service of the Government of Haryana.
 - (vi) unless lien of temporary or permanent Government employee in his parent Department shall remain intact.

Note — A Government employee transfer to Chandigarh Administration, Bhakra Beas Management Board or any other Department of Haryana Government shall be on deputation however, he shall not be entitled to nay deputation allowance and there shall be no liability on the borrowing Department for payment of leave salary and pension contribution, except matching contribution under Defined Contributory Pension Scheme, for the period of deputation.

Rule 109. Transfer to foreign service while on leave

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

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

Rule 112. Fixation of pay on transfer to foreign service or deputation in an Organization under Haryana Government - Save as otherwise provided, in case of transfer to foreign service/Deputation in an Organization/Department under Haryana Government to the

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

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

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

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

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

- (1) The option for the purpose of pay fixation once given shall be final, however, the employee may re-exercise his option under the following circumstances which shall be effective from the date of occurrence of the same :

- (a) When he receives proforma promotion or is granted assured career progression level/pay scale in the parent cadre;
 - (b) When he is reverted to a post of lower level/pay scale in the parent cadre;
 - (c) When the level/pay scale of the parent post on the basis of which his emoluments are regulated during deputation/foreign service or of the ex-cadre post held by the employee on deputation/foreign service, is revised either prospectively or from a retrospective date.
- (2) In the event of proforma promotion or grant of assured career progression level/pay scale or modification or upgradation of level/pay scale in the parent cadre, the pay shall be re-fixed on the basis of the revised/existing option, with reference to the revised entitlement of pay in the parent cadre. However, if the initial option was for the pay structure of the deputation post and no change in option already exercised is envisaged, the pay already drawn on deputation post shall be protected.
 - (3) If the pay of an employee in his cadre post is re-fixed downwards, the pay in the ex-cadre post is also liable to be re-fixed on the basis of re-fixed pay and in accordance with the revised or existing option, as the case may be.

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

Rule 116. Benefit under Next Below Rule

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

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

Rule 117. Rate and admissibility of deputation allowance

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

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

Note 2—During the period of deputation or foreign service, the basic pay plus deputation allowance of Government employee while drawing pay in any pay level lower than or equal to functional level 19, shall not exceed Rs. 2,19,600/-. Where the post held on deputation or foreign service is of Level 20, the basic pay, from time to time, plus deputation allowance shall not exceed Rs. 2,24,100." (FD Notification No.2/12/2017-4FR dated 4 Dec. 2017)

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

Rule 118. Incidence of dearness allowance - at the rates prevailing in the parent Department.

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

As per the provisions prevailing in parent Department or borrowing Organization/Department, which are more beneficial for the concerned Government employee.

Note.— The allowances admissible to regular employees of corresponding status in the borrowing Department/Organization shall be admissible to the

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

Rule 121. Retention/fresh allotment of Government accommodation

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

Rule 123 Application of leave rules while on foreign service or deputation in India - (i) shall be entitled to avail leave as per provisions in Haryana Civil Services (Leave) Rules, 2016. (n) shall be granted by the competent authority of parent Department.

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

Rule 124. Liability of compensatory allowances during the period of leave while on foreign service - The compensatory allowances including dearness allowance admissible-during the period of earned leave and half pay leave shall be borne by the Foreign employer.

Rule 125. Liability for leave salary of special disability leave -

Rule 126. Leave salary for maternity leave, child adoption leave and child care leave - Leave salary for maternity leave, child adoption leave and child care leave availed of by a female "Government shall be borne by the foreign employer/Department where she was working before proceeding on such leave.

Rule 127. Incidence of leave salary contribution -

(1) In case of deputation -

- (a) No leave salary contribution between Central/any State Government and Haryana Government shall be required to be made by the borrowing Department/Government;
- (b) Leave salary for the period of leave of kind availed by the Government employee on deputation shall be borne in full by the borrowing Department from which the officer proceeds on leave and no leave salary contributions shall be payable to the lending Department.

(2) In case of foreign service -

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

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

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

Rule 128. Rate for leave salary contributions - The rates of leave salary contributions shall be at the rate of 11% of emoluments drawn during the period of foreign service.

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

Rule 129. Admissibility of leave while on foreign service out of India -

Rule 130. Incidence of pension contribution/matching contribution -

Rule 131. Rate for pension contributions - The rates of pension contributions in respect of Government employees covered under the Haryana Civil Services (Pension) Rules, 2016 for the period of foreign service shall be as under of the emoluments :

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

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

Rule 132. Procedure for payment of leave salary and pension contribution -

Rule 133. No option to withhold leave salary and pension contributions -

Rule 134. Exemption from payment of contribution - The Administrative Department in consultation with Finance Department may exempt the contributions due in any exceptional case(s).

Rule 136. Acceptance of bonus, ex-gratia etc - A Government employee transferred to foreign service may accept any benefit such as bonus, ex-gratia payments or similar benefit from his foreign employer in respect of period of foreign service unless it is specifically restricted by the lending Department.

Rule 137. Term of foreign service or deputation -

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

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

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

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

Government employee being so deputed shall be brought to the notice of the lending authority.

Rule 138. Cooling period between two spells of foreign service/deputation - A Government employee who has served on foreign service or deputation shall not be allowed to proceed again on foreign service or deputation (except with Chandigarh Administration) unless he has worked for a minimum period of two years in his lending Department after his repatriation.

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

Rule 139. Date of repatriation from foreign service -

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

Rule 141. Terms and conditions on deputation from an Organization to a Department of Haryana- In case of appointment on deputation of an employee of an Organization under:

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

Rule 142. Subsequent appointment is not foreign service -

Rule 143 : Retirement on superannuation.— (1) Every Government employee shall retire from service on afternoon of the last day of the month in which he attains the age of retirement. However, a Government employee whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the prescribed age. The age of retirement on superannuation is fifty eight years for all groups of employees except the following for whom the same is sixty years:-

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

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

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

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

Note 3.— A Government employee who becomes disabled while in service shall bring to the notice of his Head of Department minimum three months before attaining the age of 58 years. He shall be got examined from a Medical Board of the Post Graduate Institute of Medical and Science, Rohtak to be headed by its Director. On receipt of medical report from the Board, the appointing authority or the Head of Department, whichever is higher, shall take a final decision to grant or not to grant the extension in service to such physically disabled employee.

- (2) (a) The age of retirement on superannuation of HCMS Doctor of Health Department shall be 65 years provided—
 - (i) he should be eligible to be retained in service beyond 58 years as per eligibility criteria prescribed by Government from time to time; and
 - (ii) he has to perform only clinical duties during the period beyond the age of 58 years.
- (b) If a doctor does not wish to work in clinical capacity beyond the age of 58 years he may seek voluntary retirement provided he opt for it in writing minimum three months before attaining the age of 58 years.

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

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

Powers to retain a Government employee in public interest and in exceptional circumstances after the age of superannuation.	Administrative Department.	Full powers subject to a maximum of two years with the approval of Council of Ministers.
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Rule 144. Premature retirement after attaining the prescribed age or qualifying service.

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

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

Rule 147. Curtailment of notice period of voluntary retirement.

Rule 148. Refusal of notice of voluntary retirement.

Rule 149. Withdrawal of notice of voluntary retirement.

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

Rule 151 Leave during notice period of premature/voluntary retirement.— A Government employee during the currency of notice period of voluntary or premature retirement may apply, before the expiry of the notice, for the leave standing to his credit which may be granted to him to run concurrently with the period of notice.

(See Inventory of Rules on next pages)

INVENTORY OF GENERAL RULE BOOK

for complete rule book visit: finhry.gov.in

See amendment dated 4.12.2017 also

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Entries in Forms Part-VIII and Part-IX	63.	Conversion of suspension period as leave of I the kind due	91.
Joining time on transfer in public interest	64.	Certificate before payment of arrear of pay and allowances	92.
Joining time on temporary transfer	65.	Creation of supernumerary post	93.
Journey period before and after the training	66.	Suspension period spent under medical treatment	94.
Joining time to	67.	Leave during suspension	95.

Government employee of other Government		and filling of vacancy	
Joining time on subsequent appointment	68.	Suspension in case of arrest or detention	96.
No joining time on transfer within the same office	69.	Suspension in case criminal charges are pending	97.
Joining time when transfer does not involve change of residence	70.	Deductions from subsistence allowance	98.
Joining time in case of transfer while on leave	71.	Cessation of pay and allowances on removal or dismissal	99.
Joining time on transfer during vacation	72.	Terms and conditions of deputation out of India	100.
Leave during joining time	73.	Regulation of terms and conditions for training abroad * ""	101.
Joining time in case of further transfer while under transfer	74.	Pay and allowances while on training abroad	102.
Joining time on transfer to another Government	75.	Duration of training abroad	103.
Special casual leave in lieu of joining time	76.	Conditions for training abroad under any scheme	104.
Calculation of joining time	77.	Bond for training abroad	105.
Pay and allowances during joining time	78.	Bond for extension	106.
Pay during joining time in continuation of leave	79.	Sanction of terms and conditions	107.
Grant of leave of the kind due in case of transfer on his own request	80.	Transfer to foreign service or on deputation	108.
Overstay of joining time	81.	Transfer to foreign service while on leave	109.
Extension of joining time	82.	Terms and conditions of foreign service or on deputation	110.
Subsistence allowance during the period of first six months	83.	Joining time, pay of joining time and transfer travelling allowance on transfer to foreign service/on deputation	111.
Review of subsistence allowance after every six months	84.	Fixation of pay on transfer to foreign service or deputation in an Organization under - Haryana Government	112.

Title	Rule	Title	Rule
Fixation of pay on deputation with Chandigarh Administration or Bhakra	113.	No option to withhold leave salary and pension contributions	133.

Beas Management Board			
Option for fixation of Pay on foreign service or deputation under any other Government	114.	Exemption from payment of contribution	134.
Re-exercising of option for pay fixation or deputation allowance	115.	Contribution to GPF/GIS Account, PRAN	135.
Benefit under 'Next Below Rule'	116.	Acceptance of bonus, ex-gratia etc	136.
Rate and admissibility of deputation allowance	117.	Term of foreign service or deputation	137.
Incidence of dearness allowance	118.	Cooling period between two spells of foreign service/deputation	138.
Admissibility of compensatory allowances while on deputation/ foreign service	119.	Date of repatriation from foreign service	139.
Admissibility of rent free accommodation, any other facility or special allowance	120.	Fixation of pay on return from foreign service/ deputation	140.
Retention/fresh allotment of Government accommodation	121.	Terms and conditions on deputation from an Organization to a Department of Haryana	141.
Admissibility of Leave Travel Concession while on deputation/ foreign service	122.	Subsequent appointment is not foreign cprvir.p	142.
Application of leave rules while on foreign service or deputation in India	123.	Retirement on superannuation	143.
Liability of compensatory allowances during the period of leave while on foreign service	124.	Premature retirement after attaining the prescribed age or qualifying service	144.
Liability for leave salary of special disability leave	125.	Three months' notice or Pay and allowance in lieu of notice period on premature retirement	145.
Leave salary for maternity leave, child adoption leave and child care leave	126.	Voluntary retirement on attaining the prescribed age or qualifying service	146.
Incidence of leave salary contribution	127.	Curtailment of notice period of voluntary retirement	147.
Rate for leave salary contributions	128.	Refusal of notice of voluntary retirement	148.
Admissibility of leave while on foreign service out of India	129.	Withdrawal of notice of voluntary retirement	149.
Incidence of pension contribution/matching contribution	130.	No weightage upto five years qualifying service in case of voluntary	150.

		retirement	
Rate for pension contributions	131.	Leave during notice period of premature/voluntary retirement	151.
Procedure for payment of leave salary and pension contribution	132.		
Amendments in Rule 8, in sub-rule (4), (24), (67), (71), (82), (88) and in Rule 112, 115, 116 and 145 Rule 60 for sub-rule (4); Rule 117 for Note 2; Rule 132; Rule 143; in Annexure-4 in Form Part-IV, in Form Part-IX in clause 4, for sub clause (4); in Annexure-10, in para 3. (FD Notification No.2/12/2017-4FR dated 4.12.2017)			

RAM SARAN,
PRINCIPAL

ANNEXURE
Definitions
Haryana Civil Services (General) Rules, 2016

Rule-8	
(5)	" cadre post " means a post which falls within the hierarchy or ordinary line of promotion in the cadre
(6)	" Cadre " means the strength of a service or a part of a service sanctioned as a separate unit
(8)	<p>"competent authority" in relation to the exercise of any power under Haryana Civil Services Rules means the authority to which any power has been delegated under these rules otherwise the concerned Administrative Department acting in consultation with the Finance Department</p> <p>Note.— The Administrative Departments and the Heads of the Departments may re-delegate the powers delegated to them in these rules, to any gazette officer under them at their headquarter offices on their own overall responsibility and subject to such conditions and restrictions as they may like to impose and copies of such orders shall be endorsed to the Finance Department and the Principal Accountant General, Haryana for information.</p>
(9)	<p>"competent medical authority" for the purpose of medical examination of a candidate for entry into Government service on his first or subsequent appointment means-</p> <p>(1) in case of appointment to a gazetted post, medical board of Health Department of the nearest District where the candidate is residing and for female candidate a lady doctor shall be a member of the Board; and ...</p> <p>(2) in case of appointment to a non-gazetted post, the Civil Surgeon/Senior Medical Officer/ Medical Officer of Health Department of the district, nearest to his residence;</p> <p>Note.— The medical certificate of the female candidate appointed to a non-gazetted post shall also be signed by a lady doctor</p>
(10)	<p>"compulsory waiting period" means the period of compulsory waiting spent by a Government employee for getting posting orders on return from foreign service, deputation, training, leave and for any other reasons for which Government employee is not accountable. This period shall be treated as duty when sanctioned by the competent authority;</p> <p>Note 1.— Administrative Department and Head of Department are competent to sanction compulsory waiting period as duty upto forty two days and thirty days respectively;</p> <p>Note 2.— Where compulsory waiting period exceeds six weeks, the junior-most shall be reverted to accommodate senior;</p>
(11)	" confirmation " means the substantive appointment of a Government employee against a regular post on completion of probation period successfully by specific order of the competent authority;
(13)	<p>"controlling officer" means a head of department or any other departmental officer who is entrusted with the responsibility of controlling the incurring of expenditure and/or the collection of revenue by the competent authority;</p> <p>Note.— Administrative Secretary may declare any gazetted officer, a Controlling Officer for the purpose of Travelling Allowance, who is immediately subordinate to him and is working in his own office;</p>
(14)	" cooling period " means the period prescribed by the competent authority for which a Government employee has to work in lending department after his return from and before proceeding again on foreign service in an Organization;
(15)	" current duty charge " means the charge of a post held by a Government

	<p>employee purely for performing routine duties of that post;</p> <p>Note.— An officer appointed to perform the current duties of an appointment may exercise administrative or financial power vested in the full-fledged incumbent of the post subject to restrictions, if any, imposed by the appointing authority, but shall not exercise statutory powers, e.g. powers delegated under any Act, Haryana Civil Services (Punishment and Appeal) Rules, 2016, Haryana Civil Services (Government Employees' Conduct) Rules, 2016 etc;</p>
(21)	<p>"dies non" means the period availed in transit by a Government employee on transfer when no joining time is actually admissible to him under the rules. It is not to be treated as break in service and shall not be counted for any purpose;</p>
(22)	<p>"drawing and disbursing officer" means an authority or officer who has been declared as such by the Administrative Department concerned in consultation with the Finance Department and authorised to draw and disburse money from the treasury;</p>
(23)	<p>"duty" includes the period —</p> <ul style="list-style-type: none"> (a) spent in actually performing Government job; (b) spent on tour in public interest within or out of sphere of duty, provided and authorized by competent authority for the purpose; (c) of joining time admissible under the rules; (d) of casual leave, special casual leave, quarantine leave including the gazette holiday(s) falling during the spell of these leave; (e) of gazetted holiday(s) prefixed and suffixed to the leave; (f) of service as a probationer; (g) of training in India or abroad including journey period, provided it is in public interest; (h) of the day of death while in service irrespective of time, if otherwise be on duty; (i) of compulsory waiting period when authorized by the competent authority; (j) occupied in attending obligatory or optional departmental examinations including the time reasonably necessary for the journeys to and from the place of examination provided the Government employee is permitted to appear by the competent authority; <p>Note.— Head of office has full power to permit a Government employee to appear for obligatory as well as optional departmental examination or test;</p> <ul style="list-style-type: none"> (k) taken for handing over and taking over of charge. Also the period spent by newly appointed Engineer Officers from the day they report for duty to the day they complete taking over charge of posts involving verification and inspection of stores etc. <p>Note.— It is not necessary to create new posts to accommodate the direct recruits since treating the period as duty is by itself a sufficient sanction in this regard;</p> <ul style="list-style-type: none"> (l) spent in all cases of enforced halts occurring enroute on tour/transfer when journeys necessitated by break down of communications due to blockade of roads on account of floods, civil riots, rains, heavy snowfall, landslides, etc. when authorized by the competent authority; <p>Note.— Administrative Department has full power to sanction period of enforced halt as duty whereas Head of Department shall be competent upto thirty days for the purpose;</p> <ul style="list-style-type: none"> (m) spent in transit on recall from leave, within or out of India, to duty before the expiry of sanctioned leave as per conditions provided in Haryana Civil Services (Leave) Rules, 2016; (n) absence from India of a Government employee deputed out of India on duty;

	Note.— The apprenticeship period shall not be treated as duty period for any purpose;		
(28)	"fee" means a recurring or non-recurring payment to a Government employee from a source other than the consolidated fund of India or the consolidated fund of a State (including the Haryana State), whether made directly to the Government employee or indirectly through the intermediary of Government, but does not include— (a) unearned income such as income from property, dividends and interest on securities; and (b) income from literary, cultural, artistic, scientific or technological efforts, if such efforts are not aided by the knowledge acquired by Government employee in the course of his service;		
(29)	"feeder post" means the lower post from which a Government employee is appointed by promotion to higher post in the hierarchy;		
(35)	"Gazetted Government employee" means a Government employee who is a member of Group A or B services of State or All-India Services or any other Government employee holding a post which may be declared to be a gazette post by the competent authority.		
(38)	"Head of department" means an authority specially designated by the competent authority with the order to exercise the powers of a Head of Department for the purpose of these rules; Note .— List of Head of Department is placed at Annexure-1 at the end of these rules;		
(39)	"Head of Office" means by any gazetted Government employee declared to be the head of an office by the competent authority; Note.— Administrative Department in consultation with the Finance Department may designate an authority to exercise the powers of a Head of office copy of such orders should invariably be endorsed to the Finance Department and Principal Accountant General, Haryana.		
(43)	"honorarium" means a recurring or non-recurring payment made to a Government employee from the Consolidated fund of India or a State as remuneration for special work of an occasional or intermittent character;		
(44)	"Inter-se-seniority" means, except as otherwise provided in any rules, the seniority inter-se of members of the more than one cadre(s) or service(s) which is determined by the length of continuous service counted toward seniority.		
(45)	"Joining time" means the time allowed to a Government employee to enable him to join a new post or the same post on transfer in public interest from one station to another which involves change or residence;		
(57)	"Ministerial employee" means a Government employee belonging to State Service of— (i) Group C posts, whose duties are entirely clerical and any other category of post(s) specially defined as such by general or special order of the competent authority; and (ii) Group B post whose duties are predominantly clerical;		
(61)	"Officiating appointment" means the appointment of a Government employee as a temporary measure but not in a substantive capacity, it may be against a permanent or temporary vacant post; Note 1.— The appointment of a Government employee on probation is also considered officiating appointment; Note 2.— The following authorities are competent to appoint a Government employee in officiating capacity against a vacant post:		
		Administrative Department	Full powers

	Power to appoint a Government employee to officiate in a vacant post.	Heads of Departments	Full powers in case of non-gazetted Government employees and upto four months in case of Group B Officers.
		Heads of Office	Full powers in case of Government employees whom they can appoint.
(62)	"officiating pay or - officiating basic pay" means the pay or basic pay, as the case may be, of a Government employee to which he is entitled, under the rules applicable to him at the time of officiating appointment against a post;		
(72)	"quitting service" means and includes retirement, dismissal, removal, resignation and retrenchment from service. It also includes disappearance or death while in service and permanent absorption to a body or Department under the control of Central or any State Government;		
(73)	"re-employment" means re-appointment of a Government employee in public interest after his retirement;		
(79)	"sphere of duty of a Government employee" means the local area outside which he cannot travel without the special orders or competent authority. The sphere of duty of — (i) Administrative Secretary is Haryana, Chandigarh and Delhi; (ii) Head of Department is Haryana, Chandigarh and Delhi; (iii) Commissioner of Division is his respective Division; (iv) Special Secretary and above in the Secretariat is Haryana, Chandigarh and Delhi; (v) remaining Government employees, as may be ordered by the competent authority; Note.— The following authorities are competent to declare the limits of a Government employee's sphere duty:		
	Power to define the limits of a Government employee's sphere of duty.	Administrative Department	Full powers
Heads of Departments		Full powers in case of his subordinates.	
Heads of Office		Full powers in case of his subordinates.	
(89)	"temporary transfer" means transfer of a Government employee from one station to another for a limited period not exceeding 180 days, inclusive the day(s) of outward and inward journey, specifically mentioned in the order. It includes temporary duty or deputation from one station to another within the same department.		
(90)	"tenure posts" means a permanent or temporary post, which an individual Government employee may not hold for more than a limited period;		
(94)	"willful absence" means period of absence from duty without proper permission of the competent authority. The willful refusal to perform duties by a Government employee by any means including pen down strikes shall be deemed to be willful absence from duty; Note.— The period during which a Government employee participates in any bundh, dharna, strike or similar activities shall be treated as willful absence;		
(95)	"working day" means the day which is not in the list of notified gazetted holidays or any other day not declared as holiday by the competent authority		

	for a department(s) or office(s) as the case may be.
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(See rule 46)
Form of Service Book
Form Part -1
BIO-DATA

Service Book of Shri/Smt./Kumari _____

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

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

Form Part - II
Certificates, Declarations and Nominations

Sr. No.	Subject	Certificate	Signature and designation of the certifying officer
1	2	3	4
1.	Certificate of Medical examination	The employee was medically examined by _____ on _____ and found fit. The certificate of medical examination has been kept in safe custody, vide Sr. No. _____ of Volume-II of the Service Book.	
2.	Character & antecedent	His/her character and antecedent have been verified and the verification report kept in safe custody, vide Sr. No. _____ of Volume-II of the Service Book.	
3.	Allegiance to the Constitution	He/she has taken the oath of allegiance/affirmation to the Constitution, vide Sr. No. _____ of Volume-II of the Service Book.	
4.	Oath of Secrecy	He/she has read the Official Secret Act, Right to Information Act, 2005 and the Haryana Civil Services (Government Employees' Conduct) Rules, 2016 and has also taken the oath of Secrecy, vide Sr. No. _____ of Volume-II of the Service Book.	
5.	Marital status	He/she has furnished declaration regarding his/her not having contracted bigamous marriage. The relevant declaration has been filed at Sr. No. _____ of Volume-II of the Service Book.	
6.	Declaration	He/she has furnished the	

	of Home Town	declaration of home town which has been accepted and filed at Sr. No. _____ of Volume-II of the Service Book.	
7.	Verification of entries in Form Part 1	The correctness of the entries against Sr. No.5 to 8 of Part I — Bio-data has been verified from original certificates considered as valid documentary evidence for the respective purposes. Attested copies of these certificates have been filed at Sr. No. _____ of Volume-II of the Service Book.	
8.	Dowry in marriage	He/she has furnished declaration regarding his/her not demanding/giving/taking any dowry in the marriage.	
9.		Detail of family members He/she has made available the detail of his family members in the prescribed form.	
10.	(a) GPF A/C No. or Permanent Retirement Account No. (PRAN) (b) Nomination for GPF or Defined Contributor Pension Scheme	GPF Account/PRAN No. _____ He/she has filed nomination for final payment of General Provident Fund/Defined Contributory Pension Scheme and the following related notices have been forwarded to the Principal Accountant General on dates shown against them, which have been filed in Volume II of the service book,- vide Sr. Nos. shown against them. 1. 2. 3.	
11.	Nomination for Leave encashment and any other dues, if any,	He/she has filed nomination for Leave encashment and other dues, if any, which have been filed in Volume II of the service book, - vide Sr. Nos. shown against them. 1.	

		2.	
12.	(a) G.I.S. A/C No. (b) Nomination for G.I.S.	He/she has filed nomination for G.I.S. and the following related notices, have been filed at Sr. No. _____ of Volume-II of the Service Book. 1. 2.	
13.	Nomination for death-cum-retirement gratuity	He/she has filed nomination for death-cum-retirement gratuity and the following related notices which have been filed in Volume-II of the service book,- vide Sr. Nos. shown against them. 1. 2. 3.	
14.	Option for fixation of pay on revision or promotion	This shall be pasted in the service book.	
15.	Passing of departmental test, if any		

Annexure - 4 (Contd.)

**Form Part - III (A)
Previous Qualifying Service**

From	To	Name of previous Department/ Organization	Post held and Emoluments drawn	Details of terminal benefits received and deposited, if any.	- Signature and designation of certifying officer	Remarks
1	2	3	4	5	6	7

Annexure - 4 (Contd.)

**Form Part - III (B)
Detail of Foreign Service Part - III (A)**

From	To	Name of Borrowing Organization	Post held and Emoluments	Details of Leave Salary and	Signature and designation	R
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			drawn	Pension Contribution received/ credited, if any	of certifying officer	
1	2	3	4	5	6	

Annexure - 4 (Contd.)

Form Part - IV HISTORY OF SERVICE

S r. N o.	Fr om	T o	P o s t h e l d	offic e (with stati on)	Pay Ba nd, Gra de Pay or pay sca le and Pay	Event affecting cols. 2 - 6, e.g. Transfer/ Promotion/Reve rsion etc.
1	2	3	4	5	6	7

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

Annexure - 4 (Contd.)

Form Part - V VERIFICATION OF SERVICE

S r. N o.	Per iod (Fr om - To)	Per iod in Y/ M/ D	P o s t h e l d	Qualif ying or Non- Qualif ying servic e	Docume nt(s) on the basis of which the entry is made in Column 5	Signatu re & Design ation of the certifyin g officer along with Date
1	2	3	4	5	6	7

Annexure - 4 (Contd.)

Form Part - VI Detail of family members

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

S r. N	Na me	D at e	Relat ion	Aadh aar Card	Occupa tion	Rema rks
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o		of Birth		No.		
1	2	3	4	5	6	7

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

Annexure - 4 (Contd.)

Form Part - VII
Account of Leave Travel Concession

Sr. No.	Block years of LTC	LTC Sanctioned vide No. and Date	LTC of Home Town or anywhere in India actually availed, if any	One month emolumen- ts in lieu of LTC received, if any	Remarks
1	2	3	4	5	6

Annexure - 4 (Contd.)

[illegible]

	Month in which the last installment of advance is to be recovered										
	Rate of interest applicable										
	Number of installments in which interest amount is to be recovered										
	Yearly status of Loan :-										
					Outstan ding amount of Loan		Amount of Loan recover ed		Net outstan ding amount of Loan		

		2										1
												1

Annexure-4(Contd.)

Form Part-VIII (C)
Motor Car Loan (First)

	Amount of Loan sanctioned (Rs)						
	Sanction Order Nos. & Date						
	Number of installments in which the principal amount is recoverable.						
	Amount of monthly installment to be recovered						
	Treasury Voucher No. and Date of release of Car loan						
	Month in which the recovery of first installment of advance commenced						
	Month in which the last installment of advance is to be recovered						
	Rate of interest applicable						
	Number of installments in which interest amount is to be recovered						
	Yearly status of Loan:-						
		Fin an ci al ye ar	Outstand ing amount of Car Loan	Amount of Car Loan recovered	Net outstandin g amount of Car Loan	Non- Re co v e r y P e r i o d , if an y	Si gn a t u r e o f H e a d o f O f f i c e o r A u t

										h o r i z e d O f f i c e r
			P r i n c i p a l	P r i n c i p a l	P r i n c i p a l	P r i n c i p a l	P r i n c i p a l	P r i n c i p a l		
		2	3	4	5	6	7	8	9	1 0

Annexure - 4 (Contd.)

Motor Cycle or Scooter Loan									
		Amount of Loan sanctioned (Rs)							
		Purpose of Loan (Motor Cycle/Scooter/Moped)							
		Sanction Order Nos. & Date							
		Number of installments in which the principal amount is recoverable.							
		Amount of monthly installment to be recovered							
		Treasury Voucher No. and Date of drawal							
		Month in which the recovery of first installment of loan commenced							
		Month in which the last installment of loan is to be recovered							
		Rate of interest applicable							
		Number of installments in which interest amount is to be recovered							
Yearly status of Loan:-									
		Financial year	Outstanding amount of Loan	Amount of Loan recovered	Net outstanding amount of Loan	Non-Recovery Period, if any	Signature of Officer or Authoriz		

									ed Officer
			Principal	Principal	Principal	Principal	Principal		
		2	3	4	5	6	7	8	9
									10

Form Part-VIII (E)
Computer/Laptop Advance

Loan/Advance sanctioned (Rs)	
Computer Advance	
Order Nos. & Date	
Installments in which the principal amount is recoverable.	
Monthly installment to be recovered	
Cash Voucher No. and Date of drawal	
From which the recovery of first installment of advance commenced	
From which the last installment of advance is to be recovered	
Interest applicable	
Installments in which interest amount is to be recovered	

Details of Loan:-

First/ Second Advance	Financial year	Outstanding amount of Computer Advance		Amount of Computer Advance recovered		Net outstanding amount of Computer Advance	
		Principal	Interest	Principal	Interest	Principal	Interest
2	3	4	5	6	7	8	9

Form Part-VIII (F)
Marriage Loan

Marriage Loan sanctioned (Rs)	
Marriage Loan	
Order Nos. & Date	
Installments in which the principal amount is recoverable.	
Monthly installment to be recovered	
Voucher No. and Date of drawal	
From which the recovery of first installment of advance commenced	
From which the last installment of advance is to be recovered	
Interest rate applicable	
Installments in which interest amount is to be recovered	

Details of Loan:-

First/ Second/ Third Advance	Financial year	Outstanding amount of Marriage Loan		Amount of Marriage Loan recovered		Net outstanding amount of Marriage Loan	
		Principal	Interest	Principal	Interest	Principal	Interest
2	3	4	5	6	7	8	9

Annexure - 4 (Contd.)**Form Part-IX
Comments of Internal Audit**

Sr. No.	Date of Verification	Comments of Internal Audit	Signature of Audit Officer	Details of compliance observations of Audit Officer by the Head of Office
1	2	3	4	5

**HARYANA GOVERNMENT
FINANCE DEPARTMENT
NOTIFICATION**

The 4th December, 2017

No. 2/12/2017-4FR.— In exercise of the power conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services (General) Rules, 2016, namely:-

1. These rules may be called the Haryana Civil Services (General) Amendment Rules, 2017.
2. In the Haryana Civil Services (General) Rules, 2016 (hereinafter called the said rules), in rule 8, in sub-rule (4), (24), (67), (71), (82), (88) and in Rule 112, 115, 116 and 145, for the words "pay scale" wherever occurring the words "level/pay scale" shall be substituted.
3. In the said rules, in rule 60, for sub-rule (4) the following shall be substituted namely:-
"(4) Columns 6 shall show different components of pay separately, e.g. "Pay Rs. 85,100 in Functional/ACP Level+ Dearness Pay, if any + Special Pay Rs. 200 + Personal Pay Rs. 200."
4. In the said rules, in rule 117, for Note 2, the following shall be substituted, namely:-
"**Note 2.—** During the period of deputation or foreign service, the basic pay plus deputation allowance of Government employee while drawing pay in any pay level lower than or equal to functional level 19, shall not exceed Rs. 2,19,600/-. Where the post held on deputation or foreign service is of Level 20, the basic pay, from time to time, plus deputation allowance shall not exceed Rs. 2,24,100."
5. In the said rules, in rule 132, for the Note, the following Note shall be substituted, namely:-
"**Note.—** The leave salary and pension contributions shall be paid separately as these are creditable to different heads of accounts. No contribution shall be payable for the period of leave availed by the Government employee while on foreign service. Dues, if any, recoverable from Government on any account shall not be set off against these contributions."
6. In the said rules, for rule 143, the following rule shall be substituted, namely:-
"**143. Retirement on superannuation.—** (1) Except as otherwise provided in these rules, every Government employee shall retire from service on afternoon of the last day of the month in which he attains the age of retirement prescribed for him or for the post held by him in substantive or officiating capacity, as the case may be. However, a Government employee whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the prescribed age. The age of retirement on superannuation is fifty eight years for all groups of employees except the following for whom the same is sixty years:-
(i) Differently-abled employees having minimum degree of disability of 70% and above;
(ii) Blind employees;
(iii) Group 'D' employees; and
(iv) Judicial Officers.
No Government employee shall be retained in service after attaining the age of superannuation, except in public interest and in exceptional circumstances, without the approval of Council of Ministers.
Note 1.—One eyed employee shall not be treated as blind or differently-abled person for the purpose of this rule.
Note 2.—When a Government employee is due to retire on superannuation from service an office order shall be issued on 7th of the month in which he is going to be retired and a copy of every such order shall be forwarded immediately to the Principal Accountant General, Haryana. There is no need to re-instate a Government employee who is under suspension at that time.
Note 3.— A Government employee who becomes disabled while in service shall bring to the notice of his Head of Department minimum three months before attaining the age of 58 years. He shall be got examined from a Medical Board of the Post Graduate Institute of Medical and Science, Rohtak to be headed by its Director. On

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

- (2) (a) The age of retirement of superannuation of HCMS Doctor of Health Department shall be 65 years provided—
- (i) he should be eligible to be retained in service beyond 58 years as per eligibility criteria prescribed by Government from time to time; and
 - (ii) he has to perform only clinical duties during the period beyond the age of 58 years.
- (b) If a doctor does not wish to work in clinical capacity beyond the age of 58 years he may seek voluntary retirement provided to opt for it in writing minimum three months before attaining the age of 58 years.
- (3) No Engineer-in-Chief in the PWD (B&R), Irrigation Department and Public Health Engineering Department shall, without re-appointment, hold the post for more than five years, but re-appointment to the post may be made as often and in each case for such period not exceeding five years, as the competent authority may decide :

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

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

Powers to retain a Government employee in public interest and in exceptional circumstances after the age of superannuation.	Administrative Department	Full powers subject to a maximum of two years with the approval of Council of Ministers.
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7. In the said rules, in Annexure-4,—

- (i) in Form Part-IV, for entries above column 6, the following entries shall be substituted, namely :-
- "Pay Level or Pay Scale and Pay"**
- (ii) in Form Part-IX, under heading 'Instructions for entries in Service Book' in clause 4, for sub-clause (4), the following sub-clause shall be substituted, namely :-
- "(4) Columns 6 shall show different components of pay separately, e.g. "Pay 85,100 in Functional/ACP Level + DP _____ + Special Pay Rs. 200+Personal Pay Rs. 200."
8. In the said rules, in Annexure-10, in para 3, for the words 'Grade Pay' wherever occurring the words 'Level' shall be substituted.

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

Haryana Civil Services (Leave) Rules 2016 w.e.f. 19.7.2016

Punjab Civil Service Rules Vol.-I, Part-1 & II have been repealed and new Haryana Civil Services (Leave) Rules, 2016 have been notified w.e.f. 19.07.2016

Rule 1-9 – Title, Extent, Powers to Interpret, Authority Competent to sanction leave, Responsibility of H.O., Definitions, etc.

Rule 10 – Carry forward of leave on subsequent appointment

Rule 11 – General conditions :

- (1) Leave cannot be claimed as a matter of right.
- (2) Government employee shall proceed on leave with the prior permission of the competent authority, except in exceptional circumstances.
- (3) When the exigencies of the public services so require, discretion to refuse, revoke or recall from vacation or leave of any description is reserved to the authority empowered to grant it.
- (4) The nature of leave due and applied for by a Government employee, shall not be altered
- (5) Medical certificate by the medical authority does not in itself confer upon the Government employee concerned any right to leave.
- (6) Employee who absents himself from his duty without permission is liable to have his absence treated as wilful absence.
- (7) Employee before proceeding on leave must record on his application for leave, the contact number, email ID and address.
- (8) No employee shall leave his headquarters, without prior permission of the authority competent.

Kind of Leave / Rule	Admissible Extent		Sanctioning Authority	Leave Salary Admissible
Earned Leave Rule 35, 36	Service	Leave	HOO – N/G upto 120 days in India Gaz. – upto 30 days in India HOD – N/G, G upto 240 days AD – 365 days in India, 500 out of India	Equal to full pay
	Upto 10 yrs.	1/24 - 15 days p.a.		
	11-20 yrs.	1/18 - 20 days p.a.		
	21 – above yrs.	1/12 - 30 days p.a.		
	Accumulation	No Limit		
Half Pay Leave Rule 37, 9(6)	Upto any extent if due		HOO – 120, HOD – 240 AD – Full power	Equal to half pay
Commuted Leave Rule 38, 30	50% of HPL due		-do-	Equal to full pay
Leave Not Due Rule 39	Upto 360 days on medical grounds only to permanent employee		HOO – upto 60 days to NGE HOD – upto 120 days to Gazetted/Non Gaz. AD – upto 180 days to Gazetted/Non Gaz.	Equal to half pay
Extra	6 months for any purpose,		HOO – 120	No leave

Ordinary Leave Rule 40, 41, 9, 10(2)	24 months on medical ground, 24 months for higher studies	days (for C&D) HOD – 240 days AD – 365 days	salary except HRA upto 180 days
Special Disability Leave Rule 49	Upto 730 days	Only FD	First 120 day Equal to full / thereafter half pay
Hospital Leave Rule 48	Upto 730 days	Only FD	Equal to half / full pay
Study Leave Rule 50-64	Upto 12 months / two years	Only FD	Equal to half pay
Maternity Leave Rule 44	Upto 6 months	HOO	Equal to full pay
Child Adoption Leave Rule 45	Max. 6 months or upto one year of age	HOO	Equal to full pay
Child Care Leave Rule 46	730 days	Non Gazetted - AA, Grp. A & B – HOD -120 days AD – Above 120 days	-do-
Paternity Leave R/47	15 days	HOO – 15 days	-do-
LPR Rule 43	180 days	As in EL	-do-
Special Casual Leave		Casual Leave	
<ul style="list-style-type: none"> - Blood Donation – 1 day (R-81) - Family Plg. - 14 Female/6 Male - Sports N/International – upto 30 days (R-85) - Injured Terrorist/Violence – Hospital period (R-86) - Differently abled employees – Seminar/Trg. Gol/State upto 10 days - Bitten by rabid animal – 5 days (R-82) - Office Bearer of Org. – 5 days (R-87) - In lieu of joining time – 7 days - Quarantine – upto 21 days (R-80) 		Joining before 30/6	10(M), 20(F)
		" " 30/6 – 30/9	5(M), 10(F)
		" " 30/9 – 30/11	2(M), 5(F)
		" after – 30/11	1(M), 2(F)
		Service upto 10 yrs.	10(M), 20(F)
		" " 11-20 yrs.	15(M), 20(F)
		" above 20yrs.	20(M), 20(F)
		Spell at one time 16 days	
Note : <ul style="list-style-type: none"> i) Leave does not include CL/Spl./QL/Comp.L Rule-44, 9(17) ii) Resignation entails forfeiture of past ser. & leave Rule-14 iii) No leave during suspension – Rule 25 iv) Permission compulsory for Station Leave – Rule 11 v) Earned Leave in Vacation Deptt. – Rule 36 vi) Earned Leave Calculation – Rule 35 vii) Leave cannot be claimed as right – Rule 11 viii) Short leave 2 hrs./ 4hrs./ more = 1/3 ½ / Full ix) Re-emp pensioner leave at par with fresh emp. x) Unauthorized absence exceeding 5 yrs. deemed resignation 		An employee of vacation wing if recalled to duty is entitled to : <ul style="list-style-type: none"> (i) if recalled after more than 15 days of vacation – Proportionate earned leave shall be admissible for that year (ii) if recalled before 15 days of vacation – EL @ 15/20/30 days keeping in view his length of service. Teaching Staff (Master/Teacher) entitled to 10 days EL during a year in lieu of 20 days HPL. Rule-36	

INVENTORY OF LEAVE RULE BOOK

for complete rule book visit : finhry.gov.in

Title	Rule	Title	Rule
Short title and	1.	Grant of child adoption leave	45.

commencement				
Extent of application	2.		Grant of child care leave	46.
Special provisions, if any, inconsistent with these rules	3.		Grant of paternity leave	47.
Regulation of claim to leave	4.		Grant of hospital leave	48.
Power to relax, interpret and amend	5.		Grant of special disability leave	49.
Authorities competent to grant leave	6.		Conditions of grant of study leave	50.
Responsibility of Head of Office	7.		Application for study leave	51.
Repeal and saving	8.		Maximum amount of study leave	52.
Definitions	9.		Sanction of study leave	53.
Carry forward of leave on subsequent appointment	10.		Combination of study leave with leave of other kinds	54.
General conditions	11.		Regulation of study leave extending beyond course of study	55.
Conversion of one kind of leave into another	12.		Leave salary during study leave	56.
Maximum amount of continuous leave	13.		Conditions for grant of study allowance	57.
Effect of dismissal, removal, resignation, retirement on leave account	14.		Grant of study allowance to Government employee in receipt of scholarship or stipend	58.
Commencement and expiry of leave	15.		Grant of study allowance to Government employee who accept part time employment during study leave	59.
Recall of a Government employee while on leave	16.		Grant of traveling allowance	60.
Return to duty before expiry of leave	17.		Cost of fees for study	61.
Arrival report on return from leave	18.		Execution of a bond	62.
Overstayal of leave and wilful absence	19.		Resignation or retirement after study leave	63.
Acceptance of employment during leave	20.		Counting of study leave for promotion, pension, seniority, leave and increments	64.
Leave salary while on leave	21.		Leave encashment on the date of retirement or quitting service	65.

Application for leave	22.		Leave encashment in case of death or disappearance of a Government employee	66.
Who can be granted leave	23.		Calculation of leave encashment	67.
Verification of title before grant of leave	24.		Leave encashment not admissible	68.
Leave to Government employee under suspension	25.		Withholding of leave encashment	69.
Leave not to be granted in certain circumstances	26.		Competent authority for sanction of leave encashment	70.
Maintenance of leave account	27.		Leave during the period of re-employment after retirement and extension in service	71.
Combination of holidays and leave	28.		Leave to probationers	72.
Combination of vacation with leave	29.		Leave to the Advocate General	73.
Grant of leave on medical certificate	30.		Grant of casual leave	74.
Grant of leave to Government employee who is unlikely to be fit to return to duty	31.		Sanctioning authority	75.
Second medical opinion	32.		Casual leave during the first and last calendar year	76.
Return from leave on medical certificate	33.		Accounting of casual leave	77.
Instructions for competent medical authority/medical board	34.		Short casual leave and late attendance	78.
Grant of earned leave to Government employees other than vacation wing	35.		Maximum limit of casual leave and combination of leave	79.
Grant of earned leave to Government employees of vacation wing	36.		Grant of quarantine leave	80.
Grant of half pay leave to Government employees other than teaching staff of vacation wing	37.		Special casual leave for donating blood	81.
Grant of commuted leave	38.		Special casual leave when bitten by a rabid animal	82.
Grant of leave not due	39.		Special casual leave in lieu of unavailed joining time	83.
Grant of extraordinary leave	40.		Special casual leave for adopting family welfare	84.

			programme	
Limit of extraordinary leave on any one occasion	41.		Special casual leave for participation in sports activities	85.
Competent authority to sanction extraordinary leave	42.		Special casual leave to Government employee injured in terrorists violence while on duty	86.
Grant of leave preparatory to retirement (LPR)	43.		Special casual leave for attending meetings/ conferences of recognized associations	87.
Grant of maternity leave	44.		Annexures & Forms	

HARYANA CIVIL SERVICES (ALLOWANCES TO GOVT. EMPLOYEES) RULES, 2016 revised/amended vide letter No. quoted against each

Punjab Civil Service Rules Vol. I to III have been repealed and new Haryana Civil Services Rules, 2016 have been notified w.e.f. 19.07.2016 and 5/27/98-IFR) dated 20.06.2018

Rule 1 to 7:- Title, Extent of application, special provisions, regulation of claim & power to interpret, amend & relax.

8. Definitions:-

- a) Unless the context otherwise requires;
- 1) **“compensatory allowance”** means an allowance admissible to a Government employee to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes dearness allowances, travelling allowance, house rent allowance, hill compensatory allowance, etc. but does not include sumptuary allowance;
 - 2) **“conveyance allowance”** paid for going to and coming from the place of duty;
 - 3) **“dearness allowance”** granted to employee by the competent authority due to Inflation in prices;
 - 4) **“emoluments”** for the purpose of-
 - a) **conveyance allowance** to differently abled employees means basic pay plus amount specially classed as emoluments for the purpose;
 - b) **dearness allowance** means-
 - i. Basic pay in pay scale;
 - ii. NPA admissible to the specified categories of employees
 - iii. Conveyance allowance to differently abled employees; and
 - iv. Any other amount specially classed as emoluments for the purpose by the competent authority;
 - c) **house rent allowance** means-
 - i. Basic pay in pay scale; and
 - ii. NPA;
 - iii. Any other amount specially classed as emoluments for the purpose by the competent authority;
 - d) **license fee** means;
 - i. Pay in the pay matrix pay structure; and

- ii. Any other amount specially classed as emoluments for the purpose by the competent authority;
- 5) **“hill compensatory allowance”** means an allowance admissible to an employees posted at a place declared as hill station by the competent authority;
- 6) **“house rent allowance”** admissible to an employee in lieu of Government residential accommodation;
- 7) **“license fee”** means the amount payable at prescribed rate by employees for the residential accommodation allotted to him;
- 8) **“local mileage allowance”** means an allowance admissible to an employee to meet the cost of a local journey performed in public interest;
- 9) **“market rent”** means the rent as assessed by the competent authority of PWD (B&R), Hr.;
- 10) **“non practicing allowance”** which is granted to a specific group of employees in lieu of private practice;
- 11) **“own house”** for the purpose of house rent allowance means the house in the name of a Government employees himself/herself or his/her spouse, son, daughter, parents, grandparents or parents-in-law;
- 12) **“rent free accommodation”** means the accommodation allotted for which no licence fee is payable by him;
- 13) **“road mileage allowance”** means a kind of travelling allowance admissible to an Government employee to meet the cost of journey performed by his own vehicle, including taxi and authorickshaw, subject to entitlement while on tour in public interest from one station to another;
- 14) **“standard rent”** means the rent which is calculated and prescribed by competent authority on the basis of capital cost of a residence owned by Government or leased residence meant for Government employees;
- 15) **“uniform allowance”** is an allowance granted to employees in lieu of admissible livery items;

Note: The terms not defined in this chapter but defined in the Haryana Civil Services (General) Rules; shall have the same meaning for the purpose of these rules.

9. General principles for grant of allowances

- 1) The grant of an allowance shall be so regulated that it shall not be on the whole a source of profit to the recipient.
- 2) Allowance(s) attached to a post shall-
 - i. Be drawn by the Government employees actually performing the duties of that post
 - ii. Cease to be drawn as soon as the charge is relinquished.

10. Entitlement of allowances during leave-

- 1) During the period of leave of any kind, except extraordinary leave, a Government employee shall be entitled to-
 - a) House rent allowance,
 - b) Hill compensatory allowance, if any; and
 - c) Fixed medical allowance, if any; and
 - d) Children education allowance, if any
- 2) During EOL, an employee shall be entitled to-
 - a) House rent allowance for first 180 days;
 - b) Hill compensatory allowance, if any, for first 180 days;

- c) Fixed medical allowance, if any; and
- d) Children education allowance, if any

The rate of above allowances shall be equal to the rate admissible to Government employee at the station where he was working before proceeding on leave, irrespective of the fact, during the period of leave, he or any member of his family remained at the headquarters or not.

- 3) In addition to above, the following allowances shall also be admissible during leave at full rate if leave salary during leave is equal to full pay and at half rate, or on half basic pay, if leave salary during leave is equal to half pay:-
 - a) NPA to doctors;
 - b) Cycle allowance to Group D employee;
 - c) Special allowance to Sweeper/Group D;
 - d) Deputation allowance, if any,

Note:- No conveyance allowance shall be admissible during vacation and for the days for which leave of any kind is availed during a month. However, during casual leave, he is entitled to full pay and allowances admissible while on duty.

11. Grant of allowances during joining time:-

During joining time shall be granted house rent allowance and other allowances, except conveyance allowance at the rate admissible to him at the old or new station, whichever is less.

12. Grant of allowances during temporary transfer:-

During temporary transfer, the house rent allowance and other allowances shall be granted at the same rate as admissible to a Government employee at the headquarter from where his pay and allowances are being drawn.

13. Entitlement of dearness allowance:-

A Government employee drawing pay in any pay scale shall be entitled to dearness allowance at such rate and subject to such conditions as the Government may specify from time to time.

Note:- The rate(s) of dearness allowance remained in existence from 01.01.1986 onwards are at Annexure 'A' of these rules.

14. Grant of house rent allowance:-

- 1) Save as otherwise provided in these rules, a Government employee shall be granted house rent allowance at the rate prescribed from time to time by the competent authority, provided it shall be certified by him, in the prescribed form, once in a calendar year or at the time of change of headquarters.
- 2) The HRA of a Government employee shall be determined as per the rate of:-
 - a) place of posting if he is residing upto twenty kilometers outer limit of the municipal limits of the city of place of posting; or
 - b) place of posting or actual residence, whichever is less, if he is residing at a place which is at a distance more than twenty kilometers outer limit of the municipal limit of place of posting; irrespective of the fact that the actual residence is in the territory of the neighboring State.

Note:- A Government employee residing in rented house shall entitled to house rent allowance upto the amount of actual rent paid or as per rate admissible under these rules, whichever is less.

- 3) At present the rate(s) of house rent allowance wef 01.08.2019 are as under:-

Sr. No.	Census 2011 of the city/town of place of posting or	Classification of Cities/towns	Rates of HRA as % of Emoluments
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	actual residence		(incl. NPA)
1.	50 lakhs and above	X	24%
2.	5 lakhs but less than 50 lakhs	Y	16%
3.	Less than 5 lakhs	Z	8%

Note:- House rent allowance shall be admissible to all if more than one member of a family are residing together in one and the same own house.

Certificate available in rule Book under Rule 14

15. Entitlement of house rent allowance or transfer:-

Employee who, on transfer, has been permitted to retain Government accommodation at the old station shall be entitled to house rent allowance in respect of the new station, if otherwise admissible, irrespective of the fact whether he has been permitted by the competent authority to retain the Government accommodation, if any, at old station on payment of normal rent or penal rent.

16. House rent allowance in case of death while in service:-

The family of deceased Govt. employee shall be entitled to:-

- HRA for a period of one year (now two years) at the rate drawn immediately before the death; or
- Retain Govt. accommodation for one year on payment of normal/license fee.

Note:- Where Govt. accommodation is surrendered by the family of deceased Govt. employee on their own accord before one year (now two years), no HRA shall be admissible for the remaining period.

17. Disciplinary proceedings on fraudulent drawl of house rent allowance:-

The disciplinary proceedings shall be instituted against the Govt. employee by the competent authority and he shall be awarded major punishment under Haryana Civil Services (Punishment & Appeal) Rules, 2016 on:-

- Excess or fraudulent drawl of house rent allowance
- Subletting the Govt. accommodation; or
- Availing Govt. accommodation (partly or otherwise) allotted to him or any member of his family and also drawing HRA from his department

18. Grant of hill Compensatory Allowance:-

- Hill compensatory allowance shall be granted to a Govt. employee serving in the Morni Hill area at the rate(s) prescribed from time to time. At present the rate of this allowance is 2.5% of basic pay subject to minimum Rs.350/- and maximum Rs.700/- per month.

For **Rules 18 to 27** See Table given below:-

TABLE

Revised/amended vide letter No. quoted against each

Name of allowance	Rate	Eligibility	Remarks
Hill Compensatory Allowance	2.5% of basic pay subject to minimum Rs.350/- and maximum Rs.700/- per month	Serving in Morni Hills area	For list of villages in hill areas see Rule 18(2)& Letter No. 4/3/2009-5FR(FD) dt. 20.06.2018

	w.e.f 1.5.2018		
Cycle allowance for good deal	Rs.200/- pm w.e.f. 1.5.2018 Even with cycle and its repair	Group D employees Note 1: Admissible while on leave except EOL Note 2: OHP are entitled to conveyance allowance also	Rule 20 Letter No. 5/32/1998- 1FR(FD) dt.20.06.20 18
Special allowance	Rs.625/- w.e.f. 1.5.2018	Sweeper or Safari Karamchari	Letter No. 4/2/2009- 5FR(FD) dt. 20.06.2018
Special allowance	Rs.200/- pm	Group D employees holding dual post Peon- cum- chowkidar, Peon-cum- Mali, Chowkidar- cum-Mali	Rule 21(2)
Conveyance allowance	Rs.500/- pm	Medical Officers	Conditions See Rule 24
	Rs.500/- pm	PA/PS	
Conveyance allowance	10% of pay minimum Rs.2500/- and max Rs.7200/- DA admissible	Blind & OPH. Employees	For condition See Rule 12 letter dt. 20.6.2018
Conveyance allowance for deaf and dumb	-do-	Inc. hearing and impaired employees having loss of 60 decibels or above	FD Letter dt.30.7.201 8
Children Education Allowance	Rs.1125/- pm w.e.f. 1.5.2018	Nursery to 12 th or 2 years diploma after 10 th from	For condition See Rule 25 and

		recognized school/institution subject to age of 20 yrs. and in case of handicapped 22 yrs.	25(b) FD letter dt.20.6.2018
NPA	20% of pay plus NPA not to exceed Rs.,24,500 /- w.e.f 1.5.2018	Doctors working in Health, AH, AYUSH Conditions:- posted against clinical post and working whole time	For condition See Rule 26 and FD letter dt.20.6.2018
Uniform/Washing Allowance	Rs.440/- pm w.e.f 1.5.2018	Group D employees	For condition See letter dt. 20.1.2019 & 10.8.2018 P&S Deptt.
Special Allowance for Child Care from 1.5.2018	Rs.1500/- pm per eligible child	Differently disabled female employee (40% and above disability) Max. 2 eldest children upto 2 years.	FD letter dt.20.6.2018

For Rule Book visit – www.finhry.gov.in

28. Licence fee of Government accommodation.-

- 1) A Govt. employee of Haryana or any other Govt. who is allotted Govt. accommodation while serving under the administrative control of a Department of Haryana Govt. shall be recovered licence fee at the rate prescribed from time to time keeping in view the category of accommodation allotted to the employee concerned.
- 2) When employee of other Govt. occupies a residential accommodation provided by his parent Govt. shall not be entitled to house rent allowance. The licence fee shall be paid to the parent govt. equal to the amount of house rent allowance for the concerned govt. employee plus licence fee which may have been recovered from the salary of the govt. employee concerned had he been allotted govt. accommodation by the Haryana Govt.

- 3) If on transfer to other station or repatriation to his parent Govt., the residential accommodation allotted by the Haryana Govt. is not vacated by the Govt. employee up-to the prescribed period, the penal rent as prescribed from time to time shall be recovered from the government employee concerned through his parent Departmental/Govt.

29. Licence fee on allotment of house by the railway administration or vice versa.

30. Non-payment of licence fee if exempted under any law.

31. Capital cost of building for assessment of licence fee and rent.

- (i) For the purpose of assessment of licence fee and rent, the capital cost of a building owned by Govt. shall be worked out by the PWD (B&R), Haryana, as per prevailing norms applicable at that time.

32. Valuation of the Govt. accommodation

When the Collector's rate(s) for the present value of a Govt. accommodation and of the site on which it stands is unknown, the value of the residence and of the site shall be estimated separately by the competent authority of PWD (B&R), Haryana, as per prevailing norms applicable at that time as per rule 32-36 *ibid*.

33. Revaluation of residences

A competent authority by recording specific reasons may at any time revalue the capital cost of any or all residences within a specified area computed under these rules.

34. Valuation of sanitary and supply of water and electricity

In assessing the cost of a building, the cost of sanitary, water supply and electrical installation shall be included.

35. Calculation of standard rent of a leased residence or residence owned the Govt.

The standard rent of a leased residence or the residence owned by the Govt. shall be assessed and fixed by the competent authority of the Public Works Department (B&R) Haryana under whose jurisdiction the building is located.

36. Revision of standard rent.

Save as otherwise provided in these rules or any other rule, the standard rent of a residence may be recalculated by the Public Works Department (B&R) after the expiry of every five years from the date of last calculations or whenever it may think proper

43. Entitlement of govt. accommodation

The entitlement of different type of govt. accommodation to Govt. employees shall be determined as per prescribed pay range.

Note:-Actual total area and plinth area may vary from one location to another on any reason.

44. Rent free accommodation and waiving or reducing the amount of license fee/rent.

- 1) In special circumstances, for reasons to be recorded in writing, the AD may be general or special order-
 - a) Grant rent free accommodation to any Govt. employee or class of Govt. employee; or
 - b) Waive off or reduce the amount of rent to be recovered from any Govt. employee or class of Govt. employee.
- 2) The rent free accommodation shall not carry with it the free supply of water, electric energy and additional facilities.

Note: For list of employees entitled to rent free accommodation see annexure to Rule-44

45. Recovery of additional rent of additional facilities**46. General rules for normal licence fee of government accommodation****47. Retention of Govt. accommodation under various circumstances.**

Govt. employee shall be entitled to retain the Govt. accommodation on normal licence fee in the following circumstances:-

Sr. No.	After the following events	Permissible concessional period for retention of residence
1.	Resignation, dismissal, removal or termination of service or unauthorized absence without permission	Two months
2.	Retirement	Six months
3.	Death or disappearance while in service	Twenty four months (CFA Rules)
4.	Transfer to other station	2 months and further 2 months on medical ground of self or any of the members of the family, or on the ground of education of children of the employee subject to the approval of the authority competent to allot the accommodation
5.	Deputation out of India	For the period of six months
6.	On proceeding on training	For the full period of training
7.	Any kind of leave	During the entire period of such leave
No.2/12/2017-4FR dated.4.12.2017 (amendment)		

Note 1:- Where a residence is retained, the allotment shall be deemed to be cancelled on the expiry of the admissible concessional period and penal rent at the rate prescribed in rule 48 shall be recovered.

Note 2:- Govt. employees enjoying rent free accommodation shall also be allowed to retain the rent free accommodation for the concessional period.

48. Penal rent on over staying beyond the permissible period.

In case of overstaying Govt. accommodation beyond the permissible period the rate of penal rent shall be as under:-

Sr. No.	Period of overstay	Rate of penal rent over above the normal rent
1.	Upto first month of overstay	At the rate of fifty times of the normal licence fee
2.	Overstay of above one month and upto two months	At the rate of one hundred times of the normal licence fee
3.	Overstay of above two months and upto three months overstay	At the rate of two hundred times of the normal licence fee
4.	Overstay of four months and above	At the rate of three hundred times of the normal

In addition, proceedings under the Haryana Public Premises and Land (Eviction and Rent Recovery) Act, 1972 shall also be initiated, if the Govt. accommodation is not vacated upto the prescribed period.

49. Penal rent and market rent on subletting Govt. accommodation

- 1) On subletting Govt. accommodation, the govt. employee shall be liable to pay penal rent equal to the amount of 500 times of licence fee, or as prescribed from time to time, for a period of first three months and thereafter five times of market rent, or as prescribed from time to time, or 500 times of licence fee, whichever is higher, as fixed by the Committee.
- 2) He shall also be debarred from getting Govt. accommodation in future for a period of five years and in addition, proceedings shall be instituted against him under:-
 - a) the Haryana Civil Services (Punishment & Appeal) Rules, 2016; and
 - b) The Haryana Public Premises and Land (Eviction and Rent Recovery) Act, 1972.

50. Grant of honorarium

Subject to provisions in these rules, a competent authority may grant or permit an employee to receive honorarium as remuneration for work performed which is occasional or intermittent in character and either so laborious or of such special merit to justify a special reward for it. Sanction to the grant or acceptance of an honorarium shall not be given unless the work has been undertaken with the prior consent of the competent authority

Note 1:- AD and HOD are competent to grant honorarium upto Rs.10,000/- and Rs.2,000/- respectively to an individual during a financial year.

Note 2:- Chairman of the HPSC is competent to grant honorarium up to Rs.5,000/- in each individual case during a financial year in the case of Govt. employee appointed as Examiner, Supervisor or Invigilator in connection with the examination held by the Haryana Public Service Commission

51. Grant of honorarium to an employee of other Department:-

Subject to provisions in these rules, where on honorarium is to be granted to an employee by a Department other than his parent Department, sanction to grant and acceptance of the honorarium shall be given by the competent authority of the department paying the honorarium after obtaining the concurrence of the parent Department of the Govt. employee.

Exceptions:- A Govt. employee may without the sanction of the competent authority of parent Department accept remuneration upto any amount of work connected with-

- (i) An examination conducted by Union/State Public Service Commission, Union/State Department; and
- (ii) Election duty and granted by the Election Commission of India or State.

52. Responsibility of authority sanctioning honorarium

(1) The sanctioning authority shall record in writing that due regard has been paid to the general Principles enunciated in these rules and reasons which in his opinion justify the grant of the extra remuneration

(2) The grant of an honorarium shall be carefully controlled by Govt. and scrutinized by audit and that audit shall be given an effective opportunity for comments if it be deemed necessary. The Principal Accountant General (A&E), Haryana may, therefore, require that the reason for the grant of an honorarium should be communicated to him in each case.

Note:- No honorarium shall be granted to gazette officers engaged on work in connection with the setting up of companies, corporations etc. which forms a part of their normal duties even if they work beyond office hours.

53. No honorarium for service of ordinary duties of the Govt. employee performing it, the test of special merit prescribed in rule 50 shall be applicable.

54. Permission to accept fee

A competent authority may permit a Govt. employee to accept a recurring or non-recurring fee as remuneration for performing a specified service provided it does not fall within the course of ordinary duties and is not detrimental to his official duties or responsibilities.

Note 1:- The authorities competent to sanction the acceptance of fee during F.Y.:-

AD	Upto Rs.25000/- during a year in each individual case
HOD	Upto Rs.10000/- during a year in each individual case

Note 2:- The PA/PS etc. attached to the officers nominated as Chairperson, Managing Directors and Members of the Board of Directors of certain organizations shall not be allowed any additional remuneration from the organizations, when the officers are allotted duties on the Board of Directors of Organizations as part of their normal functions.

55. Acceptance of fee when summoned by Court

When a Govt. employee is summoned by Court to give his expert opinion in view of his special skill or to identify handwriting, finger impression etc. as an evidence or witness, if he is summoned at the instance of:-

(a) The Govt.; he shall be treated on duty and be paid TA/DA;

(b) A private person or party, such attendance in the Court shall be regarded as private practice of the nature of expert evidence, and the Officer may accept fee prescribed by the Court with the sanction of the competent authority. TA/DA of the officer shall be paid by the private person/party at whose instance he may have been summoned.

56. Retention of fee by a Govt. employee

Save as otherwise provided in these rules, a Govt. employee may, subject to approval of the competent authority; retain the full fee (recurring and non-recurring separately) received by him upto Rs.8000/- during a year. Where the fee exceeds Rs.8000/- per annum, 1/3rd of the fee received shall be deposited in the consolidated fund subject to the condition that fee retained by a Govt. employee does not fall short of Rs.8000/-. The limit of Rs.8000/- shall be applied in each individual case, if the fee is received of non-recurring nature and in case of recurring nature, the limit should be applied on the total fee received in a financial year. Provided that where a fee is paid for work done during the time which may otherwise be spent in the performance of official duties, the entire fee must be credited to govt., unless the competent authority for special reasons which shall be recorded, directs otherwise.

Note1:- Fee does not include conveyance allowance, if any, received by the Govt. employee

Note2:- Fee received by Govt. employee for giving expert evidence on technical matters before a court of law shall also be governed by this rule.

57. Exemption to crediting one third fee of the amount received from the following to the consolidated fund

1.	Society for the Prevention of Cruelty to Animals;
2.	Indian Roads Congress;
3.	India Cattle Show Committee;
4.	Inter-University Board;
5.	Indian Red Cross Society;
6.	Bharat Scouts and Guides Haryana (Exemption relates only to fee by Govt. employee for doing clerical work);
7.	Child Activity Centres;
8.	Bharat Sewak Samaj;

(2) The following income received by a Govt. employee shall not be subject to crediting one third of the amount to the Consolidated Fund of State, namely:-

- a) Writing or reports; papers or study reports on selected subject for international bodies like United Nations Organization, United Nations Educational Scientific Cultural Organization etc.
- b) Fees received from statutory bodies like institute of Chartered Accountants and Haryana Institute of Public Administration;
- c) When a Govt. Department undertakes the works for a non-govt. organizations in its turn assigns the work to the officials suited for the purpose and pays them at rates approved by the govt.;
- d) Income from books, articles, papers and lectures on literary, cultural, artistic, technological and scientific subjects including management sciences;
- e) Income from essential participations in sports, games and athletic activities as players, referees, umpires or managers of the team;
- f) Income derived from exploitation of a patent for an invention taken out by a Govt. employee with the permission of competent authority.

Exceptions:- In case a Govt. employee is permitted to participate in sports activities and accepts payment as a professional, the income derived therefrom shall continue to be subject to the deduction under these rules.

58. Fee for work relating to examination

Govt. employees who are authorized to undertake work of examining and setting papers in respect of University, Education Board or any Institution or deputed as Supervisor/Invigilators etc. may accept remuneration thereof up to any amount; Provided the work is undertaken outside the normal hours of duty. In such cases the employee can retain a maximum amount of Rs.8000/- in a financial year without depositing any amount to govt. The fee in excess of Rs.8000/- in a financial year shall be shared between the Govt. employee and Govt. in the ratio of 2:1 i.e. one third of the amount in excess of this limit shall credited into Govt. account.

Note:- This provision shall not be applicable when fee is received by Govt. employees for acting as Examiners of any University under the Haryana Govt. In their case the orders regarding the sharing of fees would apply only to the fees received by them for acting as Examiners of the outside Universities and Bodies.

59. Fee received as an Arbitrator

The fee received by a Govt. Officers for acting as an Arbitrator in a dispute arising between contractors and Govt. Department/Agency relating to a contract shall be apportioned between the Govt., the officer and the staff employed in that connection as follows:-

Government	35%
Government Officer	55%

Staff (Clerical employee)	10%
In case no staff is employed; the fee shall be distributed as follows:-	
Government	40%
Government Officers	60%

Note:- No officer shall, however, be allowed to draw more than Rs.1500/- in any one arbitration case without the prior approval of Govt.

60. Scholarship or any other income during study leave

Any scholarship or stipend received during study leave or otherwise, by a Govt. employee from a source other than the Consolidated Fund of India or a State for the purposes of prosecuting a course of studies or receiving specialized training in professional or technical subjects shall not be subject to deposit 1/3rd portion over and above the prescribed amount. However, this provision shall continue to apply, unless specially relaxed to the payments received by a Govt. employee as a result of full time or part time employment undertaken by him.

61. Income which does not cover under fee

- (a) income from property, dividends and interest on securities; and
- (b) income from literary, cultural, artistic, scientific or technological efforts

Exceptions:- Income from the following shall be treated a fee:-

- (i) Sale proceeds or royalties on a book which is mere compilation of Govt. rules, regulations and procedures;
- (ii) Income derived by performing clerical, administrative or technical functions for private bodies including those engaged in literary, cultural, artistic, scientific, charitable or sports activities.

62. Retention of amount of any reward

Except as otherwise provided by a general or special order of the competent authority; an employee is eligible to receive and to retain any reward-

- (a) For any essay or plan in public competitions;
- (b) Offered for the arrest of a criminal or for information or special service in connection with the administration of justice;
- (c) Payable in accordance with the provisions of any Act or rules or regulation;
- (d) Sanctioned for services in connection with the administration of the customs and excise laws; and
- (e) Fee payable to an employee for duties which he is required to perform in his official capacity under any special or local law or by order of Govt.

63. Non-acceptance of fee from an Organization

A Govt. employee, who in his official capacity, is nominated as Chairperson, Managing Director or Member of an Organization under the control of Haryana Govt. shall not accept any fee or other remuneration which is admissible to non-Govt. employee for attending a meeting of the institution concerned or for performing other work thereof.

(See Inventory of Rules on next pages)

INVENTORY OF ALLOWANCE TO GOVERNMENT EMPLOYEE RULE BOOK
For complete rule book visit: finhry.gov.in

Title	Rule	Title	Rule
Short title and commencement	1	Revaluation of residences	33
Extent of application	2	Valuation of sanitary and supply of water and electricity	34
Special provisions, if any, inconsistent with these rules	3	Calculation of standard rent of a leased residence or residence owned by Govt.	35
Regulation of claim of govt. employee	4	Revision of standard rent	36
Power to interpret, amend and relax	5	Entitlement of government accommodation	36
Re-delegation of power	6	Rent free accommodation and waiving or reducing the amount of licence fee/rent	38
Repeal and saving	7	Recovery of additional rent of additional facilities	39
Definitions	8	General rules for normal licence fee of govt. accommodation	40
General principles for grant of allowances	9	Retention of govt. accommodation under various circumstances	41
Entitlement of allowances during leave	10	Penal rent on overstaying beyond the permissible period	42
Grant of allowance during joining time	11	Penal rent and market rent on subletting Government accommodation	43
Grant of allowances during temporary transfer	12	Grant of honorarium	44
Entitlement of dearness allowance	13	Grant of honorarium to an employee of other department	45
Grant of house rent allowance	14	Responsibility of authority sanctioning honorarium	46
Entitlement of house rent allowance on transfer	15	No honorarium for service of ordinary duties	47
House rent allowance in case of death while in service	16	Permission to accept fee acceptance of fee when summoned by Court	48
Disciplinary proceedings on fraudulent drawl of house rent allowance	17	Acceptance of fee when summoned by Court	49
Grant of hill Compensatory allowance	18	Retention of fee by a Government employee	50
Grant of uniform allowance	19	Exemption to crediting one third of the amount to the	51

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Grant of cycle allowance to group D employees			Fee for work relating to examination	52
Special allowance to certain group D employees	21		Fee received as an Arbitrator	53
Conveyance allowance to blind and orthopaedically handicapped Govt. employee	22		Scholarship or any other income during study leave	54
Conveyance allowance to other Govt. employee	24		Income which does not cover under fee	55
Entitlement of Children Education Allowance	25		Retention of amount of any reward	56
Grant of non practicing allowance	26		Entitlement of government accommodation	57
Allowances during the period of re-employment	27		Rent free accommodation and waiving or reducing the amount of licence fee/rent	58
Licence fee of Govt. accommodation	28		Recovery of additional rent of additional facilities	59
Licence fee on allotment of house by the railway administration or vice versa	29		General rules for normal licence fee of Government accommodation	60
Non payment of licence fee if exempted under any law	30		Retention of government accommodation under various circumstances	61
Capital cost of building for assessment of licence fee and rent	31		Penal rent on over staying beyond the permissible period	62
Valuation of the Govt. accommodation	32		Non-acceptance of fee from an organization	63

Haryana Civil Services (Travelling Allowance) Rules, 2016

Punjab Civil Service Rules Vol.-III have been repealed and new Haryana Civil Services (TA) Rules, 2016 have been notified w.e.f. 19.07.2016

Rule-1-8 – Title, Extent, claim regulation, interpretation, re-delegation of powers definite and repeal etc.

Rule-9 – Different kinds of travelling allowance viz. actual cost, daily allowance, hotel charges, road mileage, local mileage & composite travelling grant.

Rule-10 – Grading for entitlement and calculating of TA :

Grade	Level of Officers/officials	Pay of falling in	Grade	Level of Officers/officials	Pay of
I	HCS(Pay) Rules, 2016 AIS(Pay) Rules	Level 19 & Above Level 15	IV	HCS(Pay) Rules, 2016	Level 5-7
II	HCS(Pay) Rules, 2016 AIS(Pay) Rules	Level 16-18 Level 14	V	HCS(Pay) Rules, 2016	Level 4 & Below
III	HCS(Pay) Rules, 2016 AIS(Pay) Rules	Level 8-15 Level 10-13			

L e v e l	Cell	
N u m b e r	F i r s t	L a s t
19	128900	219600
20	182000	224100
16	123600	210300
17	125200	214000
18	126000	217000
8	476	151

L e v e l	Cell	
N u m b e r	F i r s t	L a s t
9	53100	167800
10	56100	177500
11	67700	191000
12	78800	202000
13	88400	226000
14	1118	207

L e v e l	Cell	
N u m b e r	F i r s t	L a s t
15	118700	208400
5	292000	923000
6	354000	1112400
7	449000	1442400
4	180000	569000
3, 2	169	535

	0	1		5	9		0	0
	0	0		0	0	1	0	0
		0		0	0			

Note-1 – Person working on daily wages, part-time, contract basis, work-charged employees, persons re-employed after retirement or otherwise who are not drawing pay in any pay scale shall be regulated under these rules on the basis of minimum of the functional pay scale sanctioned for the same post in Haryana Government.

Rule-11 – TA for employee on leave or under suspension shall be regulated by the emoluments drawn by him before proceeding on leave or suspension, as the case may be.

Rule-12 – Competent authority to direct an employee to perform journey in the interest of the public service for any purpose not specified in these rules :

Head of Office	Within Haryana, Chandigarh and Delhi
Head of Department	Anywhere in India
Administrative Department	Within and out of India

Rule-13 – Beginning and end of journey :

- (1) From or end at the actual residence of employee.
- (2) Any other journey is held to begin from or end at the duty point or residence.
- (3) Where a journey begins/ends at a station which is neither the Government employee's headquarters nor his place of duty, it may be treated to have at his residence.

Rule-14 – False claim/drawl of travelling allowance – The Government employee claiming/drawing a false or bogus travelling allowance shall be liable to disciplinary proceedings under the Haryana Civil Services (Punishment and Appeal) Rules, 2016 and shall be awarded one of the major punishments as defined in Haryana Civil Services (Punishment & Appeal) Rules, 2016. The following category of claims amounts to a false claim/drawl of travelling allowance :

- (a) for a journey not actually performed;
- (b) of a higher class as per entitlement whereas the journey actually performed in a lower class;
- (c) by submitting false certificate/tickets;
- (d) of road mileage allowance and/or toll charges when the journey not actually performed by own vehicle or taxi/auto-rickshaw.

Rule-16 – Reimbursement of actual cost of travelling – When journey on tour is performed by public conveyance, the actual fare of the entitled class/mode or the class/mode by which actually travelled, whichever is less, shall be reimbursable.

Admissible Mode of Journey by:- notification dated 20.06.2018					FD
Grade/ Grade Pay (R-10)	By Air (R-20)	Sea or River Steamer (R-19)	Train (R-17)	Bus (R-17)	Own car or Taxi/ own Scooter or Auto Rickshaw (R-26)
1	2	3	4	5	6
Grade-I					
AIS L-18	Business Class in India & 1 st Class if out of India.	Highest available Class	A.C. First Class/ Executive Class	Volvo of Haryana Roadways or A.C.Bus	By own car or AC Taxi @Rs 16/- per km of journey actually performed
AIS L-16 & 17	Business Class in India and outside India				
HCS Pay – L20					
AIS L-15	Economy Class in India, Premier Economy when in Abroad				
HCS Pay L-19					
Grade-II	Economy Class(within or out of India)	Highest available Class	A.C. First Class/ Executive Class	Volvo of Haryana Roadways or A.C.Bus	By own car or AC Taxi @Rs 16/- per km of journey actually performed
Grade-III	➤ Economy Class within India subject to: <ul style="list-style-type: none"> HOD as such Other than HOD with the approval of Admn. Secretary only where the distance exceeds 500 kms. ➤ Economy Class when travelling Abroad	If single available class: i. then by available ii. 2 available then by lowest iii. 3 available then by 2 nd highest available iv. 4 available then by 3 rd highest	A.C. II tier or A.C. Chair Car	Volvo of Haryana Roadways or A.C. Bus	By own car or AC Taxi @Rs 16/- per km of journey actually performed
Grade-IV	Economy Class (Out of India only)	As above to Gr. III employees	A.C. III tier or Non A.C. Chair Car	Non AC Deluxe Bus	By own Scooter or Auto Rickshaw @ Rs. 9/- per Km. of journey actually performed
Grade-V	Economy Class (Out of India only)	By lowest class.	2nd Class/ 2nd Class Sleeper	Non AC Deluxe Bus	By own Scooter or Auto Rickshaw @ Rs. 9/- per Km. of journey actually performed

FD notification dated 20.06.2019						
Admissible Road Mileage (while on Tour)				Daily Allowance (while on Tour)		
Grade (R-10)	Rate of Road Mileage within Haryana/C HD (R-26 & Note 3 below Rule	Rate of Road Mileage outside Haryana/C HD (R-29)		DA in any town/city in Haryana including Chd.	DA in any town/city outside Hr/Chd.	Reimb. Of Hotel charges/commercial Guest Houses acc. Plus DA (R-40)

	29)		(R-31)	(R-31)	
1	2	3	4	5	6
Gr.I	Upto 50kms. @ Rs. 16/- per km. or actual expenses whichever is less	@Rs. 16/- per km. or actual expenses whichever is less	Rs. 700/- p.d.	Rs. 800/- p.d.	Actual expenses upto Rs. 5,000/- per day plus half D.A.
Gr.II	-do-	-do-	Rs. 600/-	Rs. 700/- p.d.	Actual expenses upto Rs. 4,000/- per day plus half D.A.
Gr.II I	-do-	-do-	Rs. 500/-	Rs. 600/- p.d.	Actual expenses upto Rs. 3,000/- per day plus half D.A.
Gr.I V	Upto 50 kms. @ Rs. 9 per km. or actual expenses whichever is less	@ Rs. 9/- per km. or actual expenses whichever is less	Rs. 400/-	Rs. 500/- p.d.	Actual expenses upto Rs. 1500/- per day plus half D.A.
Gr.V	-do-	-do-	Rs. 300/-	Rs. 400/- p.d.	Actual expenses upto Rs. 500/- per day plus half D.A.

Note:- Self verified original receipt of payment must be appended with the claim.
Every night stated in hotel shall be reckoned as one day

Percentage of Daily Allowance			
(i)	Where absence from Headquarters is for less than 6 hours	30% of Allowance	Daily
(ii)	Where absence from Headquarter is for 6 hours or more but less than 12 hours	50% of Allowance	Daily
(iii)	Where absence is for more than 12 hours but less than 24 hours	100% of Allowance	Daily

Composite Transfer Grant (Rule-54)				amended vide notification dated 20.06.2018			
Grading	Upto 20 kms.	21 to 100 kms.	101 to 200 kms.	201 to 300 kms.	301 to 500 kms.	501 to 1000 kms.	1001 and above kms.
I&II	10,000	20,000	30,000	40,000	48,000	48,000 Plus 'X'	600,000 Plus 'X'
III	7,500	15,000	22,500	30,000	36,000	36,000 Plus 'X'	450,000 Plus 'X'
IV	5000	10,000	15,000	20,000	24,000	24,000 Plus 'X'	300,000 Plus 'X'
V	2500	5,000	7500	10,000	12,000	12,000 Plus 'X'	150,000 Plus 'X'
<p>Note :- 5% Increase on every 1st January from 2019 onward</p> <p>*In addition to transfer grant actual travelling expenses of family members limited to road mileage allowances if transfer journey is beyond 500 kms.</p> <p>'x' represents actual cost of transportation of eligible members from present to new place</p>							

R-8 (4) & 30	No DA admissible but only mileage allowance limited to 25 km in a day where distance between journey stations is less than 20km.
R-36	No DA admissible on <u>journey by Govt. vehicle</u> if absence from HQ is less than 6Hrs, otherwise ½ DA for absence of 6 to 12 hrs and full DA for absence for more than 12 hrs from HQ.
	Only one DA for <u>journey performed by Govt. vehicle on two calendar dates</u> , if total time spent in forward & return journey is less than 24 Hrs.
R-37	½ DA will be entitled for journey day(s) if performed by own vehicle/taxi.
R-15	Journey can be undertaken by <u>any mode /category above the respective entitlement</u> provided that the claim filed for reimbursement will be voluntarily restricted to the entitlement. However, in all such cases the essential documents shall have to be submitted with the claim. This provision will not be applicable if journey is performed by own car without prior approval of the competent authority.
R-24	Tickets , except for journey by ordinary bus/rail, shall be appended to TA bills failing which ordinary bus/rail fare will be given
R-23	Actual cost of reservation & sleeper charges are fully reimbursable.
R-8 (7) & 28	"Own conveyance/car" shall mean vehicle registered in the name of claimant or his/her spouse. Registration number of own vehicle shall be certified by the Govt. employee in the TA bill.
R-27	'Toll charges' shall be reimbursable on submission of original toll receipt.

R-40	Hotel charges/ guest house charges outside Haryana/ Chandigarh are reimbursable as per actual bills/receipt duly certified by the claimant as 'having been paid by him personally' and on submission of Certificate of 'Non Availability of Haryana Bhawan/ Departmental rest/guest houses by the claimant entitled to stay in the respective accommodation.
R-51	DA during training up to first 60 days : Full DA if no institutional arrangement exists. If only lodging or boarding charges paid to the institution:- Full DA or ½ DA+ actual charges whichever is more. If both lodging & boarding charges paid to the institution : Full DA or 1/4 DA+ actual charges whichever is more. After 60 days : admissibility shall be reduced to half. Hotel charges outside Haryana during training not reimbursable.
R-85(1)	(i) Employees under suspension are entitled only to TA (without DA) when they perform journey to peruse office records for their defence or to attend inquiry. (ii) Employees under suspension also entitled to TA on transfer rates when H.Q. changed in public interest.
	HOD/Spl.Secy. need not approval of AD for journey by air.
R-32(4)	TA/DA restricted to 10 days in a month but HOD may allow DA upto 15 days & AD beyond 15 days in public interest.
R-33(1)	No bar to remain on tour beyond 10 days in a month in case of additional journeys due to election duty, compulsory training, attending of Govt. court cases, Personal staff & officers on tour with ministers & Car/Jeep drivers.
R-33(2)	The following may draw daily allowance for more than ten days in a month:- (i) CS/PSCM/OSDCM (ii) DC upto 15 days in a month (iii) JE of PWD deptt upto 20 days in a month (FD Notification dated 4 December, 2017)
R-76(7)	No Govt. employees shall be allowed to undertake more than two official visits during a financial year, irrespective of the nature of the Agency which bears the cost. (FD Notification dated 4 December, 2017)
R-78	Declaration by the Govt. employee:- The Govt. employee while submitting his travelling allowance claim admissible under these rules shall make a declaration in his own hand on the travelling allowance bill as under:- (i) Certified that the journey beyond jurisdiction was performed by me after the approval of competent authority (ii) Certified that the journey as claimed in the T.A. Bill were actually performed by me by the mode of transport as per my entitlement as shown in my approved tour programme. (iii) Certified that I was actually and not merely constructively on duty on Sundays and Holidays, for which daily allowance has been claimed (iv) Certified that I was not absent or on casual leave during the period for halt and provided with free lodging and boarding (v) Certified that return ticket was purchased for journeys where such tickets were available. (vi) I do understand that in case it is found that the claim or part thereof is bases on wrong facts, I shall be liable to the disciplinary action for major penalties under the Haryana Civil Services(P&A) Rules or relevant rules applicable to me. (FD Notification dated 4 December, 2017)

INVENTORY OF TRAVELLING & ALLOWANCE RULE BOOK

for complete rule book visit : finhry.gov.in

Title	Rule	Title	Rule
Short title and commencement	1.	Tickets to be appended to claim	24.
Extent of application	2.	Reimbursement of ferry and/or toll charges of Public conveyance	25.
Special provisions, if any, inconsistent with these rules	3.	Entitlement of journey by own vehicle or taxi and rate of road mileage allowance	26.
Regulation of claim to travelling allowance	4.	Reimbursement of toll charges in case of journey by own vehicle	27.
Power to relax, interpret and amend	5.	Journey by Government employees in a vehicle of one of them	28.
Re-delegation of power	6.	Local journey while on tour	29.
Repeal	7.	Journey within radius of 20 kms of headquarters	30.
Definitions	8.	Rate(s) of Daily Allowance within and out of Haryana.	31.
Different kinds of travelling allowance	9.	Conditions for drawl of daily allowance.	32.
Grading of Government employees	10.	Drawl of daily allowance beyond ten days in a month.	33.
Entitlement of travelling allowance while on leave or under suspension	11.	Daily allowance with reference to city where night is spent.	34.
Competent authority for tour	12.	Rate of daily allowance in case of enforced halt.	35.
Beginning and end of journey	13.	Drawl of daily allowance when journey is performed by Government vehicle.	36.
False claim/drawl of travelling allowance	14.	Drawl of daily allowance when journey is performed by own vehicle or taxi.	37.
Journey by class of accommodation of entitlement or above class	15.	Daily allowance in case of stay in the rest house.	38.
Reimbursement of actual cost of travelling	16.	Drawl of daily allowance when treated as a State guest.	39.
Entitlement of journey by bus	17.	Reimbursement of hotel charges outside Haryana and Chandigarh.	40.
Entitlement of journey by rail	18.	Travelling allowance to appear before Police/Vigilance/CBI or Court	41.
Entitlement of journey by sea or river steamer	19.	Travelling allowance to appear before Inquiry Officer	42.
Entitlement of journey by air	20.	Travelling allowance for a journey for perusal of record	43.
Permission for journey by air in exceptional	21.	Travelling allowance for journey to give evidence	44.

circumstances				
Selection of airlines for journey by air	22.		Travelling allowance for journey in connection with affairs of other Government	45
Reimbursement of reservation and cancellation charges	23.		Travelling allowance for journey to give evidence while on foreign service	46.

Title	Rule	Title	Rule
Travelling allowance in case of institution of judicial proceedings by private party	47.	Travelling allowance for attendant	67
Travelling allowance to a retired Government employee	48.	Travelling allowance to Medical Officer deputed for consultation	68.
Travelling allowance to appear for an examination	49.	Transfer travelling allowance/ Composite transfer grant on retirement	69.
Cancellation of departmental examination at the last moment	50.	Conditions to avail the concession of transfer travelling allowance on retirement	70.
Travelling allowance while on training within India	51.	Procedure for drawl of transfer travelling allowance on retirement	71.
Where training centre/Institution is fixed as temporary headquarters	52.	Transportation charges of vehicle on retirement	72.
Entitlement of composite transfer grant	53.	Settlement at the last station or within twenty kilometers	73.
Rate of composite transfer grant	54.	Transfer travelling allowance to the family of deceased or disappeared Government employee	74.
Transfer travelling allowance/Composite Transfer Grant on change of headquarters while under suspension	55.	Grading of the family of a deceased or disappeared Government employee	75.
Time limit for journey on transfer at a distance above 500 kms	56.	Grant of travelling allowance in case of tour out of India	76.
Travelling allowance on temporary Transfer	57.	Submission of Claim once in a month	77.
Travelling allowance in case of additional charge	58.	Declaration by the Government employee	78.
Travelling allowance on taking and handing over charge	59.	Time limit to prefer the claim	79.
Transfer to another station while in transit	60.	Restriction on tour	80.
Travelling allowance in case of transfer while on leave	61.	Controlling Officer and his duties	81.
Transfer travelling allowance on subsequent appointment	62.	Control over travelling allowance bills	82.
Travelling allowance on	63.	No travelling allowance	83.

transfer to foreign service or on deputation to another Government/Department			on first appointment	
Travelling allowance for medical treatment	64.		Actual travelling expenses on re-appointment/re-employment	84.
Commencement and termination of journey for medical treatment	65.		Travelling allowance for a journey made during leave or while under suspension	85.
Travelling allowance to appear before Medical Board	66.		Journey in connection with an Organization under Haryana or any other Government	86.

RAM SARAN,
PRINCIPAL

FORM OF TA ALLOWANCE BILL/CLAIM
(See Rule-77)

Bill No. _____ Date: _____ Voucher No. _____
Establishment of _____ Date: _____

1.	Treasury Code:		
2.	D.D.O:		
3.	Major Head:		
4.	Sub Major Head:		
5.	Minor Head:		
6.	Sub Head/Scheme:		
7.	Detailed Head		
8.	Object Head		
9.	Demand/Grant No.		
10.	Plan/Non Plan(P/NP):		
11.	Voted/Charged(V/C)		

(Space for Major Head A/C's Stamp)

CERTIFICATES

1. Verified the contents of this bill.
2. Certified that the amount being drawn in this bill is in accordance with the provision in Haryana Civil Service(TA) Rule, 2016 as amended from time to time.

APPROPRIATION

Appropriation for year _____ to _____	Rs. _____
Deduct Expenditure(including this bill): _____	Rs. _____
Balance Available: _____	Rs. _____
Passed _____ for _____ Rs. _____ (in _____ words)	

(Signature of Controlling Officer) _____ Signature of DDO _____

(For use in Treasury Office)

Pay Rs. _____ (Rupees _____)
(Treasury Clerk) _____ (AST) _____ (treasury Officer) _____

(For use in A.G. Office)

Admitted for Rs. _____

Objected for Rs. _____

Reasons for objection _____

(Accounts Officer)

(TRAVELLING ALLOWANCE CLAIM)

T.A. Claim for the month/year		Designation	
Name :		Headquarters	
Basic pay :		Grade of Government employees (I/II/III/IV/V)	

D e p a r t u r e p l a c e & s t a t i o n	D a t e & t i m e	A r r i v a l p l a c e & s t a t i o n	D a t e & t i m e	P u r p o s e o f j o u r n e y	M o d e & c l a s s o f a c c o m m o d a t i o n & t i c k e t H o s.	A c t u a l c o s t o f t r a v e l l i n g f o r j o u r n e y p e r f o r m e d i n p u b l i c c o n v e y a n c e
1	2	3	4	5	6	7

Detail regarding Taxi Charges, Hotel Charges, daily allowance etc in prescribed columns
--

Total Rs. _____(in words) (Rupees._____)

Amount of advance if already taken	Rs._____
Treasury voucher no. date	No. Date:_____

(Signature of the Claimant)

Passed _____ for _____ amount Rs._____(in words)(Rupees_____)

Minus _____ advance _____ already _____ taken _____ of _____ Rs. _____

Net _____ payable _____ Rs._____(in words)(Rupees_____)

(Signature of D.D.O.)

INSTRUCTIONS

1. Copy , in original of tour programme approved by the competent authority should invariably be attached with the claim
2. In case of transfer at a distance more than 500kms, the details of members of the family with age be given.

3. Ticket Nos. should be quoted when journeys are performed by air or by rail, bus, river steamer in any class other than the ordinary class.

**HARYANA GOVERNMENT
FINANCE DEPARTMENT
NOTIFICATION**

The 4th December, 2017

No. 2/14/2017-4FR – In exercise of the power conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services (TA) Rules, 2016, namely:-

Amendments in TA Rules. These amendments have been inserted in the synopsis of rules at appropriate place

Haryana Civil Services (General Provident Fund) Rules, 2016

Haryana GPF Rules, 2006 have been repealed and new Haryana Civil Services (GPF) Rules, 2016 have been notified w.e.f. 19.07.2016

Rule 1-9 deal with title, application, definitions, constitution of Fund, eligibility to be subscriber and procedure for allotment of Account Number.

Rule-10 - Transfer of balance of Fund : - If subsequent appointment in Haryana Govt./Boards/Corpns. from any Deptts./Boards/Corpns. of other State the amount of previous GPF A/c to be transferred in new GPF A/c.

If subsequent appointment from Haryana Govt./Boards/Corpns. to other Deptt./Boards/Corpns. of Haryana Govt. same GPF A/c to continue.

Rule 14-21 Nomination in the name of Family Member :- Nomination/ Alternate nomination may be for one or more with specific mention of ratio.

- It can be cancelled/changed at any time.
- Nominee facing trial of murder of the subscriber till decision in his favour will not be eligible to the fund.
- If court orders decree in favour of other than nominee then to such person.
- If no valid nomination then succession certificate.

Subscription (Rule-22) :- Minimum 8% of B.P., Max. upto B.P. as on 1st April. May be reduced once or increased twice in FY. Subscriptions to be stopped 6 months before superannuation.

Interest (Rule-27-29) :- Rate declared every year. To be paid within two months from the date of application for final payment. Other conditions of Rule-30 applicable.

	Purpose	Extent	C A t o S a n c t i o n
	Advance		
	Medical treatment		
	Higher Education for course prescribed in the R-32(2)		
	Obligatory expenses (Jagran, Paath, Personal Functions)		
	Cost of Legal Proceedings.		
	Cost of Defence in enquiry of official misconduct.		
	Purchase of Household items.		
		6 Mth. Pay or 50% of credit in GPF A/C whichever is less OR actual requirement or cost whichever is least.	H e a d o f O f f i c e (R - 35)

		Note :- As per conditions of R-33 {for R-32(1) to 32(6)}		
		Advances (Recoverable in 12 to36 instalments but before 6 month of retirement.		
		<u>Withdrawals (Non-refundable)</u>		
		House / Plot Building/purchase of house/ flat/ plot/ Repayment of housing loan (from Govt. Agency/open market)	Up to Max. 90% of the credit balance in GPF a/c or cost whichever is less.	H e a d o f D e p t.
		Purchase/construction of 2 nd house.	Up to 75% of the credit balance or cost whichever less.	
		Addition /Alterations in House/Flat	Up to Max. 50% of the credit balance in GPF a/c OR estimated cost whichever is less.	
		Upkeep of ancestral house.		
		Note : - As per conditions of R-40 {for R-38 to 43}		
		Purchase of Commercial/Industrial establishment or establishment of business for the settlement of unemployed children. (excluding married daughter)		
		Higher Education of Children {for courses prescribed in R-32(2)}		
		For Initial Admission :- For each child up to 75% of the credit balance in GPF a/c or actual charges whichever is less. For Annual Payments:- For each child up to 50% of the credit balance in GPF a/c or actual charges whichever is less. For Semester Payments:- For each child up to 25% of the credit balance in GPF a/c or actual charges whichever is less.		
		Self or Daughter's or dependant's Marriage. {as per conditions of rule 32(3)(b)}	Up to Max.75% of the credit balance in GPF a/c	
		Purchase of Vehicle	Up to Max.50% of the credit balance in GPF a/c or actual cost whichever is less.	
		Withdrawal within one year before Superannuation without assigning any purpose.	Up to Max.90% of the credit balance in GPF a/c.	

Rule-49 - Manner of sanction of withdrawal and competent authority

Rule-50 - Re-delegation of powers :- The Heads of Department or Administrative Secretaries may re-delegate their powers to subordinate(s) not below the gazetted officers.

Rule-51 - Utilization certificate of withdrawal :

- six months in case of *withdrawal* under rule 38, 39, 42, 43 or 44;
- one month in case of *withdrawal* under rule 45, and 47;
- two months in case of *withdrawal* under rule 46;

Rule-52 – Mis-utilization of *advance*/withdrawal

If the sanctioning authority is not satisfied with the explanation by the *subscriber* within the said period of thirty days, the sanctioning authority shall direct the *subscriber* to repay the amount, in

question, to the *Fund* forthwith, or, in default, order the amount to be recovered by deduction in lump sum from the pay bill of the *subscriber* even if he is on leave. If, however, the total amount to be repaid is more than half the *subscriber's* pay, recoveries shall be made in monthly installments, as may be determined by sanctioning authority not exceeding 1/3rd of his pay. The *subscriber* shall also be debarred, for a period of two years for taking any *advance*, and, for a period of five years for *withdrawal* from the *fund*.

Rule-53 – Quarterly submission of list of cases of *advances/withdrawals*

The Head of Office shall send a consolidated list of *advances/withdrawals* to the Head of the Department quarterly and the same shall be reconciled with the Principal Accountant General (A&E), Haryana.

Mode of Final Payment :

Rule-54 – On retirement or quitting service

Rule-55 – In case of death or disappearance while in service

Rule-56 – When the subscriber left behind a family

Rule-57 – Final payment when the subscriber left behind no family

Rule-58 – Posthumous child is a family member for final payment

Manner of Payment

Rule-59 – Manner of payment to a lunatic

Rule-60 – Manner of payment to a guardian

Rule-61 – Final payment in India only

Rule-62 – No recovery from GPF account without the consent of subscriber

INVENTORY OF GPF RULE BOOK

for complete rule book visit : finhry.gov.in

Title	Rule	Title	Rule
Short title and commencement	1.	Definitions	6.
Application and effect of rules	2.	Constitution of the fund	7.
Relaxation of rules	3.	Eligibility to become a subscriber	8.
Interpretation	4.	Allotment of General Provident Fund account number	9.
Repeal and saving	5.	Transfer of balance of fund on subsequent appointment	10.

Title	Rule	Title	Rule
Maintenance of GPF accounts	11.	Recovery of <i>advance</i>	37.
Issuance of annual general provident fund statement	12.	First withdrawal for house building	38.
General provident fund account of subscriber	13.	Second withdrawal for house building	39.
Nomination for the right to receive the amount	14.	Conditions for first and second withdrawal for house building	40.
Cancellation or revision of nomination	15.	Sale, gift, exchange of house is not permissible	41.
Specific nomination of other member(s) in the event of death of nominee	16.	Withdrawal for additions/alterations of house	42.
Events when nomination becomes invalid	17.	Withdrawal for upkeep of ancestral house	43.
Date of effect of nomination	18.	Withdrawal for settlement of unemployed/ dependent children	44.
Criminal proceedings against nominee	19.	Withdrawal for higher education of children	45.
Payment to person other than nominee	20.	Withdrawal for celebration of marriage	46.
Payment to a person on succession certificate	21.	Withdrawal for purchase of motor vehicle	47.
Rate of subscription	22.	Withdrawal before retirement on superannuation	48.
Subscription while on duty, leave, under suspension, on foreign service or transfer	23.	Manner of sanction of withdrawal and competent authority	49.
Alteration in the rate of subscription	24.	Re-delegation of powers	50.
Non-subscription to GPF	25.	Utilization certificate of withdrawal	51.

Realization of subscription	26.		Misutilization of advance/withdrawal	52.
Rate of interest and calculation of interest on GPF	27.		Quarterly submission of list of cases of advances/withdrawals	53.
Date of deposit for the purpose of interest	28.		Final payment on retirement or quitting service	54.
Interest on final payment	29.		Final payment in case of death or disappearance while in service	55.
Competent authority for sanction of interest on delayed final payment	30.		Final payment when the subscriber left behind a <i>family</i>	56.
Recovery of over drawal amount alongwith penal interest	31.		Final payment when the subscriber left behind no <i>family</i>	57.
Various purposes for grant of advance from GPF account	32.		Posthumous child is a <i>family</i> member for final payment	58.
Conditions to obtain advance from GPF account	33.		Manner of payment to a lunatic	59.
General principle for advance from GPF account	34.		Manner of payment to a guardian	60.
Authorities competent for sanction of advance and their responsibilities	35.		Final payment in India only	61.
Utilization certificate of advance	36.		No recovery from GPF account without the consent of subscriber	62.

RAM SARAN,
PRINCIPAL
Mob.98726-69450

Form PF No.2 (amended)

(See rule 9 & 14)

Form of Nomination

(to be submitted in triplicate)

I, _____ hereby nominate the person(s) mentioned below who is/are members(s)/non-members(s) of my family as defined in these rules to receive the amount that may stand to my credit in the Fund as indicated below, in the event of my death before that amount has become payable or having become payable has not been paid:

		1 st	2 nd	3 rd
1.	Name(s) of the nominee(s)			
2.	Address of the nominee(s)			
3.	Relationship with the subscriber			
4.	Age of the nominees(s)			
5.	Share payable to each nominee			
6.	Contingencies on the happening of which the nomination shall become invalid			
7.	Name, address and relationship of the person(s), if any, to whom the right of nominee shall pass in the event of his predeceasing the subscriber			
8.	If the nominee is not a member of the family as per provisions in these rules, indicate the reasons			
9.	Other information, if any			

Place _____

Signature of Subscriber

Dated _____

Name in block letters _____

Designation _____

Signature of two witnesses:

Name and Address:

1.		Signature
2.		Signature

Note 1:-The form of nomination shall be filled in triplicate. Two copies will be sent to Accountant General, Haryana, who will return one copy duly accepted and signed to the Head of Office for office record.

Note 2:-If only one person is nominated, the words "in full" should be written against the nominee for point 5. If more than one person is nominated, the share payable to each nominee to cover the whole amount of the Fund shall be specified.

For use by the Head of Office

Nomination received from Sh./Ms. _____ Designation _____ on dated _____ for onwards submission to the Principal Accountant General (A&E), Haryana.

Dated _____ 20

(Signature of Head of Office)

For use by Office of Principal Accountant General, Haryana

No. _____ Date: _____
Nomination made by Sh./Ms. _____ Designation
_____, O/o _____ is hereby accepted and
refunded to _____
(Head of office) for office record.

(Signature)

Principal Accountant General (A&E), Haryana

Form PF No.3 (amended)

(See rule 33)

Application for advance from General Provident Fund Account

Department _____

Address of Head of Office _____

1.	Name of the Subscriber:																										
2.	Designation:																										
3.	Account Number (Complete):																										
4.	Existing Level/Pay Scale:																										
5.	Existing pay including dearness pay, personal pay, special pay, if any																										
6.	Date of joining service:																										
7.	Date of superannuation:																										
8.	Balance as credit of the subscriber on the date of the application as below:																										
	(i)	Closing balance as per latest GPF statement for the year _____ (copy enclosed)	Rs.																								
	(ii)	Add regular monthly subscription plus lumpsum subscription, if any, after the date of General Provident Fund statement mentioned at (i) above	Rs.																								
	(iii)	Add refunds of advance(s) after the date of statement mentioned at (i) above:																									
	(iv)	Total (i) + (ii) + and (iii):	Rs.																								
	(v)	Less amount of advance(s) and withdrawal(s) taken after the date of General Provident Fund statement mentioned at (i) above:	Rs.																								
	(vi)	Net balance at credit:	Rs.																								
9.	Amount of advance required:		Rs.																								
10.	Purpose for which the advance is required:		Rs.																								
11.	Date of event/ceremony																										
12.	Rule under which the advance is admissible																										
13.	Full detail of advance/withdrawal, if any, taken previously for the same purpose:																										
		<table border="1"> <thead> <tr> <th></th> <th>Purpose of advance/withdrawal</th> <th>Date of withdrawal</th> <th>Amount</th> <th>Name of the office from where payment received</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Purpose of advance/withdrawal	Date of withdrawal	Amount	Name of the office from where payment received	1.					2.					3.					4.				
	Purpose of advance/withdrawal	Date of withdrawal	Amount	Name of the office from where payment received																							
1.																											
2.																											
3.																											
4.																											
14.	Whether full recovery has been made of the previous:																										
15.	If the reply to item 14 above is negative then give the following information:																										
		<table border="1"> <thead> <tr> <th></th> <th>Purpose of advance/withdrawal</th> <th>Amount of advance</th> <th>Month of withdrawal</th> <th>No. of instalments for recovery</th> <th>Advance recovered</th> <th>Balance of advance</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Purpose of advance/withdrawal	Amount of advance	Month of withdrawal	No. of instalments for recovery	Advance recovered	Balance of advance	1.							2.										
	Purpose of advance/withdrawal	Amount of advance	Month of withdrawal	No. of instalments for recovery	Advance recovered	Balance of advance																					
1.																											
2.																											

3.							
4.							

1. Certificate that I have utilized the advance(s) taken from my General Provident Fund earlier for the purpose for which the advance(s) was/were sanctioned and I have already submitted the utilization certificate to the Head of Office as required under rule 36.
2. Certified that the person for whose ceremony/education etc. the advance has been applied for, is fully and solely dependents upon me.
3. Certified that the information given in this application is true and correct and nothing has been concealed or mis-stated therein. I am aware that in case of any concealment or mis-statement of facts, I will be debarred from taking any advance(s) from my General Provident Fund Account for a period of two years.

Dated _____

Signature of the applicant

Name _____

Designation _____

Branch _____

(Examination/Verification by the Office)

1. This is to certify that the office has checked and verified the details submitted by the subscriber in this application All the details furnished by the subscriber are verified to be correct.
2. The subscriber is entitled to the advance being applied for under the rule 32 and 33;

Or

The subscriber is not entitled to the advance applied for and has requested for relaxation in rules on the following grounds:

- (i)
- (ii)
- (iii)

Dated _____
seal)

(Signature of the Head of Office with

Form PF No.4 (amended)

Application for withdrawal from GPF account for acquisition of a plot/house and/or construction/additions/alterations of house/flat or establishing business/commercial/industrial for settlement of unemployed or dependents children

1.	Name of the Subscriber:					
2.	Designation:					
3.	Account Number (Complete):					
4.	Existing Level/Pay Scale:					
5.	Existing pay including dearness pay, personal pay, special pay, if any					
6.	Date of joining service:					
7.	Date of superannuation:					
8.	Balance as credit of the subscriber on the date of the application as below:					
	(i)	Closing balance as per latest GPF statement for the year _____ (copy enclosed)				Rs.
	(ii)	Add regular monthly subscription plus lumpsum subscription, if any, after the date of General Provident Fund statement mentioned at (i) above				Rs.
	(iii)	Add refunds of advance(s) after the date of statement mentioned at (i) above:				
	(iv)	Total (i) + (ii) + and (iii):				Rs.
	(v)	Less amount of advance(s) and withdrawal(s) taken after the date of General Provident Fund statement mentioned at (i) above:				Rs.
	(vi)	Net balance at credit:				Rs.
9.	Amount of withdrawal required:					Rs.
10.	Purpose of withdrawal from GPF account: (i) Acquisition of a plot for house (ii) Acquisition of a built up flat (iii) Acquisition of a built up house (iv) Construction of House (v) Re-payment of loan taken from a financial institutions expressly for acquiring a dwelling unit. (vi) Repair/Renovation of house					Rs.
11.	Rule under which the withdrawal is admissible					
12.	Full detail of advance/withdrawal, if any, taken previously for the same purpose:					
		Purpose of advance/withdrawal	Sanction No. & Date	Amount	Name of the office from where payment is received	Date of withdrawal
	5.					
	6.					
	7.					
	8.					
13.	Source of acquisition (please give details of the agency e.g. Haryana Urban Development Authority/Coop. Housing Society/Open Market or any other source					
14.	Person in whose name the plot/house /flat (clear title) enclose proof of ownership/copy of allotment letter					
15.	Amount of house building advance taken from the Govt. under its Scheme, if any:					
16.	Whether withdrawal from General Provident Fund taken earlier for this purpose?					
17.	If the answer to above is 'yes', please give the details: (i) Withdrawal taken for the same unit (ii) Withdrawal taken for the some other unit(s) (iii) Whether the previous unit has been disposed off and the advance taken for the same deposited back in the account					(i) (ii) (iii)
18.	If the withdrawal is being applied for a plot with the name of spouse jointly, please					

	indicate who is the first nominee to receive the General Provident Fund accumulations.	
--	--	--

Note:- All withdrawal taken for purchase of plot, purchase of house, constructions, addition and alteration, repair of house and repayment of loans taken for these purposes should be treated at the same purpose.

1. Certificate that I have utilized the advance(s) taken from my General Provident Fund earlier for the purpose for which the advance(s) was/were sanctioned and I have already submitted the utilization certificate to the Head of Office as required under Rule 51.
2. Certified that the information given in this application is true and correct and nothing has been concealed or mis-stated therein. I am aware that in case of any concealment or mis-statement of facts, I will be debarred from taking any advance(s) from my General Provident Fund Account for a period of five years.

Dated _____

Signature of the applicant

Name _____

Designation _____

Branch _____

(Examination/Verification by the Office)

1. This is to certify that the office has checked and verified the details submitted by the subscriber in this application. All the details furnished by the subscriber are verified to be correct.
2. The subscriber is not entitled to the advance applied for and has requested for relaxation in rules on the following grounds:
 - (i)
 - (ii)
 - (iii)

Dated _____
seal)

(Signature of the Head of Office with

Form PF No.5 (amended)

Application for withdrawal from GPF account for higher education

1.	Name of the Subscriber:																																			
2.	Designation:																																			
3.	Account Number (Complete):																																			
4.	Existing Level/Pay Scale:																																			
5.	Existing pay including dearness pay, personal pay, special pay, if any																																			
6.	Date of joining service:																																			
7.	Date of superannuation:																																			
8.	Balance as credit of the subscriber on the date of the application as below:																																			
	(vii)	Closing balance as per latest GPF statement for the year _____ (copy enclosed)				Rs.																														
	(viii)	Add regular monthly subscription plus lumpsum subscription, if any, after the date of General Provident Fund statement mentioned at (i) above				Rs.																														
	(ix)	Add refunds of advance(s) after the date of statement mentioned at (i) above:																																		
	(x)	Total (i) + (ii) + and (iii):				Rs.																														
	(xi)	Less amount of advance(s) and withdrawal(s) taken after the date of General Provident Fund statement mentioned at (i) above:				Rs.																														
	(xii)	Net balance at credit:				Rs.																														
9.	Amount of withdrawal required:					Rs.																														
10.	Withdrawal is being applied for higher education of:-					Son/Daughter																														
11.	Name of the child																																			
12.	Details of the course of study																																			
13.	Name of the institution																																			
14.	Evidence of admission																																			
15.	Evidence of fees to be supported to justify the withdrawal																																			
16.	Rule under which the withdrawal is admissible																																			
17.	Has any advance/withdrawal been taken earlier for this purpose? If yes, the amount of withdrawal taken with detail:																																			
18.	<table border="1"> <thead> <tr> <th></th> <th>Name of person for whose study advance/ withdrawal has been availed</th> <th>Sanction No. & Date</th> <th>Amount</th> <th>Name of the office from where payment is received</th> <th>Date of withdrawal</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Name of person for whose study advance/ withdrawal has been availed	Sanction No. & Date	Amount	Name of the office from where payment is received	Date of withdrawal	1.						2.						3.						4.					
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1.																																				
2.																																				
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4.																																				
19.																																				
20.																																				
21.																																				
22.																																				
23.																																				
24.																																				
25.																																				

1. Certificate that I have utilized the withdrawal(s) taken from my General Provident Fund earlier for the purpose for which the advance(s) was/were sanctioned and I have already submitted the utilization certificate to the Head of Office as required under Rule 51.
2. Certified that the person for whose ceremony/education etc. the advance has been applied for, is fully and solely dependents upon me.
3. Certified that the information given in this application is true and correct and nothing has been concealed or mis-stated therein. I am aware that in case of any concealment or mis-statement of facts, I will be debarred from taking any advance(s) from my General Provident Fund Account for a period of five years.

Dated _____

Signature of the applicant

Name _____

Designation _____

Branch _____

(Examination/Verification by the Office)

1. This is to certify that the office has checked and verified the details submitted by the subscriber in this application. All the details furnished by the subscriber are verified to be correct.
2. The subscriber is entitled to the withdrawal being applied for under the rule 45; or
The subscriber is not entitled to the advance applied for and has requested for relaxation in rules on the following grounds:
 - (i)
 - (ii)
 - (iii)

Dated _____
seal)

(Signature of the Head of Office with

Form PF No.6 (amended)

Application for withdrawal from GPF account for marriage ceremony

1.	Name of the Subscriber:																													
2.	Designation:																													
3.	Account Number (Complete):																													
4.	Existing Level/Pay Scale:																													
5.	Existing pay including dearness pay, personal pay, special pay, if any																													
6.	Date of joining service:																													
7.	Date of superannuation:																													
8.	Balance as credit of the subscriber on the date of the application as below:																													
	(i)	Closing balance as per latest GPF statement for the year _____ (copy enclosed)				Rs.																								
	(ii)	Add regular monthly subscription plus lumpsum subscription, if any, after the date of General Provident Fund statement mentioned at (i) above				Rs.																								
	(iii)	Add refunds of advance(s) after the date of statement mentioned at (i) above:																												
	(iv)	Total (i) + (ii) + and (iii):				Rs.																								
	(v)	Less amount of advance(s) and withdrawal(s) taken after the date of General Provident Fund statement mentioned at (i) above:				Rs.																								
	(vi)	Net balance at credit:				Rs.																								
9.	Amount of withdrawal required:					Rs.																								
10.	Purpose for which withdrawal is required: Marriage of self/son/daughter/dependent sister					Son/Daughter																								
11.	Rule under which the withdrawal is admissible																													
12.	Date of birth of the dependent																													
13.	Has any advance/withdrawal been taken earlier for marriage? If yes, the amount of withdrawal taken with detail:																													
14.	<table border="1"> <thead> <tr> <th></th> <th>Name of person for whose marriage advance/ withdrawal has been availed</th> <th>Sanction No. & Date</th> <th>Amount</th> <th>Name of the office from where payment is received</th> <th>Date of withdrawal</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Name of person for whose marriage advance/ withdrawal has been availed	Sanction No. & Date	Amount	Name of the office from where payment is received	Date of withdrawal	1.						2.						3.						
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1.																														
2.																														
3.																														

1. Certificate that I have utilized the withdrawal(s) taken from my General Provident Fund earlier for the purpose for which the advance(s) was/were sanctioned and I have already submitted the utilization certificate to the Head of Office as required under Rule 51.
2. Certified that the person for whose ceremony/education etc. the advance has been applied for, is fully and solely dependents upon me.
3. Certified that the information given in this application is true and correct and nothing has been concealed or mis-stated therein. I am aware that in case of any concealment or mis-statement of facts, I will be debarred from taking any advance(s) from my General Provident Fund Account for a period of five years.

Dated _____

Signature of the applicant

Name _____

Designation _____

Branch _____

(Examination/Verification by the Office)

1. This is to certify that the office has checked and verified the details submitted by the subscriber in this application. All the details furnished by the subscriber are verified to be correct.
2. The subscriber is entitled to the withdrawal being applied for under the rule 45; or
The subscriber is not entitled to the advance applied for and has requested for relaxation in rules on the following grounds:
 - (iv)
 - (v)
 - (vi)

Dated _____
seal)

(Signature of the Head of Office with

Form PF No.7 (amended)

Application for withdrawal from GPF account for purchase of motor vehicle

1.	Name of the Subscriber:																																		
2.	Designation:																																		
3.	Account Number (Complete):																																		
4.	Existing Level/Pay Scale:																																		
5.	Existing pay including dearness pay, personal pay, special pay, if any																																		
6.	Date of joining service:																																		
7.	Date of superannuation:																																		
8.	Balance as credit of the subscriber on the date of the application as below:																																		
	(vii)	Closing balance as per latest GPF statement for the year _____ (copy enclosed)					Rs.																												
	(viii)	Add regular monthly subscription plus lumpsum subscription, if any, after the date of General Provident Fund statement mentioned at (i) above					Rs.																												
	(ix)	Add refunds of advance(s) after the date of statement mentioned at (i) above:																																	
	(x)	Total (i) + (ii) + and (iii):					Rs.																												
	(xi)	Less amount of advance(s) and withdrawal(s) taken after the date of General Provident Fund statement mentioned at (i) above:					Rs.																												
	(xii)	Net balance at credit:					Rs.																												
9.	Withdrawal is being applied for motor vehicle i.e. motor car, motor cycle, scooter or moped																																		
10.	Amount of withdrawal required for purchase of vehicle						Rs.																												
11.	Cost of vehicle (performa invoice to be attached)																																		
12.	Has any advance/withdrawal been taken earlier for the purpose? If yes, the amount of withdrawal taken with detail:																																		
13.	<table border="1"> <thead> <tr> <th></th> <th>S r . N o .</th> <th>Vehicle for which advance/ withdrawal has been availed</th> <th>Sanction No. & Date</th> <th>Amount</th> <th>Name of the office from where payment is received</th> <th>Date of withdrawal</th> </tr> </thead> <tbody> <tr> <td>4.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								S r . N o .	Vehicle for which advance/ withdrawal has been availed	Sanction No. & Date	Amount	Name of the office from where payment is received	Date of withdrawal	4.							5.							6.						
	S r . N o .	Vehicle for which advance/ withdrawal has been availed	Sanction No. & Date	Amount	Name of the office from where payment is received	Date of withdrawal																													
4.																																			
5.																																			
6.																																			

1. Certificate that I have utilized the withdrawal(s) taken from my General Provident Fund earlier for the purpose for which the advance(s) was/were sanctioned and I have already submitted the utilization certificate to the Head of Office as required under Rule 51.
2. Certified that the information given in this application is true and correct and nothing has been concealed or mis-stated therein. I am aware that in case of any concealment or mis-statement of facts, I will be debarred from taking any advance(s) from my General Provident Fund Account for a period of five years.

Dated _____

Signature of the applicant

Name _____

Designation _____

Branch _____

(Examination/Verification by the Office)

1. This is to certify that the office has checked and verified the details submitted by the subscriber in this application. All the details furnished by the subscriber are verified to be correct.
2. The subscriber is entitled to the withdrawal being applied for under the rule 47; or
The subscriber is not entitled to the advance applied for and has requested for relaxation in rules on the following grounds:
 - (i)
 - (ii)
 - (iii)

Dated _____
seal)

(Signature of the Head of Office with

Form PF No.8 (amended)

Application for withdrawal up-to 90% from GPF during the period of one year before the date of retirement on superannuation without any specific purpose/reason

1.	Name of the Subscriber:	
2.	Designation:	
3.	Account Number (Complete):	
4.	Existing Level/Pay Scale:	
5.	Existing pay including dearness pay, personal pay, special pay, if any	
6.	Date of joining service:	
7.	Date of superannuation:	
8.	Balance as credit of the subscriber on the date of the application as below:	
	(xiii) Closing balance as per latest GPF statement for the year _____ (copy enclosed)	Rs.
	(xiv) Add regular monthly subscription plus lumpsum subscription, if any, after the date of General Provident Fund statement mentioned at (i) above	Rs.
	(xv) Add refunds of advance(s) after the date of statement mentioned at (i) above:	
	(xvi) Total (i) + (ii) + and (iii):	Rs.
	(xvii) Less amount of advance(s) and withdrawal(s) taken after the date of General Provident Fund statement mentioned at (i) above:	Rs.
	(xviii) Net balance at credit:	Rs.
9.	Amount of withdrawal required	Rs.
10.	Rule under which the withdrawal is admissible	Rs.

Certified that the information given in this application is true and correct and nothing has been concealed or mis-stated therein.

Dated _____

Signature of the applicant

Name _____

Designation _____

Branch _____

(Examination/Verification by the Office)

3. This is to certify that the office has checked and verified the details submitted by the subscriber in this application. All the details furnished by the subscriber are verified to be correct.
4. The subscriber is entitled to the withdrawal being applied for under the rule 48;

Dated _____
seal)

(Signature of the Head of Office with

Form PF No.9 (amended)

**Application for final payment on Retirement/Quitting Service/Transfer to Corporate Bodies/
Other Governments**

To

The Principal Accountant General (A&E),
Haryana, Chandigarh
(Through the Head of Office)

Sir,

It is submitted that:-

- a) I am to retire/have retired; w.e.f. _____
 - b) I have been discharged/dismissed; w.e.f. _____
 - c) I have been permanently transferred/absorbed to _____;
w.e.f. _____
 - d) I have resigned finally from Govt. service; w.e.f. _____ or
 - e) I have resigned service under _____ Govt. to take up appointment with
_____ and my resignation has been accepted with effect from
_____ forenoon/afternoon.
 - f) I joined service with _____ w.e.f. forenoon/afternoon.
2. My GPF account no. is _____
 3. I desire to receive payment through my office _____ or through the
_____ treasury/sub-treasury. Particulars of my personal marks of identification,
left hand thumb and finger impressions (in the case of illiterate subscribers) and specimen signature
(in the case of literate subscribers) in duplicate, duly attested by a Gazetted Officer of the Govt. are
enclosed.
 4. I request that the entire amount of my credit with interest, due under the rules, may be paid to
me/transferred to _____.

Yours faithfully,

Dated _____

Signature of the applicant

Name _____

Address _____

(For use by Head of Office)

1. Forwarded to the Principal Accountant General ((A&E), Haryana for necessary action.
2. Sh./Ms. _____
 - a) Has to retire/have retired; w.e.f. _____
 - b) Has been discharged /dismissed; w.e.f. _____
 - c) Has been permanently transferred/absorbed to _____; w.e.f. _____.
 - d) Has resigned finally from Govt. service; w.e.f. _____ or

e) Has resigned service under _____ Govt. to take up appointment with _____ and his/her resignation has been accepted with effect from _____ forenoon/afternoon.

f) He/she has joined service with _____ on _____ forenoon/afternoon.

3. The last deduction for subscription to his GPF account was made from his pay in the office bill No. _____ dated _____ for Rs. _____ (Rupees _____) Treasury Voucher No. _____ of _____ Treasury, the amount of deduction being Rs. _____ as subscription and recovery on account of refund of advance Rs. _____.

4. Certified that he/she had taken the following advances in respect of which _____ installment of Rs. _____ are yet to be recovered and credited to the fund account. The details of advance(s)/withdrawal(s) granted to him during the twelve months immediately precedings the date of his quitting service are also indicated below:-

	Amount of advance/ withdrawal	Place of encashment	Voucher No. and Date
1.			
2.			
3.			

5 Certified that he/she has not resigned from Govt. service with prior permission of the State Govt. to take up an appointment in Central Govt. or State Govt. or a Statutory Body under Haryana Govt. or Govt. of India.

6. Certified that no advance/withdrawal will be sanctioned to the subscriber henceforth without the concurrence of Principal Accountant General (A&E), Haryana

7. Certified that the subscriber/claimant submitted the application on _____
Dated: _____ (Signature of Head of Office)

Form PF No.10 (amended)**Application for final payment to the nominee(s) or any other claimants
where no nomination subsists**

To

The Principal Accountant General (A&E),
Haryana, Chandigarh
(Through the Head of Office)

Sir,

It is requested that arrangements may kindly be made for the payment of the accumulations in the GPF account of Sh./Ms. _____. The necessary particulars required in this connection are given below:-

1.	Name of the Subscriber:					
2.	Date of birth					
3.	Post held by the subscriber					
4.	Date of death or disappearance					
5.	Proof of death in the form of a death certificate; (issued by the municipal authorities, etc.)					
6.	In case of disappearance, date of lodging of report in Police Station					
7.	If untraceable, the date of report of Police (copy enclosed)					
8.	General Provident Fund Account Number of subscriber (complete)					
9.	Amount at the credit of the subscriber at the time of his death, if known					
10.	Details of the nominees alive on the date of death of the subscriber, if a nomination subsists:					
		Name of the nominee	Relation ship with the subscriber	Share of the nominee	Remarks	
	1.					
	2.					
	3.					
11.	In case the nomination is in favor of person other than a member of the family, the details of the family; if the subscriber subsequently acquired a family;					
		Name of the nominee	Relation ship with the subscriber	Age on the date of death	Remarks	
	1.					
	2.					
	3.					
12.	In case no nomination subsists, the details of the surviving members of the family on the date of death of the subscriber. In the case of a daughter or a daughter of a deceased son of the subscriber, married before the death of the subscriber, it should be stated against her name whether her husband was alive on the date of					

	death of the subscriber:																									
13.	<table border="1"> <thead> <tr> <th></th> <th>Name of the nominee</th> <th>Relation ship with the subscriber</th> <th>Age on the date of death</th> <th>Remarks</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						Name of the nominee	Relation ship with the subscriber	Age on the date of death	Remarks	1					2					3					
	Name of the nominee	Relation ship with the subscriber	Age on the date of death	Remarks																						
1																										
2																										
3																										
14.	Name of the Natural/Legal guardian: (in case the amount is due to a minor child)																									
15.	If the subscriber has left no family and no nomination subsists, the name of person(s) to whom the Provident Fund money is payable (to be supported by letter of Probate or Succession Certificate etc.)																									
16.	<table border="1"> <thead> <tr> <th></th> <th>Name of the nominee</th> <th>Relation ship with the subscriber</th> <th>Age on the date of death</th> <th>Remarks</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						Name of the nominee	Relation ship with the subscriber	Age on the date of death	Remarks	1					2					3					
	Name of the nominee	Relation ship with the subscriber	Age on the date of death	Remarks																						
1																										
2																										
3																										
17.	<p>The payment is desired through the office of _____ through the _____ Treasury/Sub-Treasury. In this connection the following documents duly attested by a Gazetted Officer/Magistrate are attached:-</p> <p>Personal marks of identification</p> <p>(i) Left/Right Hand thumb or finger impressions (in the case of illiterate claimants)</p> <p>(ii) Specimen signatures in duplicate (in the case of literate claimants)</p>																									
18.	Any other information																									

Yours faithfully,

Dated _____

(Signature of the claimant)

Name _____

Address _____

(For use by Head of Office)

- Forwarded to the Principal Accountant General ((A&E), Haryana for necessary action. The particulars furnished above have been duly verified.
- The General Provident Fund Account number of Sh./Ms. is _____.
- He/She died on _____. A death certificate issued by the Municipal authorities has been produced (copy enclosed).

4. The last decision for GPF account of the deceased subscriber was made from his pay for he month of _____ drawn vide Treasury Voucher No. _____ dated _____ in this office Bill No. _____ dated _____ for Rs. _____ (Rupees _____) Treasury Challan No. _____ dated _____ Treasury, the amount of deduction being Rs. _____ as subscription and recovery on account of refund of advance Rs. _____.

	Amount of advances/ withdrawals	Place of encashment	Voucher No. and Date
1.			
2.			
3.			

5. Certified that he/she had taken the following advances in respect of which _____ installment of Rs. _____ are yet to be recovered and credited to the GPF account. The details of the withdrawals granted to him/her during the twelve months immediately preceding the date of his/her death are also indicated below:-

6. Certified that the claimant submitted the application on _____ date _____ month _____ year.

Dated: _____
Office)

(Signature of Head of

Form PF No.11 (amended)

(See rule 35)

Sanction order for advance

Sanction is hereby accorded under Rule _____ of Haryana General Provident Fund Rules, 2016 for the grant of an advance of Rs. _____ (Rupees _____ only) to Shri/Ms. _____ from his/her General Provident Fund account number _____ to enable him/her to defray charges on account of _____.

2. The advance will be recovered in _____ monthly installments of Rs. _____ each, commencing from the salary of next month succeeding the withdrawal month _____.

3. The balance at the credit of Shri/Ms. _____ as on the date of sanction is detailed below:-

i.	Balance as per General Provident Fund statement for the year _____	Rs.
ii.	Subsequent deposits	Rs.
iii.	Total of column (i) and (ii)	Rs.
iv.	Subsequent advance/withdrawals, if any	Rs.
v.	Balance as on date of sanction {column (iii) minus (iv)}	Rs.

Dated: _____

Signature

Name & Designation of Head of

Office

Endst. No. _____

Dated: _____

Copy forwarded to:-

1. The Principal Accountant General (A&E), Haryana, Chandigarh for information and to make a note in the ledger account of the subscriber.
2. Shri/Ms. _____ with the direction to furnish a certificate to the effect that the amount of Advance obtained from GPF account has been utilized for the purpose for which it was sanctioned within one month from the date of withdrawal.
3. Treasury Officer, _____.

Dated: _____

Signature

Name of Designation Head of

Office

Form PF No.12

(See rule 49)

Sanction order for withdrawal

Sanction is hereby accorded under Rule _____ of Haryana Civil Service (General Provident Fund) Rules, 2016 to Shri/Ms. _____ (here enter the name and designation) for withdrawal of an amount of Rs. _____ (Rupees _____).

_____ only) from his/her GPF Account No._____ to enable him/her to meet expenditure in connection with _____.

2. The amount of withdrawal is within the limits as prescribed in the conditions meant for this withdrawal.

3. The balance at the credit of Shri/Ms._____ as on the date of sanction is detailed below:-

i.	Balance as per General Provident Fund statement for the year _____	Rs.
ii.	Subsequent deposits	Rs.
iii.	Total of column (i) and (ii)	Rs.
iv.	Subsequent advance/withdrawals, if any	Rs.
v.	Balance as on date of sanction {column (iii) minus (iv)}	Rs.

Dated:_____

Authority

Endst. No._____

Dated:_____

Copy forwarded to:-

1. The Principal Accountant General (A&E), Haryana, Chandigarh for information and to make a note in the ledger account of the subscriber.
2. Shri/Ms._____ with the direction to furnish a certificate to the effect that the amount of Advance obtained from GPF account has been utilized for the purpose for which it was sanctioned within one/two/six months from the date of withdrawal.
3. Head of Office _____.
4. Treasury Officer, _____.

Dated:_____

Office

Signature

Name & Designation of Sanctioning

Signature

Name of Designation Head of

Form PF No.13

(See rule 53)

Quarterly Statement

Quarterly statement of advances and withdrawals sanctioned during the quarter
from _____ to _____

(To be sent by the Head of Office to his Head of Department)

		Name & designation of the subscriber	Office address	GPF account No. (complete)	Whether advance/ withdrawal has been sanctioned	Purpose for which it was sanctioned	Amount	Sanction No. & Date	Remarks
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

Dated: _____

Office

Signature

Name of Designation Head of

Form PF No.14

(See rule 53)

Quarterly Statement

Quarterly statement of advances and withdrawals sanctioned during the quarter
from _____ to _____

(To be sent by the Head of Department to the Principal Accountant General (A&E), Haryana)

		Nam e & desi gnat ion of the sub scri ber	O ff i c e a d d r e s s	GPF accou nt No. (com plete)	Wh ethe r adv anc e/ with dra wal has bee n san ctio ned	Pur po se for whi ch it wa s san ct ion ed	A m o u n t	S a n c ti o n N o . & D a t e	Re ma rks
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									

Dated: _____

Office

Signature

Name of Designation Head of

HARYANA GOVERNMENT
FINANCE DEPARTMENT
NOTIFICATION

The 4th December, 2017

No.2/16/2017-4FR – In exercise of the power conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services (General Provident Fund) Rules, 2016 namely:-

1. These rules may be called the Haryana Civil Services (General Provident Fund) Amendment Rules.
2. In the Haryana Civil Services (General Provident Fund) Rules, 2016 (hereinafter called the said rules) in Form P.F.No.1, for serial no.7 and entries thereagainst the following serial number and entries thereagainst shall be substituted, namely:-

7.	Basic pay p.m. (pay in the Level + Dearness Pay, if any
----	---

‘Existing Level/Pay Scale’

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

Haryana Civil Services (Pay) Rules, 2016 w.e.f. 01.01.2016

Revised Pay Rules 2006 have been repealed and new Haryana Civil Services (Pay) Rules, 2016 have been notified w.e.f. 01.01.2016 as amended upto 26.02.2018.

Rule	Particular														
R/1 to 7	Title :- HCS (Pay), Rules, 2016 - effective from 01.01.2016. Extent of application, special provisions, regulation of claim & power to interpret, amend & relax.														
R-8	<p>Definitions.— (a) Unless the context otherwise requires;</p> <table border="1"> <tr> <td style="text-align: center;">(1)</td><td> <p>["ACP Level of a post"] means the pay level higher than the functional level of a post admissible to a Government employee subject to completion of prescribed length of service and/or certain conditions. Where there is more than one level of a post, the first shall be the functional pay level, the next and subsequent shall be the ACP Level; Note.— The Government employees appointed to a post(s) having more than one level admissible before completion of 8 years regular satisfactory service, they shall be entitled to get the benefit of 2nd and/or 3rd ACP level under General ACP Scheme after completion of 16 and 24 years regular satisfactory service from the date of appointment provided they have not already availed overall three financial up-gradations during his service career.]</p> </td></tr> <tr> <td style="text-align: center;">(2)</td><td> <p>"additional increment" means the increment granted by the competent authority to a Government employee in addition to his normal increment;</p> </td></tr> <tr> <td style="text-align: center;">(3)</td><td> <p>"advance increment" means the increment(s) granted by the competent authority to a Government employee in advance to be subsumed in future increment(s);</p> </td></tr> <tr> <td style="text-align: center;">(4)</td><td> <p>[(a) "basic pay" of a Government employee means— (i) the pay in the Functional/ACP Level; and (ii) any other emoluments which specifically classed as basic pay by the competent authority Note — It does not include any other type of pay like special pay, personal pay, pay granted in lieu of his personal qualification or otherwise as a separate component." (b) "cell" means the stages prescribed in the functional or ACP level with enhancement of 3% rounded to nearest multiple of 100.] Substituted vide Notification No.1/13/2016-1 PR(FD), Dated 26th February, 2018.</p> </td></tr> <tr> <td style="text-align: center;">(5)</td><td> <p>"dearness pay" means a portion of dearness allowance converted as dearness pay by the competent authority which is treated as a part of basic pay for specified purpose;</p> </td></tr> <tr> <td style="text-align: center;">(6)</td><td> <p>"entry level pay of a post" means pay equal to [first cell of the functional level] of the post held by a Government employee or as prescribed by the competent authority at the time of appointment by direct recruitment or otherwise;</p> </td></tr> <tr> <td style="text-align: center;">(7)</td><td> <p>["functional level or functional pay structure"] in relation to a Government employee means the functional level in pay matrix prescribed for the post held by him. It does not mean any other level in which the Government employee is drawing his pay as a measure personal to him with any other justification like length of service, or higher/additional</p> </td></tr> </table>	(1)	<p>["ACP Level of a post"] means the pay level higher than the functional level of a post admissible to a Government employee subject to completion of prescribed length of service and/or certain conditions. 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(1)	<p>["ACP Level of a post"] means the pay level higher than the functional level of a post admissible to a Government employee subject to completion of prescribed length of service and/or certain conditions. Where there is more than one level of a post, the first shall be the functional pay level, the next and subsequent shall be the ACP Level; Note.— The Government employees appointed to a post(s) having more than one level admissible before completion of 8 years regular satisfactory service, they shall be entitled to get the benefit of 2nd and/or 3rd ACP level under General ACP Scheme after completion of 16 and 24 years regular satisfactory service from the date of appointment provided they have not already availed overall three financial up-gradations during his service career.]</p>														
(2)	<p>"additional increment" means the increment granted by the competent authority to a Government employee in addition to his normal increment;</p>														
(3)	<p>"advance increment" means the increment(s) granted by the competent authority to a Government employee in advance to be subsumed in future increment(s);</p>														
(4)	<p>[(a) "basic pay" of a Government employee means— (i) the pay in the Functional/ACP Level; and (ii) any other emoluments which specifically classed as basic pay by the competent authority Note — It does not include any other type of pay like special pay, personal pay, pay granted in lieu of his personal qualification or otherwise as a separate component." (b) "cell" means the stages prescribed in the functional or ACP level with enhancement of 3% rounded to nearest multiple of 100.] Substituted vide Notification No.1/13/2016-1 PR(FD), Dated 26th February, 2018.</p>														
(5)	<p>"dearness pay" means a portion of dearness allowance converted as dearness pay by the competent authority which is treated as a part of basic pay for specified purpose;</p>														
(6)	<p>"entry level pay of a post" means pay equal to [first cell of the functional level] of the post held by a Government employee or as prescribed by the competent authority at the time of appointment by direct recruitment or otherwise;</p>														
(7)	<p>["functional level or functional pay structure"] in relation to a Government employee means the functional level in pay matrix prescribed for the post held by him. It does not mean any other level in which the Government employee is drawing his pay as a measure personal to him with any other justification like length of service, or higher/additional</p>														

		<p>qualification or up-gradation of pay scale due to any other reason.]</p> <p>Substituted vide Notification No. 1/13/2016-1 PR(FD), Dated 26th February, 2018.</p>
	(8)	<p>["increment" means an enhancement in pay from one cell to another in the level applicable to a Government employee, which is admissible on the prescribed date, subject to completion of prescribed qualifying service without any increase in pay level and the same is admissible as a matter of course unless it is withheld.]</p>
	[(8a	<p>"level" means a pay scale arranged in vertical cells.]</p> <p>Inserted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
	(9)	<p>"master pay scale" means the running pay scale applicable to all Judicial Officers for the purpose of granting biennial increment after stagnation. The rate of increment depends upon the stage of pay of Judicial Officer in the master pay scale;</p>
	(10)	<p>"next below rule" means a provision to protect the interest of a Government employee who is working outside the cadre within or out of the parent department so that he may not be deprived of the benefit of officiating promotion which he would have otherwise availed had he been on the cadre post;</p>
	(11)	<p>["pay matrix" means Matrix specified in the Schedule-I , (appended at the end of these rules) with Levels of pay arranged in vertical cells as assigned to corresponding pay band and grade pay/scale which were in existence prior to 01.01.2016.]</p>
	(12)	<p>"pay" means-</p> <ul style="list-style-type: none"> (i) basic pay, (ii) special pay, personal pay, overseas pay ; and (iii) any other emoluments specifically classed as pay by the competent authority.
	(13)	<p>"personal pay" means additional pay granted to a Government employee-</p> <ul style="list-style-type: none"> (a) to save him from a loss of his substantive basic pay; or (b) in exceptional circumstances, on other personal considerations;
	(14)	<p>"presumptive pay or presumptive basic pay" means the pay or Basic pay, as; the case may be, which would have been admissible to a Government employee had he been working on the feeder post or on the post on which he holds a lien;</p>
	(15)	<p>"proforma promotion" means the officiating promotion of a Government employee, made under next below rule, who is working outside the cadre within the parent or any other department/organization;</p>
	(16)	<p>"qualifying service" for the purpose of increment means the period of—</p> <ul style="list-style-type: none"> (i) service treated as duty; (ii) all leave except extraordinary leave; and (iii) extraordinary leave sanctioned on medical certificate or in continuation of study leave under Chapter XI of the Haryana

		<p>Civil Services (Leave) Rules, 2016.</p> <p>Note.— In any case in which the Finance Department is satisfied that the extraordinary leave was taken for any cause beyond the control of Government employee the period of such leave may be treated as qualifying service;</p>
	(17)	<p>"selection grade of Judicial Officers" means a pay scale higher than entry pay scale admissible to Judicial Officers as per provision in the relevant rules;</p>
	(18)	<p>"special pay" means the pay granted—</p> <p>(a) in consideration of arduous nature of the duties;</p> <p>(b) in consideration of specific addition to the work or responsibility, or</p> <p>(c) in lieu of higher pay scale;</p>
	(19)	<p>"substantive pay or substantive basic pay" means the pay or basic pay, as the case may be, of a permanent Government employee to which he is entitled, under the rules applicable to him, while holding a post;</p> <p>Note.— Substantive pay does not include overseas pay or special pay (or any other pay) of arduous nature of duties;</p>
	(20)	<p>"super time scale of Judicial Officers" means a pay scale higher than selection grade which is granted to them as per provision in the relevant rules.</p>
	(b)	<p>The terms not defined in this chapter but defined in the Haryana Civil Services (General) Rules, 2016 shall have the same meaning for the purpose of these rules.</p>
R-9	<p>Fixation of entry level Pay [On first appointment to a post, the entry level pay shall be fixed at first cell of the functional level] Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>	
R-10	<p>Fixation of pay on subsequent appointment to a post higher or identical to Functional/ACP Level. On subsequent appointment to a post of level higher than or identical to functional or ACP level in the same or any other department of Haryana Government where the application for the same has—</p> <p>(i) not been submitted through proper channel, pay shall be fixed at entry level pay of the post of subsequent appointment admissible under rule 9; or</p> <p>(ii) been submitted through proper channel, the pay shall be fixed—</p> <p>(a) at entry level pay of the post; or</p> <p>(b) equal to the corresponding cell if available in the functional level of the new post; or</p> <p>(c) at the next cell above the existing cell if the same cell is not available in the functional level of the new post.</p> <p>Note 1.— Where pay is fixed equal to entry level pay, the date of next increment in both the cases (i) and (ii) above shall be the 1st January or 1st July subject to completion of minimum six months qualifying service before that date.</p> <p>Note 2.— Where pay in the pay level is fixed equal to the pay already drawn, the date of next increment in (ii) above shall remain unchanged. However, where the pay is fixed under sub-clause (ii) of clause (c) above, the date of next increment shall be the 1st January or 1st July subject to completion of minimum six months qualifying service before that date.]</p> <p>Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>	
R-11	<p>Fixation of pay on subsequent appointment to a post of lower than</p>	

	<p>functional or ACP level.</p> <p>On subsequent appointment from one post to another of lower level in the same or any other department of Haryana Government, while drawing pay in the higher level (Functional or ACP) the pay shall be fixed—</p> <p>(i) equal to entry level pay as per provision contained in rule 9, if not applied through proper channel; or</p> <p>(ii) by giving the notional benefit of past qualifying service in the same or higher pay structure which remained in existence from time to time, towards increment only in the pay structure of the post of subsequent appointment provided the application for subsequent appointment was submitted through proper channel. However, the past qualifying service of lower pay structure, if any, shall not be taken into account towards increment of higher pay structure of the post of subsequent appointment.</p> <p>Note 1.— Where pay is fixed under (i), the date of next increment shall be the 1st January or 1st July subject to completion of minimum six months qualifying service before that date on the post of subsequent appointment.</p> <p>Note 2.— Where pay is fixed under (ii), the date of next increment shall remain unchanged.]</p> <p>Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-12	<p>Pay on appointment to an ex-cadre post.—</p> <p>On appointment by any mode of recruitment to an ex-cadre post of higher, same or lower [level], while drawing pay in functional or ACP [level], within the same or in any other department or on foreign service in any organization under Haryana Government, the pay shall be fixed as per provision contained in rule 10 or 11, as the case may be.</p>
R-13	<p>Fixation of Pay on promotional post—</p> <p>On appointment by promotion to a cadre post of level higher than the functional or ACP level, pay shall be fixed—</p> <p>(i) with the benefit of one increment in the Level from which the employee is promoted and he shall be placed at a Cell equal to the figure so arrived at in the Level of promotional post and if no such Cell is available in that Level, he shall be placed at the next higher Cell; or</p> <p>(ii) equal to entry level pay of the promotional post; whichever is higher.</p> <p>Note 1.— For date of next increment see rule 37 infra.</p> <p>Note 2.— Where there are two or more lines of promotion for a feeder post, in such case, for the purpose of these rules, the promotion from feeder post to any post shall be treated as promotion on a cadre post. However, on change of line of promotion, the service of previous promotional post shall be treated as service on an ex-cadre post and pay on the post of changed line shall be fixed with reference to presumptive pay of the feeder post the seniority of which has been kept in view at the time of promotion to a post of changed line.</p> <p>Example.— A Clerk while drawing pay in functional level and having knowledge of shorthand was promoted to the post of Stenographer. His pay on the post of Stenographer has been fixed with the benefit of one increment of promotion. While working as Stenographer he was promoted to the post of Assistant w.r.t. his seniority of the post of Clerk, as per provision in the respective service rules. His pay on the post of Assistant shall be fixed w.r.t. his presumptive pay admissible to him in the pay scale of Clerk on the date of assuming charge of the post of Assistant. The service rendered by him as Stenographer shall be treated as service on an ex-cadre post.]</p> <p>Substituted vide Notification No. 1/13/2016-1 PR (FD). Dated 26th February, 2018.</p>

R-14	<p>Omitted Omitted vide Notification No. 1/13/2016-1 PR (FD). Dated 26th February, 2018.</p>
R-15	<p>Pay on promotion to a post of same pay structure (clubbed from or after 01.04.1979).— [The benefit of one increment shall be admissible on promotion from one post to another where functional pay structure of feeder and promotional posts have been clubbed/merged from or after 1st April, 1979 and at present the pay level of both the posts is same. Note.— The benefits admissible under this rule shall be treated as financial up-gradation for the purpose of grant of benefit under Haryana Civil, Services (Assured Career Progression) Rules, 2016]. Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-16	<p>Pay on promotion to a post of same pay structure (identical/same prior to 01.04.1979).— [The benefit of one increment shall not be admissible on promotion from one post to another where the functional pay structure of feeder and promotional posts were same/identical prior to 1st April, 1979 or from the date of creation of post (feeder/promotional); and at present the pay structure of both the posts is also the same. In such cases, on promotion from one post to another, pay and date of increment shall remain unchanged. Note.— as the pay structure of promotional post has never remained higher than that of feeder post, therefore, the benefit of one increment of promotion shall not be admissible.] Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-17	<p>Pay on promotion or subsequent appointment while drawing special pay in lieu of higher time scale/Level.—</p> <ol style="list-style-type: none"> (1) On promotion or subsequent appointment from one post to another of identical, higher or lower level while drawing pay in functional or ACP level along with special pay in lieu of higher time scale/Level the pay shall be fixed as per provision in the relevant rule; and (2) Special pay in lieu of higher time scale of the feeder or previous post shall be converted into personal pay which will be subsumed in future increment provided the pay structure of promotional post or the post of subsequent appointment carries no special pay in lieu of higher time scale. Where feeder post carry special pay in lieu of higher time scale more than that of the promotional post or the post of subsequent appointment, the difference of special pay shall be converted into personal pay to be subsumed in future increment(s). (3) The pay fixed above shall not be less than the entry level pay of promotional post. <p>Note 1.— If special pay in lieu of higher time scale of feeder or previous post is more than that of the special pay of the promotional post or the post of subsequent appointment, the difference between special pay of both the posts shall be converted into personal pay to be subsumed in future increment.</p> <p>Note 2.— Special pay of arduous nature of duties drawn before promotion or subsequent appointment shall not be converted into personal pay.</p> <p>Note 3.— Where feeder or previous post carry special pay in lieu of higher time scale and promotional post or the post of subsequent appointment carry special pay of arduous nature of duties, the special pay in lieu of higher time scale shall be converted into personal pay to be subsumed in future</p>

	<p>increment]</p> <p>Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-18	<p>Pay on premature promotion.— [(1) On premature promotion before the completion of prescribed experience) in public interest while drawing pay in the functional level, the pay for the period upto the date of completion of deficiency of prescribed experience, shall be fixed equal to— (i) entry level pay of promotional post; or (ii) presumptive pay in the level of feeder post, whichever is more. (2) After completion of prescribed experience, the pay shall be re-fixed under normal rules, as if the incumbent has been promoted on that day. At the time of re-fixation of pay of promotional post, presumptive basic pay of the feeder post shall be taken into consideration. Note.— The period of service from the date of premature promotion shall be counted for further promotion, if any.] Substituted vide Notification No. 1/13/2016-1 PR(FD), Dated 26th February, 2018.</p>
R-19	<p>Pay on re-appointment by promotion on the same post after reversion.— On re-appointment by promotion to a post previously held, the pay on promotional post shall be fixed — (i) at the cell already drawn at previous occasion; or (ii) as admissible under these rules in case of promotion afresh, whichever is more. In case of fixation as at (i) above, the period of qualifying service of the same pay in the level previously drawn shall be taken into account at the time of computing minimum six months qualifying service for the purpose of grant of normal increment of promotional post. However, in case of (ii) above, the annual increment shall be admissible as per normal rules. Note.— The 'same post' also includes the interchangeable promotional post of same level.] Substituted vide Notification No.1/13/2016-1 PR(FD), Dated 26th February, 2018.</p>
R-20	<p>Pay on promotion while drawing pay in ACP Level.— On promotion to a post of level higher than ACP level drawn at the time of promotion, the pay shall be fixed — (i) in the level of promotional post with the benefit of one increment in the ACP level of feeder post; or (ii) entry level pay of promotional post; whichever is more advantageous. However, such benefit of promotion shall not be admissible where the level of promotional post is identical to or lower than the ACP Level in which the Government employee is drawing his pay before promotion. Note - If functional level of promotional post is identical to ACP level already drawn, the nomenclature of the ACP level shall be changed to functional level.] Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-21	<p>Re-fixation of pay in the functional or ACP Level.— (i) On enhancement in presumptive pay in the functional level of feeder post, due to increment or otherwise, while working on promotional post, the pay of promotional post shall be re-fixed as if the incumbent has been promoted on the date of such enhancement, if it is advantageous to him. (ii) Similar benefit of re-fixation of pay shall be admissible on enhancement in</p>

	<p>presumptive pay of ACP level-where a Government employee has been promoted to higher post while drawing pay in the ACP level of feeder post.] Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-22	<p>Pay on promotion in case of inter-se seniority.— Where the promotional posts are filled from amongst more than one feeder cadres on inter-se seniority basis, the pay of incumbent shall be fixed keeping in view the basic pay of the feeder post the seniority of which has been kept in view at the time of promotion. Illustration : In various Departments as per provision in their service rules, the posts of Assistant are filled by promotion from amongst Clerk/Stenotypist/Junior Scale Stenographer on inter-se seniority basis. Two employees Mr. 'A' & 'B' initially joined service as Clerk, later on, after qualifying departmental test of shorthand Mr. 'B' was promoted to the post of Stenotypist and thereafter to the post of Junior Scale Stenographer, but in the meanwhile Mr. 'C' has directly joined service as Jr. Scale Stenographer before promotion of Mr. 'B' as Jr. Scale Stenographer and Mr. 'C' is senior to Mr. 'B' in the seniority list of Jr. Scale Stenographer. At present Mr. 'A' is working as Clerk and is senior to Mr. 'B' in the seniority list of Clerks, Mr. 'B' & 'C' are Junior Scale Stenographer and Mr. 'C' is senior to Mr. 'B' in the seniority list of Junior Scale Stenographers. Two vacant posts of Assistants are to be filled by promotion amongst Clerks/Steno-typists/Junior Scale Stenographers on inter-se seniority. The Service record of all the above three employees is satisfactory. Under the rules, Mr. 'A' & 'B' would be promoted to the post of Assistant w.r.t. their seniority as Clerk. Mr. 'B' has been promoted to the post of Assistant while working as Junior Scale Stenographer with reference to his seniority of Clerk, therefore, his pay as Assistant shall be fixed keeping in view his presumptive pay of Clerk instead of the pay actually drawn by him as Junior Scale Stenographer at the time of promotion. If pay of Mr. 'B' to the post of Assistant is fixed w.r.t. his presumptive pay of Clerk, the promotion already availed by him to the post of Junior Scale Stenographer shall be ignored treating it as appointment on ex-cadre post for a limited period otherwise it shall be a financial up-gradation for the purpose of grant of ACP [level] and may create anomaly between junior and senior.</p>
R-23	<p>[Omitted] Omitted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-24	<p>[Omitted] Omitted vide Notification No. 1/13/2016-1 PR(FD), Dated 26th February, 2018.</p>
R-25	<p>Pay on reversion from ex-cadre to cadre post.— [(1) Pay drawn on ex-cadre post of higher pay structure in the same or any other department shall not be protected on return to a post of parent cadre. However, the period of qualifying service of ex-cadre post in the level identical to or higher than that of the cadre post shall be counted towards increment in the level of cadre post(s). On return, the pay shall be re-fixed with reference to presumptive basic pay which may have been admissible had the appointment not been made on ex-cadre post. (2) On reversion from ex-cadre post of lower level to cadre post of higher, level, the pay shall be fixed equal to— (i) last drawn pay at the previous occasion in the level of cadre post; or (ii) the cell of ex-cadre post, if available, otherwise at the next cell in the</p>

	level of cadre post; whichever is more advantageous.] Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.
R-26	[Pay on reversion from higher to lower level or from promotional to feeder post— On reversion from one post to another of lower level while drawing pay in functional level, on his own accord or due to administrative reasons, but not as a measure of punishment, the pay shall be fixed equal to the pay which would have been admissible in the lower level of feeder post on the date of reversion, had the promotion or appointment not been made on the post of higher level. The qualifying service of the higher level shall be counted towards increment in the level of feeder post.] Substituted vide Notification No. 1/13/2016-1 PR(FD), Dated 26th February, 2018.
R-27	[Pay on modification of level after 01.01.2016.— (1) Except as otherwise provided in any case, on modification of level from a date later than the 1st January, 2016, the modified level shall be admissible from the date of modification or option exercised by the Government employee. (2) On modification of level from a date later than the 1st January, 2016, the pay shall be fixed at the same cell, if available in the modified level otherwise at the next cell but not less than first cell of the modified level. Note.— Where pay in the modified level is fixed more than the pay already drawn in the pre-modified level, the date of next increment shall be 1st January or 1st July subject to eligibility. If pay is fixed at the same cell in such case the date of next increment shall remain unchanged. (3) On modification of level of a post from a date after 1st January, 2016, 1st/2nd/3rd ACP level of that post shall be corresponding to the Grade Pay as on 01.01.2016. Where the modified functional level is identical to or higher than the ACP Level, on grant of ACP Level from a date after the date of modification of functional level, the pay shall be fixed identical to the cell at which it would have been admissible had the functional level not been modified, if identical is not available then at the immediate next level. The nomenclature shall be changed from functional to ACP Level.] Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.
R-28	Fixation of Pay on modification of level.— (1) On modification of level (functional or ACP), the option shall be exercised within a period of three months from the date of order of the modification, for fixation of pay either from the date of modification or from the date of next increment, whichever is more beneficial. If no response is received within the prescribed period from the concerned Government employee, the date of modification of level shall be deemed to be the date of his option for the purpose of fixation of pay. (2) Where modified level is opted from the date of next increment, in such case the existing pay in the pre-modified level shall be admissible upto that period. (3) Option once exercised shall be final and shall not be changed in any circumstances except where the pay is re-fixed with retrospective effect from a date prior to the date of effect of modification of level.] Substituted vide Notification No.1/13/2016-1 PR(FD), Dated 26th February, 2018.
R-29	Grant of Increment.— [(1) The Head of office shall be competent authority to allow annual

	<p>increment in normal course to subordinates working under him. The increment to Head of office shall be allowed by the next designated higher authority.</p> <p>(2) On promotion to a post of higher level on the date of normal increment, first the normal increment in the level of feeder post shall be granted, if otherwise admissible under the rules on that day, thereafter, the pay shall be fixed in the level of promotional post.</p> <p>(3) In case of death while in service, the normal increment on the 1st January or 1st July shall, subject to eligibility, be granted to the Government employee-</p> <p>(a) actually, in case of death on the 1st January or 1st July while not on leave; and</p> <p>(b) notionally, in case of death on or after the 1st January or 1st July while on leave provided the same would have been admissible had he been on duty on the date of death.</p> <p>(4) Advance or non-compoundable increment(s) which are granted as a result of passing of certain examination, higher qualification or otherwise, shall be regulated by the relevant rules and orders issued from time to time by the competent authority.</p> <p>Note.— No benefit of increment shall be admissible to a Government employee who is not in service on the 1st January or 1st July, as the case may be.]</p> <p>Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-30	<p>The following periods of service rendered by a Government employee appointed on regular basis shall be qualifying for the purpose of increment :-</p> <p>[(a) The period of service treated as qualifying in rule 8 (16) Ibid.]²</p> <p>[(b) the period of suspension, dismissal, removal, compulsory retirement, followed by reinstatement and treated as duty for the purpose of pay by the competent authority;]</p> <p>[(c) any other period of service treated as duty for the purpose of increment by the competent authority.]</p> <p>Note 1.— In any case in which the Finance Department is satisfied that the extraordinary leave was taken for any cause beyond the control of Government employee or for prosecuting higher scientific, technical or professional studies connected with his duties, the same may be allowed to be counted for increment.</p> <p>Note 2.— The period of suspension shall not be treated as qualifying service unless any such final decision for this period is taken by the competent authority.</p> <p>Note 3.— The period of dies non, if any, shall not be treated as qualifying service.</p> <p>Inserted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-31	<p>[Rate of increment in Pay Matrix.—</p> <p>The increment in the pay matrix shall be specified in the vertical Cells of the applicable Level in the Pay Matrix.]</p> <p>Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-32	<p>[Date of Increment.—</p> <p>(1) There shall be two dates for grant of increment namely, 1st January and 1st July of every year;</p> <p>Provided that an employee shall be entitled to only one annual increment either on 1st January or 1st July depending on the date of his appointment,</p>

	<p>promotion or grant of financial up-gradation. Provided further that a Government employee who does not complete six months qualifying service before the date of normal increment due on 1st July or 1st January, as the case may be, his date of next increment shall be changed to 1st January or 1st July and shall be granted subject to admissibility.</p> <p>(2) The date of next increment of a Government employee, who has been appointed or promoted or granted ACP level during the period between the—</p> <p>(i) 2nd day of January and 1st day of July (both inclusive), shall be the 1st day of January;</p> <p>(ii) 2nd day of July and 1st day of January (both inclusive) shall be the 1st day of July.]</p>
R-33	<p>Grant of increment while on leave on [1st January or 1st July]1.— The increment due on the [1st January or 1st July]1 shall, subject to eligibility, be granted notionally if the Government employee is on leave (other than casual leave) on that day and actually from the date of joining duty after return from leave, provided the leave has been sanctioned by the competent authority.</p> <p>Note.— Any period of absence without proper sanction of the competent authority shall not be considered as leave.</p> <p>Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-34	<p>Date of increment if there is holiday on 1st January or 1st July When a Government employee who has been appointed or promoted to a post is otherwise able to join his duty but could not join due to holiday, or series of holidays, falling on 1st of January or 1st July, and joins on forenoon of 1st working day of the month of January or July, i.e. on or after 2nd January or 2nd July, he shall be treated to have completed 6 months qualifying service upto 30th June or 31st December of that year for the purpose of grant of normal increment provided the same shall have been admissible to him on 1st July or 1st January, had there been no holiday or series of holidays on 1st January or 1st July. However, the pay shall be admissible from the date of actually joining duty and not from 1st January or 1st July. In all other cases the date of increment shall be 1st January or 1st July subject to completion of minimum six months qualifying service before that date.</p> <p>Substituted vide Notification No.1/13/2016-1 PR(FD), Dated 26th February, 2018.</p>
R-35	<p>Postponement of increment in case of non-qualifying service [Where the qualifying service is less than six months before the date of next increment, on whatsoever reason, such as due to extraordinary leave without medical certificate, period of dies non, undecided suspension period, treatment of suspension period as non-duty, period of un-authorized absence, etc., it shall have the effect of postponing the increment and such case shall be re-considered on 1st January or 1st July and increment shall be granted subject to completion of minimum six months qualifying service before that date.]</p> <p>Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-36	<p>[Increment on 1st January or 1st July while on duty.— When a Government employee is not actually present in office on the date of his next increment (i.e. on 1st January or 1st July) but under the rules he is on duty, like on training, tour, compulsory waiting period, availing joining</p>

	<p>time, vacation or otherwise, the normal increment shall be granted if the same shall have otherwise been admissible had he been in office on that day.]</p> <p>Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-37	<p>Grant of Advance increment.</p> <p>A Government employee who performs work of exceptional merit may be granted advance increment(s) instead of additional increment(s) subject to following conditions:-</p> <ul style="list-style-type: none"> (i) The maximum age of the concerned Government employee shall not exceed 55 years. (ii) He should have never been punished either under Rule 7 or 8 of Haryana Civil Services (Punishment & Appeal) Rules remained in existence from time to time. (iii) It shall not be granted on one or more isolated incidents as the entire service record is the criteria for grant of advance increment. (iv) It shall be given with effect from 1st January or 1st July and for a limited period i.e. up to the date of next increment. <p>Substituted vide Notification No.1/13/2016-1 PR(FD), Dated 26th February, 2018.</p>
R-38	<p>Grant of increment in case departmental test is a pre-condition.— On appointment by direct recruitment to a post where, as per provision in service rules, passing of any departmental test or fulfilling other conditions is a pre-requisite to get the normal increment and the same is qualified/fulfilled before the date of first increment due on the 1st January or 1st July, as the case may be, the normal increment shall be granted on the 1st January or 1st July if otherwise admissible. If the same is qualified thereafter, the increment(s) shall be granted notionally from the due date(s) at the rate applicable from time to time and actually from the last date of appearance of test(s) which has/have been qualified; Provided that on appointment by promotion to such a post, the presumptive basic pay of feeder post shall, if it is more advantageous, be admissible till qualifying the departmental test or fulfilling of other conditions prescribed for normal increment of promotional post.</p> <p>Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-39	<p>[Increment after maximum of the level.—</p> <p>Where a Government employee arrives at maximum of the level he shall not be entitled to any increment above the maximum or last cell of his level.]</p> <p>Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-40	<p>Regulation of increment during the period of probation.—</p> <p>The normal increment shall be admissible on [1st January or 1st July,]1 subject to eligibility, on appointment as 'Probationer- or 'on Probation' by direct recruitment or otherwise unless any provision contrary to this rule exists in the terms and conditions of appointment or in service rules regulating the service conditions of the post held.</p> <p>Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-41	<p>Pay on withholding of increment.—</p> <p>Increment of any Government employee may be withheld by the competent authority under Haryana Civil Services (Punishment and Appeal) Rules, 2016 or any other rules. In ordering the withholding of increment, the withholding authority shall clearly state the number of increments and/or the</p>

	<p>period for which the same are to be withheld, and whether the postponement shall have the effect of postponing future increment or not, i.e. whether withholding of increment is with or without cumulative effect.</p> <p>[Explanation 1.— If a punishment of 'withholding of three increments without cumulative effect' is awarded, the same shall be effective from the date of next increment due on the 1st January or 1st July, as the case may be. In such case normal increment shall be granted notionally for a period of three consecutive years and actually from the 1st January or 1st July, as the case may be, of fourth year, if otherwise admissible, alongwith restoration of three increments granted notionally previously.</p> <p>Explanation 2.— If punishment of 'withholding of three increments with cumulative effect is awarded, no normal increment shall be admissible for a period of three consecutive years. On the 1st January or 1st July of fourth year, only one normal increment shall be allowed, if otherwise admissible.]</p> <p>Note.— Postponement of normal increment, during the currency of punishment, due to non-qualifying service of more than six months, shall have the effect on punishment already awarded and shall be deemed to be extended upto that extent.</p> <p>Substituted vide Notification No.1/13/2016-1 PR(FD), Dated 26th February, 2018.</p>
R-42	<p>When a series of penalties of stoppage of increment is imposed.—</p> <p>In case of imposition of penalties of stoppage of increment one after the other ,n separate cases the effect of the first punishment of stoppage of increment shall continue for the period specified in the punishment order. Thereafter the pay shall be raised (if the penalty is without cumulative effect) by giving increment(s) which, but for the imposition of the penalty shah have been admissible and only then the second order of stoppage of increments) shall be made effective which shall continue for the period specified in the second punishment order and so on.</p>
R-43	<p>Reduction of pay in the [level]1 as a measure of punishment.—</p> <p>The authority competent to revert or transfer as a measure of punishment from a higher to lower post shall also withdraw ACP or reduce pay in the [level]1 to a [cell]1 at which it may think proper. The competent authority ordering any punishment of reduction of pay shall specify—</p> <ul style="list-style-type: none"> (i) the [cell]1 at which pay in the [level]1 is to be fixed; (ii) whether the punishment shall be operative for a limited or permanent period; if for limited period at which [cell]1 pay is to be fixed after the expiry of punishment period, i.e. equal to the pay which shall have been admissible had the punishment not been awarded or the pay last drawn before punishment; (iii) whether the normal increment(s) shall or shall not be earned during the period of punishment. <p>Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-44	<p>Reduction to lower post or level.—</p> <p>(A) While drawing pay in functional level—</p> <p>On reduction to a feeder post as a measure of punishment; the pay shall be fixed equal to presumptive pay in the—</p> <ul style="list-style-type: none"> (i) functional level of feeder post which would have been admissible had he not been promoted; or . (ii) one step down in ACP level of feeder post if he was promoted while drawing pay in ACP level of feeder post which is identical to functional level of promotional post held at the time of punishment. <p>Once the pay is fixed in lower level, the annual increment(s) shall be</p>

	<p>admissible under the normal rules. On re-appointment by promotion on the same post, in both the cases the pay shall be regulated under rule 19.</p> <p>(B) While drawing pay in ACP level.— If punishment of reduction to lower level is awarded while drawing pay in— (i) ACP level of the post held; or (ii) ACP level of the feeder post but working on the promotional/ higher post, the ACP level last granted shall be deemed to have been withdrawn automatically. In such case the pay shall be fixed equal to the presumptive pay in the functional or ACP level which would have been admissible had the last ACP level not been granted. On completion of duration of punishment the pay shall be fixed under normal rules but not less than the pay already drawn at the time of punishment.] Substituted vide Notification No. 1/13/2016-1 PR(FD), Dated 26th February, 2018.</p>
R-45	<p>Definite and clear order of punishment.— [Every order passed by a competent authority imposing the penalty of withholding of increment, reduction to a lower post/level or withdrawal of ACP level shall be definite and clear and in the form as given below:- It is, therefore, ordered that— Shri _____ is awarded a punishment of withholding of increment(s) with/without cumulative effect. The currency of the effect of punishment shall automatically stand extended if he otherwise becomes ineligible for any normal increment(s) due on the 1st January or 1st July. The effect of punishment shall continue even if the level is changed on whatsoever reason during the currency of punishment. OR Snri _____ is awarded a punishment of reduction of pay from cell of Rs. _____ to _____ in his level for a period from _____ to _____. He shall/shall not earn annual increment during the period of punishment. Further, his pay shall be fixed Rs. _____ after the expiry of punishment period, i.e. equal to the pay which would have been admissible to him had he not been awarded this punishment or the pay already drawn before punishment. OR Snri _____ is awarded a punishment of withdrawal of ACP level. He shall draw the presumptive basic pay which would have been admissible had he not been granted the last ACP level being withdrawn for a period from _____ to _____. OR Shri _____ is awarded a punishment of reduction from the post of _____ to _____. His pay in the level of the post on which he has been reverted shall be fixed equal to the presumptive pay which would have been admissible to him had he not been appointed on promotional post.] Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-46	<p>[Re-fixation of pay when an order of punishment is set aside or modified.— Where an order of penalty of withholding of increment, reversion to lower post/ service, reduction in Pay, withdrawal of ACP etc. is set aside or modified by a competent authority on appeal or review, the pay shall, notwithstanding anything contained in these rules, be regulated in the following manner:- (a) If the said order is set aside, the difference between the pay which would</p>

	<p>have been admissible had the punishment not been awarded shall be given for the period such order remained in force;</p> <p>(b) If the said order is modified, the pay shall be regulated as if the order so modified had been made in the first instance.</p>
	<p>Explanation.- If the pay is refixed in respect of any period prior to the issue of orders of competent, reviewing or appellate authority, the difference of due and drawn (other than Travelling Allowance), if any, admissible during that period shall be paid.</p> <p>Note 1.- In respect of cases falling under clause (a) of this rule, the qualifying service of the lower level, post or at lower cell due to withholding of increment(s), from the date of imposition of such penalty by the punishing authority to the date on which the order of penalty is set aside by the competent reviewing or appellate authority, shall count towards increment and for other purposes for the post which was being held immediately before the imposition of the penalty or any other post which shall have been held but for the order of penalty.</p> <p>Note 2.- In respect of cases falling under clause (b) of this rule, the qualifying service from the date of imposition of the penalty by the punishing authority to the date on which the order is modified by the reviewing or appellate authority, shall be counted towards increment and for other purposes for the post which was being held immediately before the imposition of the penalty or any other post which shall have been held but for the order of penalty, to the extent, the modified order permits for such counting.</p> <p>Illustration. -An officer in Level 14 is reverted to a post of Level 12 for a period of, say two years, and after six months, the order of punishment of reversion to lower post of Level 12 is set aside by the appellate authority, the period of six months shall count for increment in level 14 held before punishment. If, on the other hand, the order of penalty is modified as reduction to a lower level for a specified period or withholding of increment in that level for specified period, the period that has already elapsed since the date of imposition of the original penalty shall be taken into account only for the purpose of computing the specified period of penalty under the modified order.</p> <p>Note 3.- A post vacated by a Government employee reverted to lower post/service as a measure of punishment shall not be filled substantively until the expiry of a period of one year from the date of such reversion. Where on the expiry of period of the one year, the post is filled and the original incumbent of the post is reinstated thereafter, he shall be accommodated against any post which may be vacant in the grade to which his previous post belonged. If there is no such vacant post, he shall be accommodated against a supernumerary or temporary post which shall be created in this grade with proper sanction and with the stipulation that it shall be terminated on the occurrence of the first vacancy in that grade.] Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-47	<p>The next below rule.-</p> <p>(1) A Government employee working outside the ordinary line, i.e. on ex-cadre post in the same-or any-other department or on deputation/foreign service within or out of India, shall be allowed by the competent authority</p>

	<p>proforma officiating promotion in the [level]1 of the promotional post if he is otherwise fit for the same subject to following conditions :-</p> <p>(a) person junior to him have been promoted. If immediate junior is ineligible for promotion then next junior have been promoted. In such case this benefit shall be admissible from the date junior to him has been promoted;</p> <p>(b) if no junior is eligible for promotion and the post has been lying unfilled for want of an eligible person junior to him, in such case this benefit shall be admissible from the date of order of the competent authority for proforma promotion;</p> <p>(c) he shall be accommodated to a post identical to pay scale of promotional post by the organization where he is working on a post outside the regular line; and</p> <p>(d) all Government employees senior to the Government employee to whom the benefit under this rule is to be allowed are also drawing officiating pay in the same or higher [level]1 unless they are passed over by reason of inefficiency or unsuitability etc.</p> <p>(2) The intention of this rule is to protect the public interest as well as of a Government employee working outside the regular line of service or on foreign service. In order to ensure to fill up the vacancy within the cadre and also to protect the interest of a Government employee gone out of his regular line, one for one principle shall be adopted for proforma promotion with or without any change in the duties subject to conditions mentioned above.</p> <p>(3) Government employee gone out of the regular line shall not be eligible for benefit under next below rule in case a junior Government employee is promoted in exceptional circumstances, e.g. promotion as a reward of outstanding achievements or any other personal measures.</p> <p>Substituted vide Notification No. 1/13/2016-1PR (FD), Dated 26th February, 2018.</p>
R-48	<p>One for one principle under next below rule.-</p> <p>In case where a consecutive series of two or more employees in a cadre are on deputation/foreign service to post outside the regular line; and the employee next below them is promoted to officiate in a higher post in the cadre. In such cases only one employee, i.e., the senior most employee eligible for promotion shall be allowed the benefit under the 'next below rule'-</p>
R-49	<p>When senior most employee does not require the benefit under next below rule.-</p> <p>In case the senior most employee serving outside the regular line does not require to be protected under the next below rule as he is already holding a post carrying a pay scale identical to or higher than that of the promotional post of parent cadre, and on return is eligible for the pay and incremental benefits of the higher post in the regular line. In such cases, the protection under the next below rule in respect of any one vacancy occurring in the regular line shall go to the next senior most eligible employee of the series serving outside the cadre.</p>
R-50	<p>Fixation of pay on proforma promotion under next below rule.-</p> <p>[A Government employee outside the regular line granted the benefit under 'next below rule' is entitled to draw the higher rate of pay to which he would have been entitled had he been in his regular line. Further, the period</p>

	<p>of qualifying service from the date of proforma promotion shall be counted for the purpose of increment on return to parent cadre.] substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-51	<p>Benefit of ACP under next below rule. - [The benefit of next below rule shall also be extended in regard to grant of ACP Level subject to eligibility under Haryana Civil Services (ACP) Rules' 2016.]</p> <p>substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R-52	<p>Fixation of pay on re-employment after retirement. -</p> <p>[(1) No Government employee shall retire from service before attaining the age of superannuation with a view to being re-employed and drawing pension in addition to pay, whether in any Department or organization under Haryana Government' However, appointment after retirement, on or before attaining the age of superannuation' by way of direct recruitment or otherwise, shall be treated as re-employment for the purpose of these rules. (2) On re-employment of a pensioner (including military pensioner retired on or after attaining the age of 55 years) to a post of level- (a) identical to level last held, the pay shall be fixed at the cell equal to the last drawn pay; or (b) higher than the level last held, the pay shall be fixed at the cell equal to the last drawn pay or at the lower cell, whichever is available, but not less than entry level pay. minus pension (including commuted portion of pension); (c) if maximum of the level of the re-employed post is lower than the pay last held' the pay shall be fixed at maximum of the level of re-employed post, minus pension (including commuted Portion of Pension): provided that the actual pay admissible under clause (a), (b) or (c) above plus pension shall not exceed Rs. 2,24,100. The appointing authority shall be competent to fix pay at any cell but not more than the pay admissible under this rule.</p> <p>Note.- The retirement gratuity (i.e. PEG) shall not be a part of pension for the purpose of this rule. (3) The increment shall be admissible on the 1st January or 1st July subject to completion of minimum six months qualifying service on re-employed post.</p> <p>Illustration 1.- Mr. 'A', while drawing pay Rs.58,600 in Level 8 was retired from service on attaining the age of superannuation. his Pension including the commuted portion of pension was fixed Rs. 29,300 p.m. He was re-employed in public interest to a post of higher level 9. His Pay shall be fixed Rs. 58,000, but actual pay shall be admissible Rs. 58,000 minus 29300 = 28,700.</p> <p>Illustration 2.- Mr. 'B' while drawing pay Rs' 1,41,000 in Level 17 was retired from Service on attaining the age of superannuation. His Pension including the commuted portion of pension was fixed Rs.70,500 p.m. He was re-employed in public interest to a post of level 20. His Pay shall be fixed Rs. 1,82,200, at minimum of the level but actual pay shall be admissible Rs.1,82,200 minus 70,500 = 1,11,700.</p>

	<p>Illustration 3.- Mr. 'X' was re-employed after attaining the age of superannuation. His last pay drawn was Rs. 1,28,600 in level 9 and his Basic Pension was fixed Rs. 64,300. He was re-employed on a post of level 6. His pay shall be fixed upto maximum of the level 6 i.e.1,12,400 but actual pay shall be admissible Rs.1,12,400 minus 64,300 = 48,100.] Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February,2018.</p>
R-53	<p>Fixation of pay of military pensioner on re-employment before 55 years.- On re-employment of military pensioners in civil service before attaining the age of 55 years, at the time of fixation of pay of military pensioners- (i) below commissioned officers whole military pension shall be ignored and their pay shall be fixed equal to entry level pay of the re-employed post; and (ii) of commissioned officers first Rs. 4000 of military pension shall be ignored for the purpose of fixation of pay. The remaining provision of rule 52 above shall be applicable.</p>
R-54	<p>Fixation of pay of invalid pensioner or compensation pensioner.- On subsequent appointment or re-employment of an invalid pensioner or compensation pensioner of Haryana Government only, the benefit of past qualifying service rendered in any department of Haryana Government in the same or higher pay structure shall be admissible towards increment in the pay structure of re-employed post.</p>
R-55	<p>Fixation of pay of a Government employee who is retired prior to revision of pay scales and re-employed thereafter.- The pay of a re-employed ,pensioner retired prior to revision of pay scales shall be fixed notionally from unrevised to revised pay scale as if he had retired under the revised pay scale. This shall be done with reference to the fitment table prescribed for the employees who were actually in service on the date of revision of pay scales. Thereafter treating it his last pay drawn, the pay of re-employed post shall be fixed as per provision in rule 52. In such case, the revised pension shall be taken into account while fixing the pay of re-employed post in the revised pay scale.</p>
R-56	<p>Fixation of pay on re-employment of an employee retired with CPF benefit.- For fixation of pay of a person who has availed benefit under the Contributory Provident Fund and/or Defined Contributory Pension Scheme at the time of retirement and has been re-employed in any department, the contribution made by the employer in the contributory provident fund account of the incumbent alongwith interest thereon shall be worked out and thereafter pension equivalent of contributory provident fund shall be calculated on the basis of commutation table with the following formula :- $X = (A + \text{Pension if any}) + (B \times 12)$ X is the amount of Pension equivalent of CPF plus actual pension, if any. A is the amount of Employer share of CPF plus interest thereon. B..is the commutation value to be ascertained from the commutation table against the relevant age on next birth day after retirement.</p> <p>Note 1.- While working out the amount of employer share in CPF, the actual</p>

	<p>amount received by the incumbent at the time of retirement shall not be kept in view because the same may be less due to getting refundable/ non-refundable advances.</p> <p>The figure worked out above as 'X' shall be treated as pension for the purpose of fixation of pay of such re-employed person. Formula for fixation of pay shall be the same as provided in rule 52 above.</p> <p>Note 2.- This provision shall also be applicable in case of re-employment after availing the benefit of defined contributory pension scheme.</p>
R-57	<p>Instances where stepping up of pay of senior is not admissible .-</p> <p>[In the instances listed below, stepping up of pay shall not be admissible even if a junior Government employee is drawing more pay than that of senior Government employee:-</p> <p>(a) Where a senior proceeds on extraordinary leave resulting in postponement of date of next increment, consequently he starts drawing less pay than that of his junior in the lower level itself. Therefore, in such case senior shall not claim pay parity on promotion even though he has been promoted earlier to the higher level.</p> <p>(b) If a senior forgoes/refuses promotion leading to his junior being promoted/ appointed to the higher post earlier, junior draws higher pay than the senior.</p> <p>(c) If a senior joins the higher post later than the junior, for whatsoever reasons, whereby he draws less pay than that of junior. In such cases, senior shall not claim stepping up of pay at par with the junior. e.g. on promotion from one post to another junior joins on 1st January/July and senior joins on 2nd January/July or thereafter, the pay of junior shall be more than that of senior.</p> <p>(d) If a senior has joined later than the junior in the feeder post whereby he is in receipt of less pay than that of junior, in such cases also the senior shall not claim pay parity in the higher post though he shall have been promoted earlier to the higher post.</p> <p>(e) Where a person is promoted from lower to a higher post, his pay is fixed with reference to the pay drawn on the lower post under rule 13 and he is likely to get more pay than a direct appointee whose pay is fixed under different set of rules. For example, a Junior Scale Stenographer on promotion to the post of Senior Scale Stenographer gets his pay fixed under rule 13 with reference to the pay drawn on the post of Junior Scale Stenographer, whereas the pay of direct recruit Senior Scale Stenographer is fixed under rule 9. In such cases, the senior direct recruit cannot claim pay parity with the junior promoted from a lower post to higher post as seniority alone is not a criteria for allowing stepping up.</p> <p>(f) Where a junior gets more pay than his senior due to length of service, appointment by transfer, adjustment in any department after being declared surplus or otherwise.</p> <p>(g) Where a senior draws less pay than that of junior due to different date(s) of option for fixation of pay in the pay band revised or modified from time to time.</p> <p>(h) Where a senior draws less pay than that of junior due to different date(s) of-option-for fixation of pay on promotion from one post to another or grant of ACP pay scale.</p> <p>(i) If a senior who has been awarded any punishment of reduction of pay or withholding of increment(s) with cumulative effect etc. and is drawing less pay than that of junior.</p> <p>(j) If a senior, who was placed under suspension and the period of</p>

	<p>suspension has been treated as non-duty, is drawing less pay than that of junior.</p> <p>(k) Where a junior gets more pay than his senior due to additional-increment(s) granted to him on acquiring higher qualifications or as a personal measure or otherwise.]</p> <p>Substituted vide Notification No.1/13/2016-1PR(FD), Dated 26th February, 2018.</p>
R.58	<p>Instances where stepping up of pay of senior is admissible.-</p> <p>In case of any anomaly between junior and senior Government employee which shall not cover in the list of instances as laid down in rule 57 and satisfy the conditions given below shall be sent to Finance Department alongwith documents required under rule 59 through Administrative Department for consideration :-</p> <p>(a) both the junior and senior Government employee should belong to the same cadre and the posts in which they have been promoted or appointed are identical and in the same cadre;</p> <p>(b) the pay scale of the both lower and higher posts in which the junior and " senior Government employees are entitled to draw pay are identical;</p> <p>(c) the anomaly is directly as a result of the application of these rules.</p>
R-59	<p>Pre-requisites to refer the case of competent authority for stepping up of pay.-</p> <p>The following facts/documents are required before sending the case to the Finance Department for stepping up of pay of a senior Government employee who is drawing less pay than that of his junior.-</p> <p>(i) primary reason for request of stepping up;</p> <p>(ii) whether all the conditions of stepping up are fulfilled in terms of provision in rule 58. If not, which condition is not fulfilled;</p> <p>(iii) copy of promotion order of the senior and junior;</p> <p>(iv) comparative pay fixation statements of both employees from the date of joining service;</p> <p>(v) whether promotion is on regular basis or for stop gap arrangement;</p> <p>(vi) whether senior and junior belong to same cadre;</p> <p>(vii) whether the pay scales of lower and higher posts of both employees are identical;</p> <p>(viii) specify the cause of anomaly or any other reason;</p> <p>(ix) specific views of Accounts Personnel of the Department on this point with reference to rules/instructions,</p> <p>Note.- If the case is to be referred to Finance Department, the same shall be referred with the views/opinion of Administrative Secretary of the Department.</p>
R-60	<p>Fixation of pay of judicial officers.-</p> <p>The provision of this chapter shall be applicable to the Judicial Officers for fixation of their pay on first appointment or appointment from one post to another :-</p> <p>Pay scales of Judicial Officers.-</p>

	The pay scales revised from 01.01.2006 of Judicial Officers are as under :-			
Sr. No.	Functional pay scale as on 31.12.2005	Functional pay scale as on 01.01.2006	1st ACP pay scale as on 01.01.2006	2nd ACP pay scale as on 01.01.2006
I	Civil Judge (Junior Division)			
1	Rs. 9000-250-10750-300-13150-350-14550	Rs. 27700-770-33090-920-40450-108044770	Rs. 33090-920-40450-1080-45850 (After 5 years of regular satisfactory service)	Rs. 39530-920-40450-1080-43090-1230-54010 (After another 5 years of the grant of 1st Assured Career Progression pay scale)
II	Civil Judge (Senior Division)			
2	Rs. 12850-300-I 3150-350-15950-400-17550	Rs. 39530-920-40450-1080-43090-1230-54010	Rs. 43690-1080-49090-1230-56470 (After 5 years of regular satisfactory service, after placement in the senior division)	Rs. 51 550-1230-58930-1380-63070 (After another 5 years of the grant of 1st Assured Career Progression pay scale)
III.	District Judge	Functional pay scale	Selection Grade	Super-time pay scale
3	Pay scale(s) as on 31.12.2005 =	Rs. 16750-400-19150-450-20500	Rs. 18750-400-19150450-21850-500-22850 (for 25% of the posts with 5	Rs. 22850-500-24850 (for 10% of the posts in the cadre as District Judge with minimum of

			years service in cadre subject to suitability)	3 years service in Selection Grade)
	Pay scale(s) as on 01.01.2006 =	Rs. 51 550-1230- 58930-I 380- 63070	Rs. 57700- 1230- 58930- 1380- 67210- 1540- 70290 (for 25% of the posts with 5 years' service in cadre subject to suitability)	Rs. 70290- 1540- 76450 (for 10% of the posts in the cadre as District Judge with minimum of 3 years service in Selection Grade)
R-61	Fixation of pay on promotion.- On promotion of a Judicial Officer from one post to another of higher pay structure, the pay shall be fixed at the stage next above or minimum of the pay scale of promotional post, which-ever is higher.			
R-62	Fixation of pay on grant of ACP.- On grant of ACP pay scale to a Judicial Officer the pay shall be fixed at the stage next above or minimum of the ACP scale, whichever is higher'			
R-63	Fixation of pay on grant of selection grade or supertime scale.- On grant of selection grade or supertime scale, the pay of Judicial Officer shall be fixed at the stage-next above or minimum of the selection grade or supertime scale, as the case may be, whichever is higher.			
R-64	Fixation of pay on promotion while drawing ACP.- On promotion while drawing ACP, the benefit of next stage shall not be admissible but the pay shall not be fixed less than the minimum of functional pay scale of promotional post.			
R-65	Increment.- The increment shall be admissible on first of the month in which it is due. But an officer, who reaches stagnation level, shall be eligible for the grant of biennial stagnation increment(s) in the master pay scale subject to such increments not exceeding five in a particular cadre.			
R-66	Competent authority for fixation of pay.- Except as specifically provided in these rules, the Head of Department or Appointing Authority, whichever is lower; is competent to fix the pay of a Government employee upto the [cell/stage]1 admissible under these rules. No authority is competent to fix more or less pay than the pay admissible under these rules without prior sanction of the Finance Department. However, pay of a Government employee may be reduced by the punishing authority under Haryana Civil Services (Punishment & Appeal) Rules, 2016			

	<p>Note.- Heads of the Departments or Appointing Authorities concerned shall re-delegate the powers, to any gazetted officer subordinate to them on their own overall responsibility and subject to condition of verification of pay from the officer of SAS Cadre and restrictions as they shall like to impose.</p>
R-67	<p>Fixation of pay above entry level pay.- Where the Haryana Public Service Commission Haryana Staff Selection Commission recommends pay higher than entry level pay, in such case the prior approval of Finance Department shall be sought before issuing the appointment letter by the appointing authority.</p>
R-68	<p>Date of reckoning of pay and allowances.- Subject to any exceptions specifically provided in these rules, a Government employee commences or ceases to be entitled to pay and allowances of a post with effect from the- (a) day, he assumes or relinquishes charge in the forenoon; or (b) next day, he assumes or relinquishes charge in the afternoon.</p>
R-69	<p>Pay during the period treated as duty under the rules.- (a) Except as otherwise provided in these rules or any other rules, a Government employee, during a course of training, compulsory waiting period or any other period of service treated as duty under Haryana Civil Services Rules, shall draw basic pay including special pay in lieu of higher pay scale/grade pay, if any, equal to the basic pay which may have been admissible from time to time had he been actually on duty. (b) In respect of any other period of absence (i.e. period of suspension or otherwise) treated as duty by the competent authority, a Government employee shall be granted such pay as the competent authority may allow but in no case exceeding the pay which would have been admissible to him had he actually been on duty.</p>
R-70	<p>Fixation of pay in case of appointment as probationer or on probation.- On appointment from one post to another as a 'probationer' or on probation, direct recruitment or otherwise, the pay shall be fixed under normal rules, like promotion, subsequent appointment or otherwise, as the case may be.</p>
R-71	<p>Treatment of resignation from service for the purpose of pay fixation.- On subsequent appointment from one post to another in any department of Haryana Government by direct recruitment or otherwise, the resignation from "service. shall-be a technical formality for the purpose of fixation of pay provided the application has been submitted through proper channel for such post. The period of break, if any, limited to joining time may be condoned. The pay shall be fixed as per provision in rule 10 or 11, as the case may be.</p> <p>Note.- The resignation shall also be treated technical formality for the purpose of fixation of pay if the Government employee was not in service at the time when the application-for subsequent appointment was directly submitted by him.</p>

<p>R-72</p>	<p>Regulation of pay on subsequent appointment after termination.- [On subsequent appointment on the same post or the post of same or higher level in the same or any other department under Haryana Government while working on adhoc basis, including purely temporary basis or where services are terminated or discharged while drawing pay in the functional level due to- (i) abolition of post; or (ii) replacement by a candidate selected by the Staff Selection Commission or any Approved Agency against the post held by discharged employee, the pay shall be fixed under Rule 10 or 11, as the case may be, provided no pensionary benefit has been availed of the past service at the time of termination/discharge from service and the application has been submitted through proper channel.</p> <p>Note 1.- The above provision shall also be applicable where application for subsequent appointment was submitted directly at the time when the incumbent was not in service.</p> <p>Note 2.- Period of break, if any, between termination of adhoc service and appointment on regular basis shall be condoned by the Administrative Department subject to the following Conditions:-</p> <p>(i) The interruption should have been caused by reasons beyond the control of the Government employee. (ii) Service preceding the interruption shall not be less than two years' duration. (iii) The interruption shall not be more than one year's duration.</p> <p>Note 3.- This provision shall not be applicable on re-employment after removal from service as a measure of punishment.] Substituted vide Notification No.1/13/2016-1PR (FD), Dated 26th February, 2018.</p>
<p>R-73</p>	<p>Fixation of- pay 'in case of suspension before revision and/or modification but retirement after revision/ modification of pay scale.- A Government employee placed under suspension before revision and/or modification of pay scales and retired from service while under suspension after the revision and/or modification of pay scale, shall not be entitled to actual pay in the revised pay scale. However, the pay shall be fixed notionally from the pre-revised to revised and/or modified pay scale with reference to pay actually drawn in the pre-revised pay scale before the date of suspension, and it shall be taken into account for the purpose of calculation of retiral benefits, if any, until the final decision on suspension period is taken by the competent authority.</p>
<p>R-74</p>	<p>Appointment from an organization to any department under Haryana Government or vice-versa.- On appointment from an organization under the control of Haryana Government to any department of Haryana Government to a post of higher, same or lower pay scale, the pay shall be fixed under rule 10 or 11, as the case may be. Any extraordinary benefit (in the shape of additional increments, personal pay etc.) granted by the previous organization over and</p>

	above the rules/instructions issued from time to time applicable to Haryana Government employees shall not be allowed to be continued and the same shall be excluded at the time of fixation of pay.
R-75	<p>Pay on charge of one or more posts of identical or higher pay scale.- On appointment, in addition to ordinary duties as a temporary measure, to hold full charge of the duties of one or more posts of identical or higher pay structure in the same department and in the same cadre/line of promotion, no additional or higher pay shall be admissible. However, the special pay of arduous nature of duties and/or compensatory allowance(s), if any, attached with such post(s) shall be admissible.</p>
R-76	<p>Fixation of pay on current duty charge.- No additional pay shall be admissible for holding, independently or in addition to own duties, current duty charge of another post(s) of the same or higher grade pay regardless of the duration.</p> <p>Note.- The current charge of the duties of another post(s) should be given in exceptional circumstances with the approval of appointing authority.</p>
R-77	<p>Grant of personal pay and/or special pay.- In exceptional circumstances or other personal considerations, the Finance Department may grant to any Government employee or a class of Government employees, with recorded detailed, reasons thereon:- (a) personal pay, (b) special pay; or (c) both personal pay and special pay.</p>

INVENIORY OF PAY RUIE BOOK
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As amended upto 26.02.2018			

Note : For complete Revised Pay Rules & Revised ACP Rules, 2016 See Annexure I & II

RAM

SARAN,

PRINCIPAL

ANNEXURE-I

No. 1/20/2016(RP)-5PR(FD) dt. 28th October, 2016 - In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, namely:

1. Short title and commencement-

(1) These rules may be called the **Haryana Civil Services (Revised Pay) Rules, 2016**.

(2) These rules shall be deemed to have come into force on the 1st day of January, 2016, unless otherwise provided by the Government for any class or category of persons;

2. Categories of Government employees to whom these rules apply-

(1) Save as otherwise provided under these rules, it shall apply to the persons appointed to civil service and posts in connection with the affairs of the Government of Haryana and whose pay is debitable to the Consolidated Fund of the State of Haryana.

Note- These rules shall also be applicable to re-employed pensioners including military pensioners, who are drawing pay in the existing pay structure subject to revision of pension from 1st January, 2016.

(2) These rules shall not apply to-

(a) Members of All India Services working in connection with the affairs of Government of Haryana;

(b) Officers of judicial services working in connection with the affairs of Government of Haryana;

(c) Persons not in whole time employment;

(d) Persons paid otherwise than on monthly basis, including those paid on a piece-rate basis or on daily wages basis or on contract basis or appointed under outsourcing policies;

(e) Government employee who is drawing his pay in a pay scale under Haryana Civil Services (Assured Career progression) rules with effect from the date on which he started drawing his pay in the pay scale under Haryana Civil Services (Assured Career progression) rules and till the time he draws his pay in that pay scale;

(f) Any other class or category of persons whom the Government may, by order, specifically exclude from the operation of all or any of the provisions contained in these rules.

3. Definitions-

In these rules, unless the context otherwise requires-

(a) "basic pay in the revised pay structure" means the pay drawn in the prescribed Level in the Pay Matrix but does not include any other type of pay like special pay, etc;

(b) "CSR" means the Civil Services Rules applicable to Haryana Government employees as amended from time to time;

(c) "direct recruit" with reference to a post or a Government employee means the post on which such Government employee was recruited as a regular and direct recruit fresh entrant in the Government service;

(d) "existing basic pay" means pay in the existing functional pay band on the date of option plus functional Grade Pay of the post as on 31st December, 2015 held by the person, it does not include any other type of pay like "special pay", "personal pay" etc;

Exception: Where a higher pay structure (other than ACP pay structures) has been sanctioned by the competent authority to a Government employee as a measure personal to him, his basic pay in that pay structure shall be treated the existing basic pay.

(e) "existing emoluments" means the sum of (i) existing basic pay and (ii) existing dearness allowance at index average as on 1st day of January 2016. It does not include interim relief or any other relief or emoluments;

(f) **"existing Pay Band and Grade Pay/Scale" or "existing pay structure"** in relation to a Government employee means the present system of Pay Band and Grade Pay or Higher Administrative Grade applicable to the post held by a Government employee as on the date immediately before the coming into force of these rules whether in a substantive or officiating capacity;

Explanation: The expressions "existing Pay Band and Grade Pay/Scale" or existing pay structure", in respect of a Government employee who on the 1st day of January, 2016 was on deputation out of India or on leave or on foreign service or who would have on that date officiated in one or more lower posts but for his officiating in a higher post, shall mean such basic pay, Pay Band and Grade Pay or scale in relation to the post which he would have held but for his being on deputation out of India or on leave or on foreign service or officiating in higher post, as the case may be;

(g) **"functional pay structure or functional level"** in relation to a Government employee means the functional level in pay matrix prescribed for the post held by him. It does not mean any other level in which the Government employee is drawing his pay as a measure personal to him with any other justification like length of service or higher/additional qualification or upgradation of pay scale due to any other reason;

(h) **"Government employee"** means the Government employees to whom these rules apply under rule 2;

(i) **"Government"** means the Government of the State of Haryana in the Finance Department save as otherwise provided by or under these rules;

(j) **"leave"** means any sanctioned leave as defined in Civil Services Rules, except "casual leave". Any type of absence without the sanction of competent authority shall not be considered as leave;

(k) **"applicable level"** in the **Pay Matrix** shall mean the Level corresponding to the Pay Band and Grade Pay/scale as on 1st January, 2016 specified in Schedule-I;

(l) **"memorandum explanatory"** means the memorandum explanatory appended to these rules, briefly explaining the nature, philosophy, justification, objectives, applicability etc. of these rules;

(m) **"officiating appointment"** of a Government employee on a permanent or temporary post as a temporary measure. The appointment of a Government employee working on regular basis is also to be considered as officiating during the period of probation;

(n) **"pay in the level"** means pay drawn in the appropriate Cell of the Level as specified in the Schedule-I;

(o) **"pay matrix"** means Matrix specified in the Schedule-I, with Levels of pay arranged in vertical cells as assigned to corresponding existing pay band and grade pay/scale;

(q) **"pay"** means the amount drawn monthly by a Government employee, other than special pay or pay granted in lieu of his personal qualification of his length of service, in the functional pay structure, which has been sanctioned for a post held

by him in substantively or in an officiating capacity or in case where no separate functional pay scale is sanctioned for the post held by the Government employee constitution a cadre, in the pay scale to which he is entitled by reason of his position in a cadre;

(r) **“persons”** means person who are Government employees for the purposes of these rules;

(s) **“revised pay structure”** in relation to a post means revised level in pay matrix corresponding to the existing Pay Band and Grade Pay or **existing pay structure** of the post unless a different revised Level is notified separately for that post;

(u) **“schedule”** means schedule appended to these rules;

(v) **“substantive pay”** means pay drawn by a Government employee on the post to which he has been appointed substantively or by reason of his/her substantive position in a cadre;

Note- A Government employee who has been appointed temporarily to a post while still drawing his salary in his earlier pay scale or in any other pay scale except the pay scale prescribed for the post on which he has been appointed, will not be deemed to have been appointed against such post either in the officiating capacity or in the substantive capacity for the purposes of these rules.

4. Level of posts-

(a) The functional Level of post shall be determined in accordance with the various Levels as assigned to the corresponding existing functional Pay Band and Grade Pay or scale as specified in Pay Matrix in the Schedule-I.

(b) Where the functional pay scale of a post was 6500-10500 as on 31st December, 2005 and thereafter revised to PB-2 with Grade Pay 4200 w.e.f. 1st January, 2006, the revised level of that post applicable w.e.f. 1st January, 2016 shall be 7 (seven) corresponding to Grade Pay 4600. However, where the functional pay scale of a post was less than 6500-10500 and upgraded to Grade Pay 4200 on or after 1st January, 2006 shall not be covered under this provision of upgradation, e.g. Pay Scale of JBT Teacher was 4500-7000 and that of Staff Nurse was 5000-7850 as on 31st December, 2005, which were revised to PB-2, Grade Pay 4200 w.e.f. 1st January, 2006. The revised level of JBT Teacher and Staff Nurse shall be 6 (six) in the new Pay Matrix applicable w.e.f. 1st January, 2016.

(c) The functional level of the post of Lab Technician (General) of the Department of Health Services, Haryana shall be Level-6 (six) of Pay Matrix (existing Grade Pay 2800 to be upgraded to Grade Pay 4200 (corresponding Level-6 (six))).

(d) Where existing functional grade pay of Group A post is 5400 in PB-2 or PB-3, the corresponding revised Pay Level shall be 10 (ten) of the Pay Matrix for all the employees appointed on such posts by way of direct recruitment or otherwise subject to the condition that these posts are of Group A as specified in the Service Rules.

5. Drawal of pay in the revised pay structure-

Save as otherwise provided in these rules, a Government employee shall draw pay in the Level in the revised pay structure applicable to the post to which he is appointed.

Provided that Government employee may elect to continue to draw pay in the existing pay structure until the date on which he earns his next increment or until he vacates his post or ceases to draw pay in the existing pay structure.

Provided further that in cases where a Government employee has been promoted or appointed from one post to another of higher grade pay or scale, between 1st day of January, 2016 and the date of notification of these rules may elect to switch over to the revised pay structure from the date of such promotion, 1st July, 2016 or subsequent appointment, as the case may be.

Explanation 1- The Option to retain the existing pay structure under the provision of this rule shall be admissible only in respect of one existing Pay Band and Grade Pay/Scale.

Explanation 2- Where Grade Pay of a post has been merged with higher grade pay or upgraded, the employee promoted to such post, between the period from 01.01.2016 and the date of notification, may opt revised pay structure from a date of promotion or 1st July, 2016 but in that case the existing basic pay admissible in the pay structure as on 31.12.2015 of the promotional post shall be taken into account.

Explanation 3- The aforesaid option shall not be admissible to any person appointed to a post for the first time in Government service by direct recruitment or otherwise on or after the 1st day of January, 2016 and he shall be allowed pay only in the revised pay structure.

6. Exercise of option-

(1) The option under the provisos to rule 5 shall be exercised in writing in the form appended to these rules so as to reach the authority mentioned in sub-rule (2) within three months from-

(a) the date of notification of these rules; or

(b) the date where revision in the existing pay structure and/or refixation of pay with retrospective effect is made by any order subsequent to the date of notification of these rules;

Provided that in the case of a Government employee who is, on the date of such notification or, as the case may be, date of such order, out of India either on leave or deputation or foreign service, the said option shall be exercised in writing so as to reach the said authority within three months of the date of his taking charge of his post in India;

Provided further that where a Government employee is under suspension on the 1st day of January, 2016, the option may be exercised within three months of the date of his return to his duty if that date is later than the date prescribed in this sub-rule.

(2) The option shall be intimated by the Government employee to the Head of his office along with an undertaking, in the form appended to these rules.

(3) If the intimation regarding option is not received with the time mentioned in sub-rule (1), the Government employee shall be deemed to have elected to be governed by the revised pay structure w.e.f. the 1st day of January, 2016.

(4) The option once exercised shall be final.

Note 1- Persons whose services were terminated on or after the 1st January, 2016 and who could and exercise the option within the prescribed time limit, on account of death, discharge on the expiry of the sanctioned post, resignation, dismissal or removal on account of disciplinary proceeding, shall be entitled to exercise option under sub-rule(1).

Note 2- Persons who have died on or after the 1st day of January, 2016 and could not exercise the option within the prescribed time limit are deemed to have opted for the revised pay structure on and from the 1st day of January, 2016 or such later date as is most beneficial to their dependents, if the

revised pay structure is more favorable and in such cases, necessary action for payment of arrears should be taken by the Head of Office.

Note 3- Persons who were on earned leave or any other leave on 1st day of January, 2016 which entitled them to leave salary shall be entitled to exercise option under sub-rule(1).

7. Fixation of pay in the revised pay structure-

(1) The pay of Government employee who elects or is deemed to have elected under rule 6 to be governed by the revised pay structure on and from the 1st day of January, 2016 shall, unless in any case the Government by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien if it had not been suspended and in respect of his pay in officiating post held by him, in the following manner namely:-

(A) In the cases of all employees-

(i) the pay in the applicable Level in the Pay Matrix shall be the pay obtained by multiplying the existing basic pay by a factor of 2.57, rounded off to the nearest rupee and the figure so arrived at will be located in that Level in the Pay Matrix and if such an identical figure corresponds to any Cell in the applicable Level of the Pay Matrix, the same shall be the pay and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix.

Illustration 1:

1.	Existing Pay Band:	PB-1
2.	Existing Grade Pay:	2,400
3.	Existing Pay in Pay Band:	10,160
4.	Existing basic pay:	12,560 (10,160 + 2,400)
5.	Pay after multiplication by a fitment factor of 2.57 : $12560 \times 2.57 =$	32,279.20 (rounded off to 32279)
6.	Level corresponding to GP 2400:	Level 4
7.	Revised Pay in Pay Matrix (either equal to or next higher to 32279 in Level 4)	32,300

Grade Pay	1800	1900	2000	2400	2800
Levels	1	2	3	4	5
1	18000	19900	21700	25500	29200
2	18500	20500	22400	26300	30100
3	19100	21100	23100	27100	31000
4	19700	21700	23800	27900	31900
5	20300	22400	24500	28700	32900
6	20900	23100	25200	29600	33900
7	21500	23800	26000	30500	34900
8	22100	24500	26800	31400	35900

9	22800	25200	27600	32300	37000
10	23500	26000	28400	33000	38100
11	24200	26800	29300	34300	39200

(ii) Where Grade Pay has been merged with higher Grade Pay or upgraded, the basic pay as on 1st January, 2016 in the pre-revised pay structure (as before merging) shall be taken into account at the time of initial fixation of pay from unrevised to revised pay structure adopting the said formula, as clarified in the illustration 2 below:-

Illustration 2:

Mr. T was drawing Grade Pay 3600 as on 1st January, 2016 while working on a post of Assistant. The functional Grade Pay of this post has been merged to 4200 and the corresponding Level in 6 in the Pay Matrix. His pay in the revised shall be fixed as under:-

1.	Existing Pay Band:	PB-2
2.	Existing Grade Pay: (merged with GP 4200)	3,600
3.	Grade Pay after merger	4,200
4.	Existing Pay in Pay Band:	15,000
5.	Existing basic pay:	18,600 (15,000 ÷ 3,600)
6.	Pay after multiplication by a fitment factor of 2.57:	18,600 X 2.57 = 47,802
7.	Level corresponding to GP 4,200:	Level 6
8.	Revised Pay in Pay Matrix (either equal to or next higher to 47,802 in Level 6):	49,000

Grade Pay	GP 2800	GP 4200	GP 4600
Level	Level 5	Level 6	Level 7
1	29200	35400	44900
2	30100	36500	46200
3	31000	37600	47600
4	31900	38700	49000
5	32900	39900	50500
6	33900	41100	52000
7	34900	42300	53600
8	35900	43600	55200
9	37000	44900	56900
10	38100	46200	58600
11	39200	47600	60400
12	40400	49000	62200

13	41600	50500	64100
14	42800	52000	66000

(iii) Where a Government employee has been promoted between the period from 1st January, 2016 and the date of notification, to a post the Grade Pay of which has been merged with higher grade pay or upgraded, opt for revised pay structure from a date later than 1st January, 2016 but in their case the pay structure as on 31st December, 2015 of the post held by him on the date of option shall be taken into account, as clarified in the illustration 3 below:-

Illustration 3:

Mr. P was working as Labour Inspector in the grade pay of 3600/-. He was promoted to the post Labour Officer in GP-4200/- to GP-4600/- w.e.f. 1st January, 2016. Mr. P opted revised pay rules from the date of promotion. The pay of Mr. P will be fixed in the the following manner:-

1.	Existing Pay Band:	PB-2
2.	Existing pay as on 01.07.2016 as Labour Inspector.	23,300 (19,700 + 3,600)
3.	Date of promotion:	01.08.2016
4.	Existing grade pay of promotional post:	4,200
5.	Upgraded grade pay of promotional post:	4,600
6.	Pay as Labour Officer on 01.08.2016 in the pay structure as on 31.12.2015 i.e. PB-2, Grade Pay 4200	$20400 \div 4200$
7.	Pay fixed as Labour Officer after multiplication by the fitment factor i.e. $(24,600 \times 2.57 = 63,222$ in Level-7):	64,100

Grade Pay	GP 4200	GP 4600	GP 4800
Level	Level 6	Level 7	Level 8
1	35400	44900	47600
2	36500	46200	49000
3	37600	47600	50500
4	38700	49000	52000
5	39900	50500	53600
6	41100	52000	55200
7	42300	53600	56900
8	43600	55200	58600
9	44900	56900	60400

10	46200	58600	62200
11	47600	60400	64100
12	49000	62200	66000
13	50500	64100	68000
14	52000	66000	7000

(iv) If the minimum pay or the first Cell in the applicable Level is more than the amount arrived as per sub-clause (i), (ii) or (iii) above, the pay shall be fixed at minimum pay or the first Cell of that applicable Level.

(B) In the case of Medical officers in respect of whom Non-Practicing Allowance (NPA) is admissible, the pay in the revised pay structure shall be fixed in the following manner:-

(i) the existing basic pay shall be multiplied by a factor of 2.57 and the figure so arrived at shall be added to by an amount equivalent to Dearness Allowance on the pre-revised Non-Practicing Allowance admissible as on 1st day of January, 2016. The figure so arrived at will be located in that level in the Pay Matrix and if such an identical figure corresponds to any Cell in the applicable level of the Pay Matrix, the same shall be the pay and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix;

(ii) the pay so fixed under sub-clause (i) shall be added by the pre-revised Non Practicing Allowance admissible on the existing basic pay until further decision on the revised rates of Non-Practicing Allowance.

Illustration 4:

1.	Existing Pay Band:	PB-3
2.	Existing Grade Pay:	5,400
3.	Existing pay in Pay Band:	15,600
4.	Existing basic pay:	21,000
5.	25% NPA on Basic Pay:	5,250
6.	DA on NPA @ 125%:	6,563
7.	Pay after multiplication by a fitment factor of 2.57 : $21,000 \times 2.57 = 53,970$	53,970
8.	DA on NPA:	6,563 (125% of 5,250)
9.	Sum of serial number 7 and 8=	60,533
10.	Level corresponding to Grade Pay 5400 (PB-3):	Level 10
11.	Revised Pay in Pay Matrix (either equal to or next higher to 60,540 in Level 10):	61,300

12.	Pre-revised Practicing Allowance:	Non	5,250
13.	Revised Pay + pre-revised Practicing Allowance:	Non	66,550

Grade Pay	5400	6600	7600
Levels	10	11	12
1	56100	67700	78800
2	57800	69700	81200
3	59500	71800	83600
4	61300	74000	86100
5	63100	76200	88700
6	65000	78500	91400

Note 1- A Government employee who is on leave including Study Leave on the 1st day of January, 2016 and is entitled to leave salary shall be entitled to pay in the revised pay structure from 1st day of January, 2016 or the date of option for the revised pay structure.

Note 2- In case of Government employee under suspension, he shall continue to draw subsistence allowance based on existing pay structure and his pay in the revised pay structure will be subject to final order on the pending disciplinary proceedings or otherwise a final order, as the case may be.

Note 3- Where the existing emoluments exceed the revised emoluments in the case of any Government employee, the difference shall be allowed as personal pay to be absorbed in future increases in pay.

Note 4- Where a Government employee is in receipt of personal pay immediately before the date of notification of these rules, which together with his existing emoluments exceed the revised emoluments, then the difference representing such excess shall be allowed to such Government employee as personal pay to be absorbed in future increase in pay.

Note 5- (a) Where in the fixation of pay under sub-rule (1), the pay of a Government employee, who, in the existing pay structure was drawing immediately before the 1st day of January, 2016 more pay than another Government employee junior to him in the same cadre, gets fixed in the revised pay structure in a cell lower than that of such junior, his pay shall be stepped up to the same cell in the revised pay structure as that of the junior.

(b) In case where a senior Government employee promoted to a higher post before the 1st day of January, 2016 draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1st day of January, 2016 the pay of the senior Government employee should be stepped up to an amount equal to the pay in the pay structure as fixed for his junior in that higher post. The stepping up should be done with effect from the date of promotion of the junior Government employee.

The stepping up under (a) and (b) above shall be done subject to the fulfillment of the following conditions, namely:-

(i) both the junior and the senior Government employees should belong to the same cadre and the posts in which they have been promoted should be identical in the same cadre;

(ii) the existing pay structure and the revised pay structure of the lower and higher posts in which they are entitled to draw pay should be same;

(iii) the senior Government employee at the time of his promotion should have been drawing equal or more pay than that of the junior;

(iv) the anomaly is directly as a result of the application of the provisions of Civil Services Rules or any other rule or order regulating pay fixation on such promotion in the revised pay structure:

Provided that if the junior officer was drawing more pay in the existing pay structure than the senior by virtue of any advance increments(s) or otherwise granted to him on a personal measure, the provisions of this sub-rule shall not be invoked to step up the pay of the senior officer.

(c) After re-fixation of the pay of the senior employee in accordance with clause (a) and (b), he shall be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

8. Fixation of pay of employees appointed first time in Government service by direct recruitment or otherwise on or after 1st day of January, 2016-

The pay of employees appointed first time in service by direct recruitment or otherwise on or after 1st day of January, 2016 shall be fixed at the minimum pay or the first Cell in the Level, applicable to the post to which such employees are appointed:

Provided that where the existing pay of such employee appointed on or after 1st day of January, 2016 and before the date of notification of these rules, has already been fixed in the existing pay structure and if his existing emoluments happen to exceed the minimum pay or the first Cell in the Level, as applicable to the post to which he is appointed on or after 1st day of January, 2016 such difference shall be paid as personal pay to be absorbed in future increments in pay.

9. Increments in Pay Matrix:-

The increment in the pay Matrix shall be as specified in the vertical Cells of the applicable Level in the Pay Matrix.

Illustration 5:

An employee in the Basic Pay of 32,300 in Level 4 will move vertically down the same. Level in the cells and on grant of increment, his basic pay will be 33,300.

Grade Pay	1800	1900	2000	2400	2800
Levels	1	2	3	4	5
1	18000	19900	21700	25500	29200
2	18500	20500	22400	26300	30100
3	19100	21100	23100	27100	31000
4	19700	21700	23800	27900	31900
5	20300	22400	24500	28700	32900
6	20900	23100	25200	29600	33900
7	21500	23800	26000	30500	34900
8	22100	24500	26800	31400	35900
9	22800	25200	27600	32300	37000
10	23500	26000	28400	33000	38100
11	24200	26800	29300	34300	39200

10. Date of next increment in the revised pay structure-

(1) There shall be two dates for grant of increment namely, 1st January and 1st July of every year, instead of existing date of 1st July:

Provided that an employee shall be entitled to only one annual increment either on 1st January or 1st July depending on the date of his appointment, promotion or grant of financial upgradation.

Provided further that a Government employee who does not complete six months qualifying service before the date of normal increment due on 1st July or 1st January, as the case may be, his date of next increment shall be changed to 1st January or 1st July and shall be granted subject to admissibility.

(2) The increment in respect of an employee appointed or promoted or granted financial upgradation during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted or granted financial upgradation during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

(a) In case of an employee appointed or promoted in the normal hierarchy during the period between 2nd day of January, 2016 and 1st day of July, 2017, the first increment shall accrue on the 1st day of July, 2017 and thereafter it shall accrue after one year on annual basis.

(b) In case of an employee appointed or promoted in the normal hierarchy during the period between 2nd day of January, 2016 and 1st day of July, 2016 who did not draw any increment on 1st day of July, 2016 the next increment shall accrue on 1st day of January, 2017 and thereafter it shall accrue after one year on annual basis:

Provided that in the case of employees whose pay on the revised pay structure has been fixed as on 1st day of January, the next increment in the Level in which the pay was so fixed as on 1st day of January, 2016 shall accrue on 1st day of July, 2016:

Provided further that the next increment after drawal of increment on 1st day of July, 2016 shall accrue on 1st day of July, 2017.

11. Fixation of pay from a date subsequent to the 1st day of January, 2016-

Where a Government employee continues to draw his pay in the existing pay structure is brought over to the revised pay structure from a date later than the 1st day of January 2016, his pay from the later date in the revised pay structure shall be fixed in accordance with clause (a) of sub-rule (1) of rule 7.

12. Fixation of pay on reappointment after the 1st day of January, 2016 to a post held prior to that date-

A Government employee who has officiated in a post prior to the 1st day of January, 2016 but was not holding that post on that date and who on subsequent appointment to that post draws pay in the revised pay structure shall be allowed the benefit of the provisions in the Civil Services Rules to the extent it would have been admissible had he been holding that post on the 1st day of January, 2016 and had elected the revised pay structure on and from that date.

13. Fixation of pay on promotion on or after 1st day of January, 2016- The fixation of pay in case of promotion from one post to another in the higher or identical Level or revised pay structure shall be made in the following manner, namely:-

(i) One increment shall be given in the Level from which the employee is promoted and he shall be placed at a Cell equal to the figure so arrived at in the level of the

post to which promoted and if no such Cell is available in the Level to which promoted, he shall be placed at the next higher Cell in the at level.

(ii) On enhancement in presumptive pay of feeder post due to increment or otherwise while working on promotional post, the pay of promotional post shall be re-fixed as if the incumbent has been promoted on the date of such enhancement, if it is advantageous to him, as provided in rule 4.14 (2) of Punjab Civil Services Rules Volume-I Part-I, applicable prior to 19th July 2016 and Rule 21 of Haryana Civil Services (Pay) Rules 2016, applicable from 19th July, 2016.

Illustration 6: Fixation of pay of Mr. 'A' on his promotion from Level 7 to Level 8

1.	Level of pay feeder post:	Level 7
2.	Basic Pay in the Level of feeder post as 01.01.2016:	52,000
3.	Date of next increment	01.07.2016
4.	Date of promotion from Level 7 of feeder post	53,600
5.	Level of pay of promotional post	Level 8
6.	Pay after adding one increment in Level 7 of feeder post	53,600
7.	Pay as on the date of promotion in the Level of promotional post i.e. Level 8:	53,600 (either equal to or next higher to 53,600 in Level 8)
8.	Date of next increment in the Level 8 of promotional post.	01.01.2017
9.	Presumptive Pay of the feeder post as on 01.07.2016	53,600
10.	Re-fixation of pay of promotional post due to enhancement in presumptive pay of feeder post as per provision in Rule 4.14(2) of Pb. CSR Volum-I, Part-I.	55,200
11.	Date of next increment	01.07.2017 and so on.

Grade Pay	4200	4600	4800
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Levels	6	7	8
1	35400	44900	47600
2	36500	46200	49000
3	37600	47600	50500
4	38700	49000	52000
5	39900	50500	53600
6	41100	52000	55200
7	42300	53600	56900

Illustration 7: Fixation of pay on promotion of an employee Mr. B from level 4 to Level 5

1.	Level of pay of feeder post:	Level 4
2.	Basic Pay as on 01.01.2016 in the Level of feeder post:	27,900
3.	Date of next increment	01.07.2016
4.	Pay on annual increment as on 01.07.2016	28,700
5.	Date of promotion	01.12.2016
6.	Level of pay of promotional post	Level 5
7.	Pay after adding one increment in Level 4 of feeder post	29,600
8.	Pay as on the date of promotion in the Level of promotional post i.e. Level 5:	30,100
9.	Date of next increment	01.07.2017 and so on.

Grade Pay	2400	2800	4200
Levels	4	5	6
1	25500	29200	35400
2	26300	30100	36500
3	27100	31000	37600
4	27900	31900	38700
5	28700	32900	39900
6	29600	33900	41100
7	30500	34900	42300

Illustration 8: Fixation of pay on promotion in identical/same level after merge:-
Before 01.01.2016, the Grade Pay of School Principal was 6000 and Grade pay of promotional post namely District Education Officer was 6400.

Now, Grade Pay of 6000 and 6400 of all the posts have been merged with Grade Pay 6600 and the feeder and promotional posts have come in identical Level-11. Pay of a Principal on promotion as District Education Officer will be fixed as under:-

1.	Level of pay of feeder as well as promotional post:	Level 11
2.	Basic Pay as on 01.07.2016 in the Level of Principal	88,400
3.	Date of next increment	31.08.2016
4.	Date of promotion as DEO	31.08.2016
5.	Level of pay of promotional post	Level 11
6.	Pay after giving one increment in Level 11 of feeder post	91,100
7.	Date of next increment	01.07.2017 and so on.

Grade Pay	5400	6600	7600
Level	10	11	12
1	56100	67700	78800
2	57800	69700	81200
3	59500	71800	83600
4	61300	74000	86100
5	63100	76200	88700
6	65000	78500	91400
7	67000	80900	94100
8	69000	83300	96900
9	71100	85800	99800
10	73200	88400	102800
11	75400	91100	105900
12	77700	93800	109100

(iii) In the case of Government employees receiving Non-Practicing Allowance, their basic pay plus Non-Practicing Allowance shall not exceed the average of basic pay of the revised scale applicable to the HAG Level (2,24,100) and the Level of the Chief Secretary (2,25,000) which comes to 2,24,550.

14. Mode of payment of arrears of pay-

The arrears shall be paid in cash, preferably during the current financial year 2016-17.

Explanation:-

For the purposes of this rule:

(a) "arrears of pay" in relation to a Government employee means the difference between:

The aggregated of the pay and dearness allowance to which he is entitled on account of the revision of his pay under these rules, for the period effective from the

1st day of January, 2016 and the aggregate of the pay and dearness allowance to which he would have been entitled (whether such pay and dearness allowance had been received or not) for that period has his pay and allowances not been so revised;

(b) The Interim Relief 2,000/- (Two Thousand rupees only) per month paid to Group C and D employees is discontinued from 1st January, 2016 and the same paid from 01.01.2016 onwards shall be recovered from them.

(c) The Risk Allowance of Rs. 5000/- (Five Thousand rupees only) per month granted to the personnel of Haryana Police and Prisons Department Haryana vide instructions dated 19th December, 2013 shall be continued till such time as may be separately ordered by the Government.

15. Overriding effect of rules-

The provisions of Civil Services Rules or any other rules made in this regard shall not save as otherwise provided in these rules, apply to cases where pay is regulated under these rules to the extent they are inconsistent with these rules.

16. Power of relax-

Where the Government is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, it may, be order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

Note- The relaxation so granted under this rule shall be deemed to have been given depending upon the merit of such class and categories of Government employees and therefore, will not amount to any discrimination with other class and categories of Government employees.

17. Power to make addition or deletion etc-

Where the Government is satisfied that there is a necessity to make additions or delete any class or categories of posts or change the designations and structure of pay either permanently or temporarily in the schedules of these rules, the Government will be competent to add or delete or change such conditions. The provisions of these rules will apply on such additions or deletions or changes as the Government may direct by specific orders or in the absence of that all the provisions of these rules shall apply as if the changes were made.

18. Interpretation-

If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Finance Department through the Administrative Department concerned.

19. Residuary provisions-

In the event of any general or special circumstance which is not covered under these rules or about which certain inconsistency comes to the notice, the matter shall be referred to the Government and Government will prescribe by the Government under this rule shall be deemed to be part of these rules. Further, if the Government is satisfied that there is a requirement to prescribe certain additional conditions under these rules, the Government shall prescribe such conditions and such additional conditions as prescribed by the Government under this rule shall be deemed to be the part of these rules.

Schedule I Pay Matrix

7	6	5	4	3	2	1	Level	Index	Entry	Grade	Pay
20200	19600	19000	18400	17900	17400	16900	DL**	2.57	6580	1650	-1S,
21500	20900	20300	19700	19100	18500	18000	1	2.57	7000	1800	PB-1, 5200- 20200
23800	23100	22400	21700	21100	20500	19900	2	2.57	7730	1900	
26000	25200	24500	23800	23100	22400	21700	3	2.57	8460	2000	
30500	29600	28700	27900	27100	26300	25500	4	2.57	9910	2400	
34900	33900	32900	31900	31000	30100	29900	5	2.57	11360	2800	PB-22, 9300- 34800
42300	41100	39900	38700	37600	36500	35400	6	2.62	13500	4200	
535600	52000	50500	49000	47600	46200	44900	7	2.62	17140	4600	
56900	55200	53600	52000	50500	49000	47600	8	2.62	18150	4800	
63300	61500	59700	58000	56300	54700	53100	9	2.62	20280	5400	PB-3, 15600- 39100
67000	65000	63100	61300	59500	57800	56100	10	2.67	21000	5400	
80900	78500	76200	74000	71800	69700	67700	11	2.67	25350	6600	
94100	91400	88700	86100	83600	81200	78800	12	2.67	29500	760	
105600	102500	99500	96600	93800	91100	88400	13	2.67	33110	8000	PB-4, 37400- 67000
141600	137500	133500	129600	125800	122100	118500	14	2.57	46100	8700	
141800	137700	133700	129800	126000	122300	118700	15	2.57	46200	8800	
147600	143300	139100	135000	131100	127300	123600	16	2.67	46300	8900	
149600	145200	141000	136900	132900	129000	125200	17	2.67	46900	9500	HAG
150500	146100	141800	137700	133700	129800	126000	18	2.67	47200	9800	
154000	149500	145100	140900	136800	132800	128900	19	2.72	47400	10000	
217600	211300	205100	199100	193300	187700	182200	20	2.72	67000	67000-	

19	18	17	16	15	14	13	12	11	10	9	8
28700	27900	27100	26300	25500	24800	24100	23400	22700	22000	21400	20800
30600	29700	28800	28000	27200	26400	25600	24900	24200	23500	22800	22100
34000	33000	32000	31100	30200	29300	28400	27600	26800	26000	25200	24500
37200	36100	35000	34000	33000	32000	31100	30200	29300	28400	27600	26800
43500	42200	41000	39800	38600	37500	36400	35300	34300	33300	32300	31400
49600	48200	46800	45400	44100	42800	41600	40400	39200	38100	37000	35900
60400	58600	56900	55200	53600	52000	50500	49000	47600	46200	44900	43600
76500	74300	72100	70000	68000	66000	64100	62200	60400	58600	56900	55200
81200	78800	76500	74300	72100	70000	68000	6600	64100	62200	60400	58600
90300	87700	85100	82600	80200	77900	75600	71400	71300	69200	67200	65200
95500	92700	90000	87400	84900	82400	80000	77700	75400	73200	71100	69000
115500	112100	108800	105600	102500	99500	96600	93800	91100	88400	85800	83300
134300	130400	126600	122900	119300	115800	112400	109100	105900	102800	99800	96900
150800	146400	142100	138000	134000	130100	126300	122600	119900	115500	112100	108800
201800	195900	190200	184700	176300	174100	169000	164100	159300	154700	150200	145800
202300	196400	190700	185100	179700	174500	169400	164500	159700	155000	150500	146100
210300	204200	198300	192500	186900	181500	176200	171100	166100	161300	156600	142000
213400	207200	201200	195300	189600	184100	178700	173500	168400	163500	158700	154100
214700	208400	202300	196400	190700	185100	179700	174500	169400	164500	159700	155000
219600	213200	207000	201000	195100	189400	183900	178500	173300	168300	163400	158600
											224100

31	30	29	28	27	26	25	24	23	22	21	20
41000	39800	38600	37500	36400	35300	34300	33300	32300	31400	30500	29600
43600	42300	41100	39900	38700	37600	36500	35400	34400	33400	32400	31500
48500	47100	45700	44400	43100	41800	40600	39400	38300	37200	36100	35000
53000	51500	50000	48500	47100	45700	44400	43100	41800	40600	39400	38300
62100	60300	58500	56800	55100	53500	51900	50400	48900	47500	46100	44800
70700	68600	66600	64700	62800	61000	59200	57500	55800	54200	52600	51100
86100	83600	81200	78800	76500	74300	72100	70000	68000	66000	64100	62200
109100	105900	102800	99800	96900	94100	91400	88700	86100	83600	81200	78800
115800	112400	109100	105900	10280	99800	96900	94100	91400	88700	86100	83600
128600	124900	121300	117800	114400	111100	107900	104800	101700	98700	95800	93000
136000	132000	128200	124500	120900	117400	114000	110710	107500	104400	101400	98400
164800	160000	155300	150800	146400	142100	138000	134000	13100	126300	122600	119000
191500	185900	180500	175200	170100	165100	160300	155600	151100	146700	142400	138300
		202600	196700	191000	185400	180000	174800	169700	164800	160000	155300
											207900
											208400

[illegible]

Schedule - II
Form of Option
[See rule 6]

*(i) I, _____ hereby elect the revised pay structure with effect from 1st January, 2016.

*(ii) I, _____ hereby elect to continue on the existing pay structure of pay of my substantive/officiating post mentioned below until:

*The date of my next increment;

I vacate or cease to draw pay in the existing pay structure;

The date of my promotion to _____

Present pay structure _____

Date: _____

Signature _____

Station: _____

Name

Designation

Office in which employed

ANNEXURE-II

No. 1/20/2016 (CP)-5PR(FD) dt.28th October,2016-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, namely:-

1. Short title, commencement and objective.-

- 1)** These rules may be called the **Haryana Civil Services (Assured Career Progression) Rules, 2016.**
- 2)** These rules shall be deemed to have come into force on the 1st day of January,2016, unless otherwise provided by the Government for any class or category of persons.
- 3)** The objective of these rules is to provide two categories of assured career progression schemes for the employees of Haryana Government. The first category of scheme is cadre-specific Assured Career Progression Scheme for some cadres/posts/services. The second category scheme is primarily to remove stagnation in service, in the form of a general assured career progression scheme. The second category scheme seeks to ensure that all Government employees, whose cadres are not covered by cadre-specific assured career progression scheme, get at least three financial upgradations, including financial upgradation, availed by such Government employees as a consequence of financial promotion during his entire career. It also seeks to ensure that no Government employee stagnates without any financial upgradation for more than eight years unless he has already availed three financial upgradations in his career.

2. Categories of Government employees to whom these rules apply.- same as under article 2 of Haryana Civil Service (Revised Pay) Rules, 2016

3. Definitions.-

In these rules, unless otherwise requires;

- a) "ACP Level" in relation to any Government employee means corresponding Assured Career Progression level in which the Government employee is eligible or entitled to be placed as a consequence of application of these rules in place of his present pay structure;
- b) "applicable level" in the ACP Pay Matrix shall mean the ACP Level corresponding to the pay band and grade pay/scale as on 1st January, 2016 specified in Schedule-I;
- c) "cadre specific Assured Career Progression Scheme" means a scheme within the scope of these rules and as mentioned in the Part I of Schedule I of these rules;
- d) "CSR" means the Civil Services Rules as applicable to Haryana Government employees as amended from time to time;
- e) "direct recruit" means the post on which a Government employee was recruited as a regular and direct recruit fresh entrant in the Government service and is in continuous employment of Government since such recruitment;
- f) "existing basic pay" means pay as on 1st January , 2016 or on the date of option in the present pay structure as on 31st December,2015, it does not include any other type of pay like "special pay", "personal pay" etc;
- g) "existing ACP pay structure" in relation to any post or any Government employee means the pre-revised ACP pay structure as on the date immediately before the coming into force of these rules.
- h) "first/second/third assured career progression level under general ACP scheme" means the first/second/third financial upgradation in terms of higher level for all Government employees covered under the General ACP scheme, as mentioned in column 3,4 and 5 respectively of Part II of Schedule I with reference to the functional grade pay as on 1st

January, 2016 mentioned in column 3 of Part II of Schedule I, and shall be referred as to 1st ACPL, 2nd ACPL and 3rd ACPL respectively;

- i) "Government " means the Government of the State of Haryana in the Finance Department, save as otherwise provided by or under these rules;
 - j) "Government employee" means the Government employees to whom these rules apply under rule 2;
 - k) "leave" means any sanctioned leave as defined in Civil Services Rules, except "casual leave". Any type of absence without the sanction of competent shall not be considered as leave;
 - l) "memorandum explanatory" means the memorandum explanatory appended to these rules, as Annexure-I briefly explaining the nature, philosophy, justification, objectives, availability etc. of these rules;
 - m) "present pay structure" in relation to a Government employee or post means the ACP Pay Band and Grade Pay admissible under the rules applicable immediately before the coming into force of these rules'
 - n) "persons" mean persons who are Government employees for the purposes of these rules;
 - o) "revised emoluments" means pay in the ACP level of a Government employee in the revised pay structure'
 - p) "Schedule" means Scheduled appended to these rules.
4. **Cadre Specific Assured Career Progression scheme.-**
The ACP Level mentioned in column 4 of Part I of Schedule I to certain cadres/posts/services mentioned in column 2 of Part I of Schedule I shall be admissible to the Government employees who become members of such specific cadres/services by way of direct recruitment or promotion subject to eligibility.
5. **General Assured Career Progression Scheme.-**
Financial upgradation in the form of the first, the second and the third ACP Level as mentioned in column 3,4 and 5 of Part II of Schedule I shall be admissible to all Government employees covered under this scheme with reference to the functional grade pay as on 1st January,2016. However, in case of an employee holding a post after promotion, the entitled ACP level shall be the level of pay corresponding to the existing functional grade pay as on 1st day of January, 2016 of the promotional post.
6. **Eligibility for grant of cadre specific ACP level.-**
For the grant of cadre specific ACP level the eligibility conditions shall be the same as mentioned in Part I of Schedule I of these rules, apart from the general conditions of eligibility given in rule 8, hereunder;

Note 1.- Where grant of ACP Level is restricted to the percentage of cadre strength, it shall be worked out in the following manner;

- (i) If ACPL is available to 20% (twenty percent) of the total cadre strength, the minimum strength of the cadre must be three. It shall be admissible to only one eligible Government employee where the cadre strength is of three to seven posts.
- (ii) If ACP is available to 15% (fifteen percent) of the total cadre strength, the minimum strength of the cadre must be four. It shall be admissible to only one eligible Government employee where the cadre strength is of four to ten posts.

Note2.- Cadre strength mean total sanctioned post in a cadre.

Note 3.- See also Note 1 and 2 below rule 8.

7. **Eligibility for grant of ACP Level under the General ACP scheme.-**

- 1) Every Government employee covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the first ACP level (given in column 3 of Part II of Schedule I in respect of the functional pay structure as on 1st January, 2016 of his post) if he has completed 8(eight) years of regular satisfactory service and has got any financial upgradation in these 8 (eight) years with reference to the functional pay structure of the post to which he was recruited as a direct recruit.
- 2) Every Government employee covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the second ACP Level (given in column 4 of Part II of Schedule I in respect of the functional pay structure as on 1st day of January, 2016 of his post) if he has completed 16(sixteen) years of regular satisfactory provided he has availed only one financial upgradation with reference to the functional pay structure of the post to which he was recruited as a direct recruit.
- 3) Every Government employee covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the third ACP (given in column 5 of Part II of Schedule I in respect of the functional pay structure as on 1st day of January, 2016 of his post) if he has completed 24(twenty four) years of regular satisfactory service and has not got more than two financial upgradations so far with reference to the functional pay structure of the post to which he was recruited as a direct recruit.
- 4) In case of a Government employee who gets promoted, he shall be considered for the next ACP Level after he completes 8(eight) years of regular satisfactory service in the promotional post without any financial upgradation after promotion and shall be entitled to the next ACP Level with reference to the level of the promotional post he holds:

Provided that a Government employee shall not be entitled to avail ACP upgradation if, he has already availed of three financial upgradation of any kind in his career.

Explanation 1,- "Regular Satisfactory Service" for the purpose of these rules shall mean-

The service on regular basis mentioned below shall be deemed to be satisfactory if no departmental or judicial proceedings are pending against the Government employee during this period and there are no adverse remarks about integrity in the Annual Confidential Reports of this period:-

- 1) Service from the date of joining to a post on regular basis in a Department of Haryana Government either by direct recruitment or otherwise.
- 2) The period spent on deputation/foreign service shall be counted towards 'Regular service' for the purpose of these rules.
- 3) All kinds of leave (excluding EOL without medical certificate) duly sanctioned by the competent authority.
- 4) On appointment from one Department to another under the Haryana Government by direct recruitment or otherwise, the past regular satisfactory service where the Pay structure /Pay Level as well as **line of service** of both the posts are identical/same shall be counted. However, under these rules the Government employee shall not be considered until he completes the probation period of the new post satisfactory. The financial already availed shall also be kept in view.

For the purpose of the explanation;

"Line of service" means same nature of job profile e.g. appointment from Engineering to Engineering cadre of the post of same pay structure cover under this rule. However, appointment, say from Conductor to Clerk is not covered.

- 5) Benefit of deemed date of appointment/promotion counted towards seniority.
- 6) The period of service rendered by a Government employee who while working on a regular basis is given adhoc promotion within the prescribed quota and subsequently regularized on the same post, then his period of service of adhoc promotion shall be treated as regular satisfactory service.
- 7) Past regular service rendered by surplus employees of any Department /Boards/Corporations of Haryana Government declared surplus and subsequently appointed on transfer basis or adjusted in other departments with the benefit of pay protection shall also be counted for the grant of ACP level; provided the financial upgradations already availed shall also be taken into account.

Regular satisfactory service however, does not include-

- (1) Service rendered on adhoc/contract/work-charged basis/daily wages followed by regularization, shall not be counted.
- (2) Past service(s) of an employee on his subsequent appointment by direct recruitment or otherwise to a post of lower or higher pay scale/pay structure. The financial upgradations already availed shall not be taken into account.
- (3) Past service rendered in any other State Government/Central Government before appointment in any Department of Haryana Government.
- (4) Military service (other than emergency military service counted towards seniority) rendered by an ex-serviceman before his re-employment in civil service.

Note 1.- Resignation from service, to join subsequent appointment shall be a technical formality, if application for the same has been submitted through proper channel.

Note 2.- The regular service defined above shall be deemed to be satisfactory if no departmental or judicial proceedings are pending against the Government employee. There are no adverse remarks about integrity in the Annual Confidential Reports during the period of regular service.

Examination 2.- "Financial Upgradations" for the purpose of these rules shall mean- any kind of following benefit(s) granted to a Government employee:-

- (1) Grant of 1st, 2nd or 3rd ACP upgradation under HCS(ACP) Rules, 1998 or 2008.
- (2) Promotion from one post to another in the same or higher pay scale with the benefit of next stage or one increment or more in the pay scale of promotional post.
- (3) Promotion while drawing pay in ACP Pay structure at a stage less than minimum of the pay scale or pay band of promotional post where pay is fixed at minimum of pay scale or pay structure of the promotional post with the benefit of equal to or more than one increment.
- (4) Promotion before 1st January, 1996 with the benefit of next stage or more while drawing pay in Higher Standard Pay Scale.
- (5) Grant of Higher Standard Pay Scale provided pay was fixed directly from Higher Standard Pay Scale to ACP Pay Scale admissible under HCS (ACP) Rules, 1998.
- (6) Modification of Pay Scale from a date after 1st January, 2016.
- (7) Benefit of stepping up of ACP Scale or ACP Level for whatsoever reason, before or after 1st January, 2016.
- (8) Grant of Selection Grade provided the Government employee was promoted to a post of higher pay scale while drawing pay in Selection Grade of the feeder post.
- (9) Grant of benefit under special entitlement of Haryana Civil Services (Assured Career Progression) Rules, 1998/2008, as the case may be.

- (10) Grant of 2nd ACP directly on completion of 16(sixteen) years or more regular satisfactory service shall be treated as two financial upgradations instead of one.

Benefits not to be treated as financial upgradation:-

- (i) Benefit of additional increment(s) at 11th/12th stage or on 8/18 years service in Group 'C' or 'D' post.
- (ii) Grant of selection grade/Higher Standard Scale shall not be financial upgradation if pay has been fixed in functional pay scale at the time of general revision of pay scales.
- (iii) Promotion(s) availed while working on ex-cadre post(s) for a limited period provided the pay of ex-cadre post(s) has not been taken into account at the time of reversion to a cadre post. For example, initial appointment as Clerk, then Clerk to Steno-typist and to junior Scale Steno by way of department examinations, thereafter promotion to a post of Assistant with reference to seniority as Clerk, provided neither the pay of Steno-typist nor that of Junior Scale Steno has been taken into account at the time of fixation of pay of Assistant.

8. Other general conditions of eligibilities of ACP Level.- The following general conditions shall also be fulfilled by a Government employee for availing benefit of ACP Level:-

- a) after completing the respective prescribed period for eligibility for the grant of any of 1st, 2nd or 3rd ACP level of the Government employee shall be fit to be promoted to the immediate next higher post only in the functional hierarchy in his cadre, but despite of fitness he could not be functionally promoted due to lack of vacancy or otherwise on the promotional post in the hierarchy to which he is eligible to be promoted.
- b) if such promotion involved passing of any departmental or other test, acquisition of higher educational qualification, etc., such condition shall also be fulfilled by the Government employee.

Exception.- The condition of educational qualification and departmental test, if any, shall not be applicable to Group D employees while determining the eligibility for ACP Level where there is no promotional post in his hierarchy other than the post for which educational qualification of Matriculation or above is essential.

Note 1.- When a Government employee is not fit for promotion due to departmental/judicial proceedings pending against him or otherwise on the date of eligibility for grant of ACP Level, he shall not be granted the benefit of ACP Level until he is declared fit for promotion, it has also consequential effect on subsequent ACP upgradation.

Note 2.- Where a Government employee is denied for grant of benefit of ACP level due to departmental proceedings pending against him, and subsequently another charge sheet is also issued in connection with another case but in the meanwhile if the previous charge sheet is dropped he shall be granted the benefit of ACP Level provided the same is otherwise admissible before the date of issue of subsequent charge sheet.

Note 3.- ACP Level will be granted from the 1st day of the following month in which a Government employee become eligible for the same.

Note 4.- Where there is no promotional post in the hierarchy, in such case the ACP Level shall be granted on completion of prescribed regular satisfactory service only.

9. Responsibility to be discharged etc.- On placement in the ACP Level, the Government employee shall continue to hold operational duties of his previous post held by him and shall continue to hold the previous designation till such time as he is actually promoted to be higher post on the occurrence of a vacancy.

10. Consequences of ACP Level etc.- Placement in the ACP level shall entitle only financial benefit of drawal of pay and allowances on pay in the ACP Level. The other entitlements

including the entitlement generally dependent on the status of the employee shall continue to be determined with reference to his post on which he is working in the substantive or officiating capacity, while drawing pay the ACP Level

11. Grant of Assured Career Progression Level:

(1) Rule 6,7 and 8 only prescribe eligibility conditions for placement

Haryana Civil Services (Pension) Rules, 2016
Pensionary Benefits for persons appointed to Haryana Govt. services before
1.1.2006

Punjab Civil Service Rules Vol.-II have been repealed and new Haryana Civil Services (Pension) Rules, 2016 have been notified w.e.f. 19.07.2016

Rule	Particulars
R-1 to 10	Extent, Privilege, Regulation of Claim, Interpretation, Definitions, Good conduct of Pensioner, etc.
Rule-8(10)A	<p>Family for DCRG:- Other spouse including judicially separated wife or wives, in the case of male Government employee;</p> <p>husband including judicially separated husband in the case of female Government employee; Provided that if she by notice in writing to the Head of office expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the employee's family in matters to which these rules relate,</p>
Rule-8 (10)B	<p>Family for Family Pension :</p> <p>(1) (a) widow (widows wherever permissible under personal law) or widower,</p> <p>(b) judicial separated other spouse wife or husband of a deceased Government employee, such separation not being granted on the ground of adultery and the person surviving was not held guilty of committing adultery;</p> <p>(c) childless widow of a deceased Government employee who has got remarried provided her independent income from all other sources is less than the minimum family pension</p> <p>(ii) failing (i) above, the eldest unmarried and <i>dependent</i> son(s) or daughter(s) upto the age of 25 years;</p> <p>(iii) failing (i) and (ii) above, the <i>dependent</i> eldest divorced or widowed daughter(s) upto the age of 25 years, upto the date of her marriage/re-marriage or till the date she starts earning livelihood, whichever is the earliest</p> <p>(iv) the <i>dependent</i> eldest daughter amongst unmarried/widowed/divorced daughters of above 25 years upto the date of her marriage/re-marriage or till the date she starts earning livelihood, whichever is earlier.</p> <p>(v) failing (i) to (iv) above, son and daughter suffering from disorder or disability of mind or physically crippled or disabled irrespective of his/her age provided they were wholly <i>dependent</i></p> <p>(vi) failing (i) to (v) above parents who were wholly <i>dependent</i> on the Government employee when he/she was alive provided their present combined income is less than the minimum family pension,</p> <p>(vii) failing (i) to (vi) above, unmarried physically disabled sibling (brother and sister) provided they were wholly dependent upon the employee when he/she was alive;</p>
R-11	Recovery of Government dues or others from pension
R-12	<p>Right of appointing authority to withhold or withdraw pension :</p> <p>(2)(a)</p> <p>(2) (b) The departmental proceedings, if not instituted while the Government employee was in service, whether before his retirement, or during his re-employment,</p> <p>(i) shall not be instituted save with the sanction of the Government,</p> <p>(ii) shall not be in respect of any event which took place more than</p>

	four years before such institution, and (iii) shall be conducted by such authority and at such place as the Government may direct and in accordance with the procedure applicable to departmental proceedings in which an order of dismissal from service could be made in relation to the Government employee during his service.
R-13	Limitations on number of pensions
R-14	Periods of Suspension treated not duty, EOL other than on medical certificate or taken for higher studies, Un-authorised absence periods, overstay of leave, overstay of joining time, breaks in service not condoned, boy service below the age of 18 yrs, shall not be treated as QS for pensionary entitlements.
R-21	Forfeiture of past service :- Past service shall be forfeited towards pension and DCRG in case of (a) an interruption in service caused by willful absence from duty (b) resignation from service (c) dismissal or removal from service under Haryana P&A Rules, 2016
R- 23	Re-employment after retirement is not qualifying for pension : (1) (2) A person who is in receipt of superannuation or retiring pension shall not be re-employed in service, except where it is utmost necessary in public interest and in a purely temporary capacity with the sanction of the competent authority. The re-employment shall not be extended beyond the age of sixty-five years of the Government employee. The service rendered on re-employment after retirement shall not qualify for pension.
R-32&34	(1) <u>Minimum Qualifying Service</u> (QS) required for Pension : 10 Years/ 20 half years(HY)
NBR-32	(2) QS of 9 yrs 9 mth shall be treated as QS of 10 yrs .
R-32	(3) Condition of minimum QS not applicable in case of Invalid pension.
R-32-35	(4) Persons retiring with less than 10 years QS are entitled to lump sum <u>service gratuity</u> in lieu of pension @1/2 mth emoluments for every HY of QS in addition to DCRG.
R-81	<u>Provisional Pension</u> : (1) Persons retiring under suspension / pending departmental/judicial proceedings shall be allowed provisional pension till finalization of the proceedings.
R-80	In cases other than (1) above, Where service record cannot be made available despite all efforts, provisional pension/DCRG may be allowed after following prescribed procedure.
R-28	<u>Kinds of Pension</u> : Superannuation Pension :- Admissible on retirement on attaining the prescribed age of superannuation.
R-27	Retiring Pension :- Admissible in cases of premature retirement after attaining age of 50/55 or QS of 20 yrs Or Compulsory retirement as a punitive measure.
R-26	Invalid Pension :- Admissible in cases of premature retirement due to permanent incapacity certified by Competent Medical Authority.
R-25	Compensation pension :- Admissible in cases of premature retirement due to retrenchment from service on abolition of post.
	Max. Pension :- 20 Yrs. QS (19 yrs, 9 months – 40 half yrs. ; 3 months or above treated half year)
R-31,	<u>Calculation of Pension</u> :- (Last drawn basic pay/2) x (QS Max.40

34&35 R-9 of RPR	HY/40) (rounded to next rupee) Subject to Min. Rs. 9000/- Max. 112050/-	
R-33	(1) On attaining the age, additional pension as under :	
	From 80 years to less than 85 years	adl. quantum 20% of basic pension
	From 85 years to less than 90 years	adl. quantum 30% of basic pension
	From 90 years to less than 95 years	adl. quantum 40% of basic pension
	From 95 years to less than 100 years	adl. quantum 50% of basic pension
	100 years or more	adl. quantum 100% of basic pension
R-12 of RPR	Family Pension :- Last drawn basic pay x 30% (subject to Min. Rs. 9000/- Max. 67230/-)	
R-49	Enhanced Family Pension :- (only in cases with seven years continuous service)	
R-49(1)	(a) In case of death of employee while in service : Equal to 50% of basic pay last drawn for ten years after cessation of compassionate Monthly financial assistance.	
R-49(2)	(b) Death after retirement: Equal to pension till the date the pensioner would have attained the age of 65	
R-40(1)	Death- cum –retirement gratuity(DCRG) : (1) (a) <u>Minimum Qualifying Service (QS)</u> required for Retirement Gratuity : 5 years/ 10 half years (HY) (b) Minimum Qualifying Service (QS) required for Death Gratuity : No condition of length of service	
R-40 (2) & R-11 of RPR	(2) <u>Scale of Death Gratuity</u> : (Limited to Rs. 20.00 Lacs.) (a) Death within 1 year of joining : 2 mth Emoluments (Pay +DA) (b) Death after 1 year but before 5 years service : 6 mth Eml. (c) Death after 5 yrs but before 24 yrs service : 12 mth Eml. (d) Death after 24 yrs service : Equal to calculation of retirement gratuity .	
R-40(1)	(3) Calculation of retirement gratuity : (Last pay + DA)/4 x QS(HY limited to 66 for Gr A,B,C employees and 70 for Gr D employees) [Subject to Max. Rs.20.00 Lacs] (Rule-11 of RPR)	
R-95	8. Commutation of Pension : (1) Admissible up to 40% of the pension recoverable for 15 years after payment. No recovery after death from family pension. (Rule-66 & 107)	
R-96	(2) Calculation based on prescribed commutation factor with reference to age next birthday after retirement. Prescribed Commutation factor for persons retiring on attaining age of 58/60 with reference to age next birthday is 8.371/8.194 respectively. [see rule 96 for other prescribed factors]	
R-95 & 96	(3) Calculation of commuted value of pension : Percentage(limited to 40%) of pension opted for commutation x 12 x factor (rounded to next rupee)	
R-67 to 75	Pension Papers : High degree priority to pension cases.	
R-68 to 70	Step 1 : Verification and checking of service details/ service book to be initiated 2 years before retirement.	
R-71	Step 2 : Obtain Form PEN -2 duly completed from the person due for	

	retirement 1 year before retirement.
R-72to73	<u>Step 3</u> : Initiate action for obtaining NDC from Rent Assessing Authority/concerned offices and assessment of other recoverable sums due from person due for retirement, 9 months before retirement.
R-74to76	<u>Step 4</u> : Send the pension case complete in all respect in Form PEN-3 to PAG(A&E) Hr. for issuing PPO,GPO &CPO at least 2 months before retirement.
R-78	<u>Re-fixation of Pension</u> : Once fixed may not be altered to the disadvantage of the pensioner except with the approval of FD within 5 years of sanction, in cases of clerical mistakes by serving notice to the pensioner.
R-79	<u>Interest on delayed payment of pension & DCRG</u> may be authorized by the AD at rates applicable to GPF where payment is delayed beyond 3 mth in case of clear superannuation and beyond 6 month in other cases for no fault on the part of the pensioner/family.
R-80	Where service record cannot be made available despite all efforts, provisional pension/DCRG may be allowed after following prescribed procedure
R-81	<u>Provisional Pension:</u> (1) Persons retiring under suspension/pending departmental/judicial proceedings shall be allowed provisional pension till finalization of the proceedings.
R-95	<u>Commutation of Pension:</u> (1) Admissible up to 40% of the pension recoverable for 15 years after payment. No. recovery after death from family pension. (Rule-66 & 107)
R-95 & 96	(3) <u>Calculation of commuted value of pension:</u> Percentage (limited to 40%) of pension opted for commutation x12 x factor (rounded to next rupee)
R-96	(2)Calculation based on prescribed commutation factor with reference to age next birthday after retirement. Prescribed Commutation factor for persons retiring on attaining age of 58/60 with rerefence to age next birthday is 8.371/8.194 respectively. [see rule 96 for other prescribed factors]

INVENTORY OF PENSION RULE BOOK

for complete rule book visit : finhry.gov.in

Title	Rule	Title	Title
Short title and commencement	1.	Family pension to more widows than one in equal shares	57.
Extent of application	2.	Family pension in equal shares to widow and child from another wife	58.
Right and privilege under any law	3.	Family pension in equal shares to widow and child from a divorced wife	59.
Regulation of claims to pension or family pension	4.	Family pension to the child of marriage invalid under marriage law (amendment) Act, 1976	60.
Special provisions, if any, inconsistent with these rules	5.	Family pension to twin children	61.
Power to interpret, amend and relax	6.	Family pension to minor child through natural or de facto guardian	62.
Repeal	7.	Family pension to disabled children	63.
Definitions	8.	Family pension to mother or father of deceased Government employee or pensioner	64.
Last working day of the Government employee	9.	Family pension to the family of Government employee or pensioner who has disappeared	65.
Pension subject to future good conduct.	10.	No recovery of commuted value or Government dues from family pension	66.
Recovery of Government dues or others from pension	11.	High degree priority to pension cases.	67.
Right of Appointing Authority to withhold or withdraw pension	12.	Preparation of list of Government employees due for retirement	68.
Limitations on number of pensions	13.	Stages of preparatory work for pension papers	69.
Service qualifying for pension	14.	Verification of service & emoluments and making good omission in the service book	70.
Benefit of past service towards pension	15.	Obtaining of Form Pen-2 from the Government employee concerned	71.
Resignation to join subsequent appointment is a technical resignation	16.	No due certificate in respect of Government accommodation	72.
Special additions to service qualifying for superannuation pension	17.	Assessment of Government dues and recovery thereof	73.
Benefit of military service towards	18.	Preparation and forwarding of pension papers in case of	74.

pension		retirement or death while on deputation or foreign service	
Benefit of past service in case of re-instatement on appeal	19.	Forwarding of pension papers to the Principal Accountant General (A&E)	75.
Interruption in service on subsequent appointment at different stations	20.	Intimation of any event which occurs after forwarding pension papers	76.
Forfeiture of past service for pension	21.	Authorization of pension and gratuity by Principal Accountant General (A&E), Haryana	77.
Benefit of past service on re-employment of a pensioner in receipt of compensation or invalid pension	22.	Refixation of pension	78.
Re-employment after retirement is not qualifying for pension	23.	Interest on delayed payment of pension and death-cum-retirement gratuity	79.
Different kinds of Pension	24.	Grant of provisional pension where disciplinary proceedings are not pending	80.
Grant of compensation pension	25.	Provisional pension where proceedings are pending at the time of retirement	81.
Grant of invalid pension	26.	Procedure for sanction of pensionary benefits to the family of deceased Government employee	82.
Grant of retiring pension.	27.	Steps to be taken by pension sanctioning authority in case of death of a Government employee	83.
Grant of superannuation pension	28.	Action to be taken for no due certificate if deceased was occupying the Government accommodation	84.
Grant of compassionate allowance	29.	Verification of service and emoluments of deceased Government employee for death-cum-retirement gratuity	85.
Calculation of qualifying service for pension	30.	Payment of provisional death gratuity when service record is incomplete	86.
Pension to be calculated in rupees and is payable in India	31.	Verification of service and emoluments for family pension	87.
Minimum qualifying service for monthly pension	32.	Steps to be taken by the Principal Accountant General (A&E), Haryana for death gratuity and family pension	88.
Additional pension on completion of prescribed age	33.	Action for payment of death-cum-retirement gratuity in case of death	89.

			while on deputation or foreign service	
Qualifying service for full pension	34.		Date of commencement of pension	90.
Service gratuity in lieu of pension	35.		Authorization of pension/family pension	91.
Last emoluments in case of 'on leave' or 'under suspension' on the date of retirement	36.		Lapses and forfeiture of pension/family pension and death-cum-retirement gratuity	92.
Last emoluments in case of death while in service	37.		Payment of gratuity and commuted value of pension	93.
Last emoluments in case of foreign service or deputation	38.		In case of death of pensioner payment of arrears to the legal heirs	94.
Dearness relief on pension/family pension	39.		Entitlement of commutation of pension	95.
Rate and entitlement of death-cum-retirement gratuity	40.		Calculation of amount of commutation of pension	96.
Nomination for DCRG.	41.		Submission of application for commutation of pension	97.
Provision for other pension In case of death of nominee(s)	42.		Action to be taken by the Head of office on application	98.
Invalidation of nomination	43.		Administrative sanction of commutation of pension	99.
Cancellation of nomination	44.		Commutation of pension becomes absolute	100.
Persons to whom death-cum-retirement gratuity is payable	45.		Intimation to the Civil Surgeon and the Government employee concerned for medical examination	101.
Debarring a family member or nominee to receive death-cum-retirement gratuity	46.		Authority competent for medical examination where application is not submitted in time	102.
Admissibility of family pension	47.		Authority competent for medical examination in other cases	103.
Determination of family pension	48.		Withdrawal of application	104.
Determination of enhanced family pension	49.		Action to be taken by the Principal Accountant General (A&E)	105.
Additional family pension on completion of prescribed age	50.		Recovery of commuted portion from pension	106.
Eligibility of both pension & family pension or two family pensions at a time	51.		Intimation of payment of commuted value	107.
Regulation of family pension in case of criminal proceedings	52.		Commutation of provisional pension where proceedings were pending	108.

Furnishing the size of family on joining and also from time to time	53.		Refixation of pension with retrospective effect.	109.
Family pension to next eligible family member in the event of death of pensioner	54.			
Family pension to judicially separated spouse	55.			
Family pension to post retiral spouse and children	56.			

FROM Pen – 15

(See rule 105)

**Specimen of forwarding letter of Commutation of Pension after one Year to be
Submitted to the Principal Accountant General (A&E), Haryana**

From

To

The Principal Accountant General (A&E), Haryana,
Lekha Bhawan, Sector 33-B,
Chandigarh.

Subject: Pension papers of Commutation of Pension Shri/Shrimati/Kumar i
_____ for authorization of Commutation of Pension.

Sir,

I am directed to forward herewith the pension papers of commutation of pension of Shri/Smt./Kumari _____ of this department/office for further necessary action. In terms of Rule _____ or _____ Commutation of pension is not admissible to him without medical examination.

3. Your attention is invited to the list of enclosures which are being forwarded herewith, i.e. Application of Commutations of Pension, Medical Certificate of the pensioner obtained from civil Surgeon/Medical Certificate. It is requested that authorization of Commutations of Pension may please be made at the earliest.

4. The receipt of this letter may please be acknowledged and this department/office be informed.

Yours faithfully,
Head of Office
(With date and stamp)

List of Enclosures:

From Pen – 16
(See rule 91)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), HARYANA PENSION
PAYMENT ORDER**

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For Pensioner/Pension Disbursing Authority		
1	Pension Payment Order No. (PPO No.)	
2	Name of the Pensioner	
3	Case No./Application No.	
4	Rule Application	Haryana Civil Service (Pension) Rules, 2016
5	Debatable to Government	Haryana Government
6	Classification of Pension/Family Pension (Major Head of Account)	“2017 – Pension & Other Retrial Benefits – 01-Civil - 101-Superannuation and Retirement Allowance.” “2071- Pension & Other Retrial Benefits – 01_Civil- 105-Family Pension.”
7	Aadhaar Card Number	
8	Unique payee Code	
9	Place of payment of pension (Treasury, Sub-Treasury or Branch of Public Sector Bank)	
1	Bank Account No.	
1	Full address alongwith mobile phone number	
1	Date of birth of pensioner	
1	Date of appointment in Government service	
1	Date of retirement	
1	Post held at the time of retirement	
1	Level Pay scale last held	
1	Group of the post last held	
1	Office from where retired	
1	Class if Pension	
2	Net Qualifying Service	

2	Last pay drawn (National/Actual)		
2	Emoluments for Pension/Family Pension (National/Actual)		
2	Emoluments for DCRG (National/Actual)		
2	Amount of Pension		
2	Whether Regular Pension or Provisional Pension		
2	Pension withheld, if any		
2	Commuted Portion of pension		
2	Date of restoration of commuted of pension		
2	Net pension payable		
3	Amount of Normal Family Pension Rs. _____	From _____ to _____	
3	Amount of Enhanced Family Pension Rs. _____	From _____ to _____	
3	Details of Family members eligible for family pension		
	Sr. No.	Name	Relationship
			Date of birth/Age
			Whether disabled (attach proof)
			Aadhaar Card No.
	1.		
	2.		
	3.		

(A)	UNITAL FURTHER NOTICE, on the expiry of every month, please pay to Sh./Smt./ Km. _____ WH/S/D/o _____ the above said Pension/Family Pension plus the amount of dearness relief as admissible thereon from time to time after due identification of the pensioner.
(B)	The payment of pension shall commence from _____
(C)	In the event of the death of Sh./Smt./Km. _____ above said Enhanced Family Pension shall be paid to Smt./Sh. _____ from the day following the date of death till the expiry of seven years from the date of retirement or on completion of 65 years age had the retiree serviced, whichever is earlier and thereafter above said Normal Family Pension shall be paid as per conditions mentioned in Haryana Civil Services (Pension) Rules, 2016
(D)	Income Tax, as per rules, shall be deducted at Source.

Signature and Designation

Seal of the Pension Payment
Issuing Authority.

To

The Treasury Officer.

	Important Instruction Family Pension in case of death of pensioner:
1.	In case of widow/widower: from the date following the date of death of pensioner up to the date of remarriage or death whichever is earlier. However, the childless widow shall be eligible after remarriage provided her income from all sources should be less than or equal to minimum family pension plus dearness relief thereon.
	In case of department unmarried son/daughter: From the date following the date of ineligibility of mother/father till the date of marriage, on attaining the age of 25 years or earning livelihood, whichever is the earliest.
	In case of dependent unmarried daughter/widowed or divorced daughter : from the date following the date of ineligibility of mother and father/above said brother-sister(s) till the date of marriage/remarriage or earning livelihood, whichever is earlier.
	In case of department disabled child: from the date following the date of ineligibility of family pension to the mother and father/physically fit brother and sister(s) to the date of earning livelihood.
	In case of department parent's upto the date of death: From the date following the date of ineligibility of spouse and dependent children.
	Note.- For detail see Rule 8 (10) (B) and Chapter VIII of Haryana Civil Service (Pension) Rules, 2016.
2.	No pension shall be liable to seizure, attachment or sequestration by process of any Court in India in the instance of Creditor for any demand against the pensioner (Section 11, Act XXIII of 1871).
3.	(a) Pensioner shall have to submit his/her life certificate on line once in a year in the month of March by login website www.jeevanpramaan.gov.in with Aadhaar Biometric Authentication. In exceptional cases life certificate signed by a competent medical authority shall also be accepted. (b) In case of death of a pensioner, it shall be the duty of the family to intimate the pension Disbursing Authority immediately.
4.	Dearness relief is payable with reference to the amount of original pension before commutation. Relief on pension/family pension is payable at the rate prescribed by Government from time to time.
5.	Special remarks, if any, of Accounts Officer of the Office Principal Accountant General (A&E), Haryana:-

Part – II
(For Pension Disbursing Authority)
Record of initial Pension and revision thereof

Authority letter No. and Date	Date of effect	Amount of Pension Fixed/Revised Rs.	Reason for Revision	Rate of Dearness Relief Rs.	Remarks	Initials of designated officer

Part – III
(For Pension Disbursing Authority)
Record of transfer of PPO from one Pension Disbursing Authority (PDA) to another, if any;

Sr. No.	Full particulars of PDA at which pension was being drawn before transfer	Date upto which pension has been paid	Full particulars of PDA to which PPO is transferred	Date and Signature of authorized officer of transferring PDA
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Part – IV

(For Pension Disbursing Authority)

Record of periodical Jeeven Praman Patra (Life Certificate)

(To be authenticated once in a year i.e. in the month of March)

	Acknowledgement No. and Date of Jeeven Praman Patra	Initial of designated officer			Acknowledgement No. and Date of Jeeven Praman Patra	Initial of designated officer	Remarks

From Pen – 17
(See rule 91)
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), HARYANA FAMILY
PENSION PAYMENT ORDER

For Family Pensioner/Pension Disbursing Authority		Photograph of Family Pensioner duly	
1	Pension Payment Order No. (PPO No.)		
2	Name of the Family Pensioner		
3	Case No./Application No.		
4	Rule Applicable:		
5	Debatable to Government		
6	Classification of Family Pension (Major Head of Account)		
7	Aadhar Card Number of Family Pensioner		
8	Unique payee Code		
9	Place of payment of family pension (Treasury, Sub-Treasury or Branch of Public Sector Bank)		
1	Bank Account No.		
1	Full address alongwith mobile phone number		
1	Date of birth of pensioner		
1	Any other family pension is being drawn or not. If yes, give particulars from where it is being drawn.		
1	Name of deceased Government employee		
1	Relationships with deceased Government employee		
1	Date of appointment in Government service		
1	Post held at the time of death		
1	Level Pay Scale		
1	Group of the post last held		
2	Office/Department where last served		
2	Total service of deceased Government employee		
2	Date of cessation of Compassionate Financial Assistance		
2	Last pay drawn (National/Actual)		
2	Emoluments for Family Pension (National/Actual)		
2	Emoluments for DCRG (National/Actual)		
2	Amount of Normal Family Pension	From _____ to	

	Rs. _____		_____			
2	Amount of Enhanced Family Pension Rs. _____		From _____ to _____			
2	Details of Family members eligible for family pension					
	Sr . N o.	Na me	Relations hip	Date of birth/A ge	Wheth er disable d (attach ed proof)	Aadha ar Card No.
	1.					
	2.					
	3.					

(A)	UNITAL FURTHER NOTICE, on the expiry of every month, please pay to Sh./Smt./ Km. _____ WH/S/D/o _____ the above said Pension/Family Pension plus the amount of dearness relief as admissible thereon from time to time after sue identification of the pensioner.
(B)	The payment of pension shall commence from _____
(C)	Income Tax, as per rules, shall be deducted at Source.

Signature and Designation
Seal of the Pension Payment
Issuing Authority.

To

The Treasury Officer.

	Important Instruction Family Pension in case of death of a Government employee while in service OR death of a pensioner:
1.	<p>In case of spouse: Family pension in case of death of Government employee while in service from the date following the date of cessation of compassionate financial assistance but in case of death of the pensioner from a date following the date of death till remarriage or death of the recipient, whichever is earlier. However, the childless widow shall be eligible after remarriage provided her income from all source should be less than or equal to minimum family pension plus dearness relief thereon.</p> <p>In case of department unmarried son/daughter: From the date following the date of ineligibility of mother/father till the date of marriage, on attaining the age of 25 years or earning livelihood, whichever is the earliest.</p> <p>In case of dependent unmarried daughter/widowed or divorced daughter : from the date following the date of ineligibility of mother and father/above said brother-sister(s) till the date of marriage/remarriage or earning livelihood, whichever is earlier.</p>
	<p>In case of department disabled child: from the date following the date of ineligibility of family pension to the mother and father/physically fit brother and sister(s) to the date of earning livelihood.</p>
	<p>In case of department parent's upto the date of death: From the date following the date of ineligibility of spouse and dependent children.</p>
	<p>Note.- For detail see Rule 8 (10) (B) and Chapter VIII of Haryana Civil Service (Pension) Rules, 2016.</p>
2.	<p>No pension shall be liable to seizure, attachment or sequestration by process of any Court in India in the instance of Creditor for any demand against the pensioner (Section 11, Act XXIII of 1871).</p>
3.	<p>(a) Pensioner shall have to submit his/her life certificate on line once in a year in the month of March by login website www.jeevanpramaan.gov.in with Aadhaar Biometric Authentication. In exceptional cases life certificate signed by a competent medical authority shall also be accepted.</p> <p>(b) In case of death of a pensioner, it shall be the duty of the family to intimate the pension Disbursing Authority immediately.</p>
4.	<p>Dearness relief is payable with reference to the amount of original pension before commutation. Relief on pension/family pension is payable at the rate prescribed by</p>

	Government from time to time.
5.	Special remarks, if any, of Accounts Officer of the Office Principal Accountant General (A&E), Haryana:-

Part – II
(For Pension Disbursing Authority)
Record of initial Pension and revision thereof

Authority letter No. and Date	Date of effect	Amount of Pension Fixed/Revised Rs.	Reason for Revision	Rate of Dearness Relief Rs.	Remarks	Initials of designated officer

Part – III
(For Pension Disbursing Authority)
Record of transfer of PPO from one Pension Disbursing Authority (PDA) to another, if any;

Sr. No.	Full particulars of PDA at which pension was being drawn before transfer	Date upto which pension has been paid	Full particulars of PDA to which PPO is transferred	Date and Signature of authorized officer of transferring PDA
1.				
2.				
3.				
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8.				
9.				
10.				

Part – IV

(For Pension Disbursing Authority)

Record of periodical Jeeven Praman Patra (Life Certificate)

(To be authenticated once in a year i.e. in the month of March)

	Acknowledgement No. and Date of Jeeven Praman Patra	Initialed of designated officer			Acknowledgement No. and Date of Jeeven Praman Patra	Initialed of designated officer	Remarks
1.							
2.							
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23.							
24.							
25.							

Part – V

(For Pension Disbursing Authority)

Record of periodical Jeeven Praman Patra (Life Certificate)

(To be authenticated once in a year i.e. in the month of March)

	Acknowledgement No. and Date of Jeeven Praman Patra	Initia l of de sign at ed off ic er			Acknowledgement No. and Date of Jeeven Praman Patra	Initia l of de sign at ed off ic er	Remarks
1.							

2.							
3.							
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24.							
25.							

HARYANA GOVERNMENT FINANCE DEPARTMENT NOTIFICATION

The 4th December, 2017

No.2/14/2017-1 Pen(FD).- In exercise of the power conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services (Pension) Rules, 2016, namely:-

1. These rules may be called the Haryana Civil Services (Pension) Amendment Rules, 2017.
2. In Haryana Civil Services (Pension) Rules, 2016 (hereinafter called said rules), in rule 8-
 - i. in sub-rule (4) and (7), for the words "Pay Scale" the words "Level/Pay Scale" shall be substituted.
 - ii. in sub-rule (7), in clause (a), in sub-clause (ii) for the words, figures, sign and brackets "Rs. 79,000/- "(seventy nine thousand only)" shall be substituted.
3. In the said rules, in rule 25, in sub-rule (1), in clause (b), for the words "Pay Scale" the words "Level/Pay Scale" shall be substituted.
4. In the said rules, for rule 34 of these rules the following rule shall be substituted, namely:-
 "34. Qualifying service for full pension.- (1) The qualifying service required for full pension is 20 years or as prescribed from time to time. On retirement from service after completion of 20 years' or more qualifying service, the amount of pension shall be @ 50% of the last emoluments subject to 50% of Rs. 2,24,100) or as prescribed from time to time by the competent authority.

Illustrations				
Last emoluments				
Rs. 20,000/-	20,000/2*40/40=10,000	20,000/2*36/40=9,000	20,000/2*36/40=9,000 (minimum)	20,000/2*24/40=9,000 (minimum)
Rs. 26,000/-	26,000/2*40/40=13,000	26,000/2*36/40=11,700	26,000/2*30/40=9,750	26,000/2*24/40=9,000 (minimum)
Rs. 47,600/-	47,600/2*40/40=23,800	47,600/2*36/40=21,420	47,600/2*30/40=17,850	47,600/2*24/40=14,280
Rs. 66,000/-	66,000/2*40/40=33,000	66,000/2*36/40=29,700	66,000/2*30/40=24,750	66,000/2*24/40=19,800
Rs. 1,84,100/- (along with NPA)	1,84,100/2*40/40=92,050	1,84,100/2*36/40=82,845	1,84,100/2*30/40=69,038	1,84,100/2*24/40=55,230

5. In the said rules, in rule 40, in sub-rule (2), in Note I, for the word and figure "Rs. 10.00 lakh", the word and figure "Rs. 20.00 lakh" shall be substituted.
6. In the said rules, in rule 48, for sub-rule (2), the following sub-rule shall be substituted, namely:-

“(2) The family pension be calculated at uniform rate of thirty percent of last emoluments at the time of retirement or death while in service and shall be subject to minimum of Rs. 9,000/- per month and maximum of thirty percent of the highest emoluments, i.e. Rs. 67,230/- at the rate of thirty percent of Rs. 2,24,100 or as prescribed from time to time by the competent authority.”

7. In the said rules, in rule 51, in sub-rule (2), for sub-clause (a) and (b), the following sub-clause shall be substituted, namely:-

(a) (i) if the surviving child or children is or are eligible to draw two enhanced family pensions at the rate mentioned in rule 49, the total amount of the both enhanced family pensions shall be limited to 1,12,050 (one lakh twelve thousand fifty) (i.e. 50% of 2,24,100) per mensem;

(ii) if one of the enhanced family pensions ceases to be payable at the rate mentioned in rule 49, and in lieu thereof the normal family pension at the rate mentioned in rule 48 becomes payable, the amount of the both family pensions shall also be limited to 1,12,050 (one lakh twelve thousand fifty) (i.e. 50% of 2,24,100) per mensem;

(b) if both the family pensions are payable at the rate mentioned in rule 48, the amount of two family pensions shall be limited to Rs. 67,230/- (i.e. @30% of 2,24,100) per mensem.”
