

Rajasthan Service Rules

&

Joining Time Rules (Some Important Provisions)

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General

1. Fundamental Conditions (3)

(1) Whole time at the disposal of the Government and may be employed in any manner, without claim for additional remuneration.
(Rule 13)

(2) Two or more Govt. servants cannot be appointed substantively to the same permanent post at the same time.
(Rule 14(a))

(3) Cannot be appointed substantively except as temporary measure, to two or more permanent posts at the same time.
(Rule 14(b))

(4) A Govt. servant cannot be appointed substantively to a post on which another Govt. servant holds a lien. (Rule 14(c))

(i)

2. General Conditions of Service

● All appointments in Government Service on or after 20.1.2006 shall be made as a Probationer Trainee for a period of 2 years (or in some case one year) on fixed remuneration. After successful completion of probation Training he/she will be allowed pay level of the post and shall not count for the increment.

3. LIEN

● A Govt. servant on substantive appointment to any permanent post & acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

● Retains Lien on that post while performing the duties while on foreign service, holding a temporary post or on officiating

in another post, during joining time, while on leave and under suspension.

● Suspension of Lien - If he is appointed in a substantive capacity to a tenure post or provisionally to a post on which another Govt. servant would hold a lien, had his lien not been suspended under this rule.

(ii) Govt. may at their option may suspend the lien if:-
deputed out of India, transferred to foreign service, not covered by (i) above, appointment to a post in another cadre. In these cases there is a presumption to believe that he will remain absent from the post on which he holds a lien for a period of not less than 3 years.

(iii) In above situation post may

be filled substantively but appointment will be termed as provisional appointment and Govt. servant concerned will hold a provisional lien on that post and this arrangement shall be reversed as soon as a suspended lien revives.

■ Termination of Lien

- Lien cannot be terminated even with his consent if the result will be to leave him without a lien or a suspended lien upon a permanent post.

- Terminated on his acquiring a lien on a permanent post outside the cadre in which he is borne (state, other state, GOI)

■ Transfer of Lien

Govt. may transfer lien to another permanent post in the same cadre.

(4)

4. Transfer

- Govt. may transfer a Govt. servant from one post to another post—
 - (i) On his written request
 - (ii) On account of inefficiency or misbehaviour
 - (iii) For the sake of Administrative Convenience

5.

Conditions for Drawing Pay & Allowances

- An official shall begin to draw pay and allowances attached to his tenure of post with effect from the date he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge the duties.

(5)

6. Refund of Payment made During Training

- Appointed to a gazetted post - if he resigns or takes up another employment during the period of such training or within 2 years after the completion thereof, refund to the Govt. the emoluments paid to him during training.
- Refund of emoluments together with other expenses incurred on such training.
- T.A. - D.A. is exempted
- No such refund if the training imparted is likely to prove useful in the new appointment.
(For all employees)
- Bond shall be executed

(6)

7. Leaving to be in Govt. employment

- (i) Shall not be granted leave of any kind for a period exceeding 5 years continuously.
- (ii) If he does not resume the duty after remaining on leave for continuous period of 5 years, he will be removed from service.

8. Termination of Service of a Temporary Employee

- (i) Termination at any time by notice of one month in writing given either by Govt. servant or by appointing authority
- (ii) If his service is more than 3 years notice period from both side is 3 months. If notice ~~is~~ ^{is} ~~from~~ ^{from} appointing authority's notice period shall not entitle to claim amount of his pay & allowances

which such notice falls short of 3 months.

9. Resignation

- Appointing authority is competent to accept resignation
- The competent authority will decide date with effect from which the resignation should become effective.
- A resignation become effective when it is accepted and relieved of his duties. Any request made subsequently for withdrawal not be entertained.

Pay Fixation

1. Rule 24 - Appointed to a post in level in the Pay Matrix. No special or personal pay without sanction of Government.

- Probationer Trainee period - Fixed remuneration - after ^{successful} completion of probation period pay of the first cell of the level in the Pay Matrix shall be allowed

- Prob. Trainee is already ~~in post~~ ^{sent to} regular servant of state Government - may opt fixed remuneration or pay of previous post. After completion of probation period fixation as per provision of Rule 26 on the new post.

- Regular employee appointed on lower level -

- opt pay in the level of previous post or fixed remuneration, After successful completion of probation period pay shall be fixed in level in the pay Matrix of the new post as per Rule 26.

2. Rule 26

26(1) Fixation of a Prob. Trainee after successful completion of Prob. Trainee period -

(8)

(9)

- (b) Appointed on lower post and opted to draw pay at the previous post on successful completion of P.T.P.

— Pay will be fixed in the level of pay matrix of the new post which he would have been entitled to as if the period service rendered on the previous post would have ^{been} continued as rendered against the new post subject to the condition that pay fixed shall be as fixed to the pay list drawn on the old post.

Academic / Professional
Qualification / Experience
required)

Reunited on a post higher than the initial post of state service on probation of one year and pay last drawn by him is higher than the entry pay of the new post

→ Pay will be fixed in the level in the pay matrix of the new post at the equal cell with reference to the pay of the previous post and if no equal cell than at next higher cell.

Have as
I above.

(c) Already in regular service of the Govt. of India and other State Institutions of Govt. of India and other State Govt., if appointed by direct recruitment on the post higher than the post last held under the previous employers and on a post higher than the

(e) Already in regular service of the Govt. of India and other state institutions of Govt. of India and other state Govt., if appointed by direct recruitment on the post higher than the post last held under the previous employer and the post higher than the

● Appointed as urgent -
Temporary basis and
regularised through
RPS or selection
committee

● Appointed to new post
on request under
Rule 20(a) of RSR and
or Rule 38(1)(b) of
Pension Rules

● Appointed to new
post as probationer
trainee/on proba-
tion is appointed to
new post before com-
pletion of probation
satisfactorily

→ Appointed as fresh
as probationer Trainee
and allowed fixed
remuneration
and on completion
of period of probation
Trainee period shall
be entitled to
entry pay of the post.

→ Pay shall be fixed
in the level in the
Pay Matrix of the
post at the equal
cell and if there
is no equal cell
than at lower
cell.

→ The period of service
rendered on old
post shall not
be counted for
this purpose on
the new post.

3. Rule 26 A - Fixation of Pay on Promotion on or
after 1st Oct. 2017 from one level

→ to another

→ One increment shall be given
in the level of old post and placed

(12)

4. Retirement Gratuity/Death Gratuity
to New Pension Scheme Employees

(Capable on or after 1.1.2004)
(RCS (Contributory Pension) Rules, 2005)

● Applicable to those statesort employees
who joined Govt. Service on or after
1.1.2004

● Effective from 1.1.2004

● Eligible for benefit (on their retirement
or death in service) of Retirement
Gratuity/Death Gratuity on the same
terms and conditions as are applicable
to employees covered under Rule 55 to
59 of Raj CS (Pension) Rules, 1996.

(No. F12(8) FD/Rules/2008 Pt I
dated 23.11.17)

(No. F.1(4) FD (Rules) 2017-I dated 30.10.17)
amendment in Rule 24, 26(1), 26 A and
28 effective from 1.1.17 (F1(4) FD (Rules) 2017
dated 3.12.17)

at a cell equal to the figure so arrived
at ~~cell~~ in the level of the new post,
if no such cell is available shall be
placed at the next higher ~~cell~~ cell
in that level.

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Related to College Lecturers Only

The Raj. C.S. (Revised Pay for Govt. College Teachers including Librarians and P.T.I.s) Rule, 2018 promulgated. V.e.b 1.1.16
 Vide order No F 3(1)FD/Rules/2018
 Dt-26.9.18

1. Fixation in Academic level

Sixth Pay Commission

7th Pay Commission

Assistant Professor (Ordinary scale) 15600-39100 G.P. 6000 AL-10 57700-182400

2. Assistant Professor (Senior Scale) 15600-39100 G.P. 7000 AL-11 68300-205500

3. Assistant Professor (Selection Scale) 15600-39100 G.P. 8000 AL-12 79800-211500

4. Assistant Professor (Selection Scale - Completed 3 years) 37400-67000 G.P. 9000 AL-13A 1,31,400-2,17,100

5. Associate Prof - 37400-67000 G.P. 9000 AL-13A 1,31,400-2,17,100

6. Professor - 37400-67000 G.P. 10000 AL-14 1,44,200-2,18,200

7. Vice Principal (PG/Degree) - 37400-67000 G.P. 9000 AL-13A 1,31,400-2,17,100

8. Principal (PG) 37400-67000 G.P. 10000 AL-14 1,44,200-2,18,200

9. Principal (Degree) 37400-67000 G.P. 10000 AL-14 1,44,200-2,18,200

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SP 10000
 SP 2000

(2) Fixed Remuneration for Probationers

(1) Fixed Remuneration in Probation period -

Niab Teh. - 26500/-
 K. 10,101/-

(2) After completion of Prob. period successfully (Niab Teh. L-11-37800-1,19,700/-)

(3) Not entitled in Probation period

Fixation in Academic level -
 Special Pay, D.A., HRA, CCA, other allowances, Adhoc Bonus.

(b) No Travelling allowance for joining on P.T.

(c) No deduction towards G.P.F.

(d) No deputation allowance

(e) Earn no leave

(4) Admissibility

(a) Journey - TA on Tour duty

(b) On Transfer - Only Mileage Allowed on the basis of Fixed Remuneration

(c) On Transfer - actual period required for journey will be

(15)

(5) Existing employee already in regular service -

(1) shall have option to opt either for fixed remun. or pay in the academic level in the pay matrix of premium post (Not the academic level of his/her new appointment)

(2) After successful completion of probation period pay shall be fixed in the A.L. of new post as per rules and ~~be~~ get due protection of his/her pay.

F 9 (1) FD (Rules) 2018 dt. 26.9.18

(16)

(d) State Insurance deduction shall be made ~~from~~ ~~from~~ in a calendar year.

(e) 15 days casual leave for less than calendar year on the basis of completed months.

(f) Female P.T. may be granted Maternity leave as per rule 103 & 104

(g) Male P.T. shall be granted Paternity leave as per rule 103A

(h) Extra-Ordinary leave - upto 30 days by appointing authority

Beyond 30 days and upto One year - by Appointment of authority after prior approval from Adm. Deptt.

(i) Medi-Claim Insurance ~~coverage~~ coverage shall be applicable

(j) Contribution towards New Pension Scheme

@ 10% from fixed remuneration shall be made @ 10% also contribute by Government.

(3) प्रोबेशन डेनी बाबत मार्गदर्शिका (वित्त विभाग के आदेश दि० 30.10.17 एवं 9.12.17 के क्रम में)

(सफा (घ-75) कोस/IFMS/डिपे डीनेजर/19972-20010 दिनांक 8.2.18)

(1) दिनांक 1.1.16 ^{को} परीक्षाधीन प्राश्निकाएँ यदि किट्स ~~प्राश्निकाएँ~~ प्राप्त कर रहा है तथा वह existing Govt. servant माना जायेगा।

(2) दि० 1.1.16 से पूर्व राज्य सेवा में नियमित रूप से नियुक्त कर्मचारी ने 1.1.16 से से पूर्व अन्य पद पर प्रवेश करने पर नियुक्ति पर पूर्व पद का वेतन लेने का विकल्प दिया है तो ऐसे कर्मचारी प्रोबेशन डेनी अवधि में 1.7.16 या 1.7.17 की वार्षिक वेतन छुट्टि दिनांक का विकल्प क्या दे सकते हैं।

© विकल्प नहीं दिया जा सकता है।

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- प्रोबेशन डेनी अवधि में पूर्व पद का वेतन लेने का विकल्प के अनुसार 1.1.16 को वेतन प्राप्त कर रहा है तो ऐसे कर्मचारी कर्मचारी द्वारा वेतनमान नियम 2017 में वेतन निष्पत्ति का विकल्प नए पद पर प्रोबेशन डेनी अवधि पूर्ण करने की दिनांक से पूर्व वार्षिक वेतन छुट्टि की दिनांक 1.7.16 या 1.7.17 का विकल्प दिया जा सकता है। परन्तु प्रोबेशन डेनी अवधि से पूर्व पद की वार्षिक वेतन छुट्टि प्राप्त नहीं होने

Rule 86 ^{with effect} Absence from Duty

(1) Absence after expiry of leave - Absent from duty without leave or before leave

Such absence shall be in suspension in service involving forfeiture unless otherwise regularised.

(2) ^{Absence} After expiry of sanctioned leave or refusal of extension - ~~to~~ not entitled to any pay and allowances unless otherwise regularised.

(3) Willful absence after expiry of leave - ~~to~~ liable to disciplinary action

(4) Action under CCA Rules - Those who remain willful absent exceeding one month is charge is proved strong may be removed from service

(5) Leave of any kind for a continuous period exceeding 5 years shall not be granted.

(6) A Govt. servant shall be deemed to have been resigned from the service if he -

(a) Absent without authorisation exceeding one year from the expiry of sanctioned leave, or

(b) Absent for a continuous period exceeding five years even if the period of unauthorised absent is for less than one year, or

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(c) Continuous or foreign service beyond the approved period.

However reasonable opportunity shall be given.

Govt. decision - If leave is not sanctioned for the absence from duty it can be treated as 'dies non' (दिवस नो) for all purposes

- Willful absence (not in continuation of leave) may be treated as interruption and forfeiture of entire past service.

अवकाश या विराम प्रमेक सन्तुष्टि आदिवासी
अथवा एसओ से लॉन्ग इन चार्ज राज-दाज लाइव
में IPR MODULE बारा जॉन लॉन्ग दाज विवाज
काँफे विवाज दाज - प-13 (76) दाजि/क-1/
जो.पू.12011 दि.27.12.17)

Change of Name and Surname

(1) Change of Name or Modification :-

(a) Fill the deed changing his name, signed by two witnesses, deed should be published by applicant himself in local News papers and Raj. Rajbajra. After completion of formalities as above read ~~the~~ office appointing authority examined the Govt. Record.

(2) Addition/Change/deletion of Surname of Female

(a) Only on account of Marriage!

Re-marriage Change in Surname

Give information, particulars of husband to the appointing Authority.

(b) Deletion of Surname or Reversion

to maiden name on divorce/separation / Deaths of husband

May intimate to the appointing authority

(c) No formal form is prescribed

Place on Awarding Posting Orders

(i) Head of the Deptt.

Class IV, subordinate, Ministerial (Cadre Controlling authority)

upto 10 days

copy sent to Adm. Deptt.

(ii) Chairman Board of Revenue

upto 30 days

Reasons shall be recorded

(iii) Administrative Department (Deptt under their control)

Full Powers

- do -

● A PD is duty. ● Posting orders are to be issued within 30 days, if not then report to Chief Secretary.

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Leave: Various

Kinds of leave

General:-

(1) What is leave : leave is earned

by duty only. It includes

Privilege leave, Half Pay leave,

Commuted leave, Special disability

leave, Study leave, Maternity

leave, Paternity leave, Hospital

leave, ~~Leave~~ not due,

extra - ordinary leave, child

care leave, child adoption leave.

(2) Leave cannot be claimed as

a right : Authority empowered

to grant leave, to refuse or revoke

(3) Combination of holiday with leave :

Admissible

(4) Recall from leave : Before the

expiry of sanctioned may be

ordered to join the duty.

(5) Medical Certificate does not

order right to leave. It is

medical certificate should be forwarded to authority competent to grant leave and the orders of that authority should be awaited.

6. Fitness Certificate : Essential to join the duty after availing of commuted leave. Govt. servant who is unfit to duty cannot resume his duties.

7. Return from leave before due date : if it is permitted.

8. Combination of leave of various kinds : Any kind of leave may be granted in combination or in continuation of any kind of leave.

Various Kinds of leave

(1) Privilege leave :

(Other than Vacation Deptt.)

(i) 30 days in a calendar year.

(ii)

(credited in advance in two instalments - 15 days on the

(22)

first day of January and July of every calendar year.

(iii) Unavailed joining time upto 15 days may be credited as per rules.

(iv) Maximum limit - Entitlement to accumulate upto 300 days.

(v) For cashment of P.L. while in Service
● In a block of two years upto 30 days
● Up to 15 days in first year and upto 15 days in second year.

(vi) Cash payment in lieu of unutilised P.L. on the date of retirement :
Payable cash equivalent to leave salary not exceeding 300 days.

(vii) Sanction of leave for personal etc. reasons :

● At a time - 120 days

● In serious illness - upto 300 days.

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2. Half Pay leave

- Entitled to half pay leave of 20 days in respect of each completed year of service

- It can be sanctioned on medical ground or private affairs.

3. Commuted leave

- Commuted leave not exceeding half the amount of half pay leave due may granted on medical certificate

- When commuted leave is granted twice the amount of leave shall be debited to half pay leave due.

- Half Pay leave upto a maximum of 180 days may be commuted with out medical certificate for an approved course of study.

4. Leave not Due

- Shall be limited to the half pay

Leave is likely to earn thereafter.

- In entire service admissible — maximum of 360 days out of which not more than 30 days at a time and 180 days in all on medical certificate.

- L. not due shall be debited against the half pay leave he is likely to earn.

5. Terminal leave

- Admissible on termination of temporary employee on retrenchment or on abolition of post or on administrative convenience etc.

- May be sanctioned privilege leave not exceeding 300 days

- A temporary Govt servant who resign on his own may be granted Terminal leave not exceeding half the amount of P.L. at his credit subject to maximum of 150 days. (25)

6. Extra-Ordinary leave

● EOL is sanctioned when no other leave admissible or when other leave is admissible but Govt. servant concerned applies.

● Temporary Govt. servant - 3 months at a time and ^{upto} 8 months at a time ^{with the approval of Finance Dept.} after completion of three years service admissibility as ~~per~~ permanent employee.

● Permanent Govt. Servant - upto 24 months (including study leave). Above 24 months sanction of Finance Department is required.

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7. Special Disability leave

(i) May be granted - to a Govt. servant who is disabled by injury or caused in or in consequence of due performance of duty or official position.

(ii) On Medical Certificate upto 24 months.

(iii) Granted as duty - for 120 days full pay and for remaining period half pay (Superior Service officials). Class II - First sixty days - full pay and remaining period half pay.

8. Maternity leave

● To a female Govt. servant with less than two surviving children up to the period of 180 days from the date of its commencement.

● If there is no surviving child even after availing if twice may be granted on one more occasion.

● Maternity may also be granted

(25)

to female Govt servant with less than two surviving children in case of miscarriage/abortion either once or twice subject to Total six weeks during the entire service.

- Medical Certificate required.
- Combined with other leave.

9. Paternity leave

• A male Govt servant with less than two surviving children may be granted for a period of 15 days during confinement of his wife i.e. 15 days before to three months ~~after~~ childbirth.

- If not availed within this period it shall be treated as lapsed.

10. Hospital leave

Employees covered under Workmen Compensation Act, Employees State Insurance Act or whose duties involve handling of dangerous machinery, explosive material etc.

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11. Study leave

- (i) Admissible to pursue course of study or investigation of a scientific or technical nature in public interest.
- (ii) Not admissible after 20 years of service
- (iii) Maximum in entire service upto 2 years and at a time 12 months.
- (iv) Study leave is extra leave on half pay.
- (v) Also sanctioned to temporary employees who completed three years service.

12. Child Adoption leave

- (i) To a female Govt servant
- (ii) Adopted child age should be below one year.
- (iii) Adopted only when less than two child.
- (iv) Leave upto 180 days from the date of adoption

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13. Child Care leave

- (i) To female Govt. Employee
 - (ii) Max period - 2 years i.e. 730 days.
 - (iii) For bearing (पुत्र) such as examination, sickness etc.
 - (iv) Child should be the age of 18 years (below) or disabled upto the age of 22 years
- Conditions:
- (i) Leave salary payable
 - (ii) Combined with other leave.
 - (iii) Cannot be claimed as aright
 - (iv) Not to be granted more than Three spells in a calendar year.
 - (v) If granted to Probationer trainee, probation period shall be extended.
 - (vi) 120 days at a time and in case of serious disease upto 300 days
 - (vii) 20% of total employees may be sanctioned at a time.
- (FD order No F 1 (6) FD/Rules/2011 dt. 22.5.18 and Clarification dated 10.9.18)

(30)

14. Privilege leave to Officers

En Vacation Department

- (1) Entitled 15 days Privilege leave in a calendar year.
- (2) Credited after expiry of every calendar year.
- (3) Appointed during calendar year - $1\frac{1}{4}$ days for each completed month.
- (4) In case of resignation, termination, death, retirement — credited @ $1\frac{1}{4}$ days for each completed month.

- (5) Prevented from availing Full Vacation - Admissible 15 days at the end of vacation.

(Rule 92 RSRPII)

1. Special Casual leave

Other leave

(Schools/Colleges's Teachers)

(RSRPII)

(31)

(1) Spl. Casual leave may be granted upto a maximum of 15 days in an academic session for academic work.

(2) Academic work → Attending Meeting in University/BOSSE, Inspection on behalf of Uni/BOSSE. Conduct Practical exam. To attend seminars/workshop etc. To Read papers.

(3) No Spl C.L. shall be granted after 31st Jan. in a academic session.

2. Special C.L. for office bearers of the Executive body of the state level recognised Association

- 10 days in a academic year in addition to 15 days Spl. C.L.

3. Special Casual leave of 15 days is also admissible to Probationer Trainee Teachers from Academic Session 2011-12.
(FD Order No. F(1)FD(Rules)/2012, dated 14.2.12) (For Academic work)

4. Grant of Academic leave to pursue Higher Studies/Research at Universities (RSP Pt II)

- Admissible to the teachers selected by UGC for Fellowship under faculty improvement programme.

- Up to 1 year or max. 3 years for M.Phil, M.Lit, Ph.D.

- Full salary and other benefits

- Bond to serve 5 years

5. Grant of Academic leave to teachers of Govt. colleges under the scheme of National association for visiting national laboratories and institutions for research work

- For a period of 5 years from the date of selection, or

- Short-term award for one year

- Academic leave on full pay and allowances

कार्यगृहण काल नियम

(1) राजवस्तिविल सेवा (कार्यगृहण काल) नियम, 1981 1.4.81 से प्रभाणशालि

(2) कार्यगृहण काल से तात्पर्य :-

किसी राज्य कर्मचारी को पदगृहण करने या पद ह्यापन स्थान पर पहुचने हेतु यात्रा करने के लिये अनुज्ञेप दत्त है।

(3) कार्यगृहण काल की देयता :-

- (i) जनरल में स्थानान्तरण है
- (ii) नये पद पर उसी स्थान या अनुमान है
- (iii) जनरल में स्थानान्तरण है।
- (iv) 180 दिन के अस्थायी स्थानान्तरण पर देय नहीं।

(4) स्वयं की प्रार्थना पर स्थानान्तरण देय नहीं। केवल रविवा या अवकाशों का उपयोग कर सकता है।

(5) प्रतियोगी परीक्षा द्वारा व्यापक कर्मचारी द्वारा अन्य पद पर नियुक्ति पर देय परन्तु तीन वर्ष से कम सेवाबधिवाले को देय नहीं (34)

(6) कार्यगृहण काल की अवधि

(i) स्थानान्तरण पर मुरखालप परिवर्तन :-

सीधे एवं सामान्य मागि से यात्रा पर विमानमार्ग

पुराने एवं नये मुख्यालय के मध्य दूरी	स्वीकृति व्यापुष्ट काल	जब तक द्वारा 200 Km निरन्तर यात्रा की जावे तो स्वीकृति
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1. 1000 किमी या - 10 दिन 12 दिन कम

2. 1000 किमी से - 12 दिन 15 दिन अधिक

3. 2000 किमी से - 15 दिन 15 दिन अधिक

(ii) एक ही स्थान पर स्थानान्तरण -

एक दिन देय अर्थात् पूर्वान्ह में व्यापार सौंपने पर अपरान्ह में एवं अपरान्ह में सौंपने पर अगले दिन पूर्वान्ह में।

(iii) पद ह्यापन आदेशों की उगिक्षा में स्थानान्तरण पर - 4 दिन देय

७. कार्यगृह का ल में हुई —

(i) 30 दिन तक विभागालयक्षेत्र द्वारा

(ii) 30 दिन से अधिक — प्रशासनिक विभाग

8. कार्यगृह का ल को अन्य अवकाश के साथ जोड़ा जा सकता है।

9. कार्यगृह का ल कार्य पर माना जायेगा तथा व्यक्तित्व पर देय।

10. अधिक लेने पर दण्ड : निधिसि

लक्ष्य से अधिक लेने पर वेतन देय नहीं, सेवा में आना जा

सकता है जब तक कि सन्तानपुत्र

प्राप्त होने पर उस अवधि के

अवकाश अवकाश में

परिवर्तित नहीं कर दिया जाये।

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Records Service

(i) Records of Service : Service

Book shall be maintained for every Govt. servant in prescribed form, except :-

☐ short period employment ~~and~~ Contract-
able, class IV. (Service Book)

(ii) Kept in the office of HOD/HOO

Where Govt. servant is serving

(iii) Shall be transferred with him from time to time (on transfer)

(iv) Cost shall be borne by the

Govt. Not to return on retirement, resignation or discharge, termination or removal etc.

(v) On application duplicate Service Book will be supplied on payment of Rs 2/- only.

(vi) Original Service shall only be authentic but in event of non-availability assistance

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for the purpose of Pay fixation/
pension etc may be taken.

(vii) Entries in Service Book

Every step in Govt. servant's
Official life must be recorded
and attested by the Head of the
office → Name, Date of
Birth, Date of appointment,
Pay-scale/level, Date of incre-
ment, leave account, pay-
fixation, Suspension, gain-
state ment, effect of suspension,
punishment, removal, dismissal,
re-appointment, transfer,
joining, Confirmation, promotion,
Reversion, Service Verification
Education Qualifications etc.

(viii) Duty of the H.O.D. to hand
the Service Book once in
a year and obtain signature

(ix) On completion of 25 years
service H.O.D. Verify the
qualifying service and if
any lapse inform the
Govt. Servant