

Fundamental Rules and Subsidiary Rules of A.P. Government

INTRODUCTION

1.1 The Fundamental Rules apply to all Government Servants paid from the consolidated fund of the State. They deal with service aspects relating to Government Servants such as the General Conditions of Service, Pay, Pay Fixations, Increments, Additions to Pay, Combination of Appointment, Dismissal, Removal and Suspension, Retirement, Leave, Joining Time and Foreign Service etc. The power of interpreting these rules is reserved to the Government.

1.1.1 Government may relax any of the provisions in just and equitable circumstances.

1.1.2 The power of interpretation of these rules is reserved to the Government.

DEFINITIONS

1.2 Some of the important definitions in these Rules are, as follows (FR. 9):

Duty: Service in a post, joining time, authorised course of training, compulsory wait treated as such by competent authority, periods of enforced halts enroute on tour, CL etc., are treated as duty.

There are some more instances detailed in FR 9 like period spent by employees in attending to Conferences/Seminars/ Exhibitions/Examiner, being treated as Duty. During given circumstances in respect of compulsory wait for posting, to treat such periods as Duty, detailed procedure given in FR 9 should be followed to enable Government to pass orders in each case as Duty.

Pay: (i) Basic Pay, (ii) Special Pay, (iii) Personal Pay, (iv) Additions to Pay granted under FR 49.

Foreign Service: Means service in a post where the Government Servant draws his pay from a source other than the consolidated fund of the State.

Personal Pay: means additional pay granted to save the employees from loss in substantiate pay or on personal grounds like family planning incentive increment.

1.3 The whole time of a Government Servant is at the disposal of government and he may be employed in any manner required by proper authority without claim for additional remuneration (FR. 11).

1.4 **Lien:** The concept of confirmation has been amended in GO Ms. No. 633,

G.A (Services) Department, dt. 8.11.1989. Confirmation is delinked from availability of permanent post. Confirmation can be done against a temporary post in the initial post after satisfactory completion of probation.

Suspension of Lien: FR 14 (g) the lien of (i) a Government employee appointed outside the regular line from the date of relief; (ii) a Government employee who resigned/relieved from a post to join in a different post to which he is selected by direct recruitment from the date of his resignation/relief from the old post and (iii) a Government employee who is transferred from one department to another on request or otherwise by departmental transfers from the date of his relief shall stand automatically suspended even if it is not mentioned in such orders and such Government employee shall automatically acquire provisional lien in the new department in which they join.

The lien of a Government Servant which was automatically suspended under Clause (g) under FR 14, shall automatically get terminated in the parent department on the date on which his probation is declared in the new department or on the date on which his probation is deemed to have been declared in the new department whichever is later subject to a maximum of three years.

The existing employees who are working in the departments other than parent department, have to exercise option within two months (from 19.5.2009) to continue in other services, Maximum time of six (6) months from the date is allowed to get relief from other Departments and to join parent department (in the event they opt to get back to parent department). GO Ms. No.144, Finance Department, dt. 19.5.2009.

MEDICAL CERTIFICATE: No person can be appointed regularly without a Medical Certificate of Health as provided under FR.10.

- 1.5 Government may transfer a Government Servant from one post to another. The Head of Department may allow Telegraphic Transfer of Charge (FR 17) in peculiar cases.
- 1.6 A Government Servant may be required to subscribe to a provident fund or similar funds (FR 16).
- 1.7 No Government Servant shall be granted leave of any kind for a continuous period exceeding five years. Wilful absence from duty not covered by grant of any leave will be treated as 'Diesnon' for all purposes viz., increment, leave and pension. Proper notice and consideration of explanation should precede the decision.

A Government Servant who has un-authorizedly absented from duty for a period exceeding one year should be removed from service after following procedure (GO Ms. No. 8, Finance Department, dt. 8.1.2004).

- 1.8 Interruption between two or more spells of service shall be treated as

automatically condoned without any formal orders of the sanctioning authority, excluding, however the periods of interruptions themselves (FR 18).

PAY FIXATIONS

2.1 Following are some of the circumstances under which pay fixation arises:

1. First appointment to a post
2. Revision of Scales of Pay
3. Promotion to a post carrying higher responsibilities
4. Reversion to a lower post
5. Appointment by transfer to a post outside the regular line
6. Repatriation to the parent department from outside the regular line
7. Substantive appointment to a post not carrying higher responsibilities or to a new post
8. Automatic advancement
9. Re-employment

2.2 GENERAL PRINCIPLES OF PAY FIXATION

- (i) The provisions under FR 19,22,22-B, 23, 26 (aa), 31 and 35 deal with the principles of pay fixation.
- (ii) For purpose of pay fixation, only Basic Pay is taken into consideration
- (iii) In respect of Revision of Pay Scales, the guidelines given by Government each time, lay down the principles of pay fixation. In the absence of guidelines, pay should be fixed at the same stage in the revised pay scale and if there is no stage, at a next below the stage to the pay drawn in the old scale, and the difference treated as personal pay to be absorbed in future increments.

2.3 FIRST APPOINTMENT

The basic pay is fixed at the minimum of the time scale attached to the post to which an employee is appointed. FR 22 (b).

The pay of a regular Government Servant (not appointed under emergency provisions) when appointed directly to another post, under the Government, on selection by APPSC, shall be fixed in the new post at a stage which is not lower than the pay drawn by him in the earlier post FR 22 a(iv).

2.4 REVISED SCALES OF PAY

In respect of Revision of Pay Scales, the guidelines given by the Government for pay fixation each time lay down the principle of pay fixation.

The latest revision has been made as a result of recommendations of the 9th Pay Revision in GO Ms. No. 52, Finance PC (I) Department, dt. 25.2.2010 giving effect from 1.7.2008 with monetary benefit from 1.2.2010. Three stagnation increments can be sanctioned beyond the maximum of the scale in the above cited GO.

2.5 PROMOTION TO A POST CARRYING HIGHER RESPONSIBILITIES

Where a Government Servant is promoted to a higher post, the pay is fixed under FR 22 (b). The individual is allowed option to have benefit of this fixation either from the date of increment itself or from the date on which he is entitled for the next increment in the lower post. Option has to be exercised within one month from the date of promotion and can be revised only once within a period of one year from the date of promotion. Such pay structure is permissible in the event of promotion from ordinary scale, special grade and special promotions post scale only. In the event of promotion from special promotion, Grade II pay fixation as per FR 22 a(i) and FR 31 (2) is permissible.

FR 22(B) – The pay in the promotion post is fixed at a stage above the notional pay which is arrived by increasing the pay in the lower post by an increment.

Eg. An employee drawing a basic pay of Rs.37,600 w.e.f. 1.4.2009 in the time scale of pay of Rs.27,000-51,760 is promoted to the next higher category of scale of Rs.31,550 – 53,060 on 15.5.2009. Fix his pay on the basis of the option from date of promotion and from the date of next increment of lower post.

As per GO Ms. No. 145, Finance (FR.II) Dept., dt. 19.5.2009, if the employees does not exercise his option within one month, the DDO will fix his pay by adopting the method which may be most beneficial to the employee (from 19.5.2009).

1. If opted from the date of promotion itself:

Date	Pay scale of Lower Post	Pay Scale of Higher Post	
	(Rs. 27,000-51760)	(Rs. 31,550-53,060)	
1.4.2009	Rs. 37,600		
15.5.2009	Rs. 37,600	----	
(Promoted)	+ 970 add one Notional Increment)	Rs. 39,540	Pay fixed at next higher stage after the addition of notional increment

TOTAL Rs. 38,570

Next increment 1.5.2011 Rs. 40,510

2. If opted for promotional scale from date of next increment of lower post.

Date	Pay scale of Lower Post (Rs. 27,000-51760)	Pay Scale of Higher Post (Rs. 31,550-53060)	
1.4.2009	Rs. 37,600		
15.5.2009 (Date of promotion)	----	Rs. 38,570	Pay fixed at just next higher stage
1.4.2010	Rs. 37,600		
Date of next Increment	+ 970 Regular increment + 970 Notional -----	Rs. 40,510	Pay fixed at higher stage after addition of notional increment
Total	Rs. 39,540		
1.4.2011	Next increment	Rs. 41,550	

Note: The date of fixation under FR 22(B) is the crucial date for grant of future increments in the higher post.

The pay fixation of the employees who are promoted to a higher post after enjoying 3 stagnation increments in the lower post should be done according to FR 22a (i) and not FR 22 (B). Cir. Memo No. 40304/692/A1/FR.II/2001, dt. 31.1.2002.

The pay fixation of Typists, Steno Typists when promoted from a post carrying special pay to a post not carrying special pay should be done by merging the special pay with basic pay in the lower post (GO Ms. No. 190, F&P (FW-FR.II) Dept., dt. 24.8.1998. This rule shall not apply to the future recruits who are appointed subsequent to the date of issue of the above GO.

2.6 REVERSION TO A LOWER POST

Reversion may be due to 3 reasons

1. Administrative grounds
2. Penalty/Punishment – FR.28
3. Own request – FR 22 a (iii)

Pay protection is not done in any type of reversion.

2.7 APPOINTMENT BY TRANSFER TO A POST OUTSIDE THE REGULAR LINE AND ON REPATRIATION TO THE PARENT DEPARTMENT

If an employee is promoted to a higher post outside the regular line, the same principles of pay fixation discussed earlier will apply.

On repatriation to the parent department, the benefits accrued outside the regular line shall end with the temporary term.

To avoid sudden drop, the pay drawn outside the regular line shall be protected treating the excess as personal pay to be merged in future rise in pay on account of grant of increments.

2.7.1 Stepping up of pay of a senior on par with that of his junior is allowed subject to the criteria

(i) - Both the senior and junior have been drawing pay in an identical pay scale in the existing scales.

(ii) - Both the above should be promoted to the same category of post carrying the same scale of pay under the same mode of recruitment and from the same unit of approval in the lower category.

(iii) – Pay of the junior in the lower category should have been less than or equal to that of senior in the lower category prior to promotion of senior to higher post.

(iv) – The anomaly should have arisen directly as a result of pay fixation in the automatic advancement scheme.

2.8 SUBSTANTIVE APPOINTMENT TO A POST NOT CARRYING HIGHER RESPONSIBILITIES

The employee who is appointed to another post not carrying higher responsibilities will draw as initial pay, the stage of the time scale which is equal to his substantive pay in respect of the old post. FR 22a(ii).

2.9 FIXATION OF PAY OF RETRENCHED EMPLOYEES OWING TO REDUCTION OF STAFF AS A MEASURE OF ECONOMY ON THEIR ABSORPTION

According to Rule (9) under FR 22, read with GO No. 1002, GAD, dt. 29.11.1967, GO 219, Fin. Dept., dt. 14.4.1972, the pay of those employees absorbed on an identical post or a lower post should be fixed at the minimum of the time scale of the post in which they are absorbed plus grade increments counting the length of previous service in the equivalent and higher grade, provided they have not received any pension or gratuity or if received, have returned the same either in lumpsum or in instalments as prescribed by the appointing authority. Otherwise, only the minimum of the time scale should be allowed. If the pension and gratuity already received are refunded, previous service before retrenchment will be counted for pension to the extent admissible. But the leave at credit shall not be allowed to carry over, to the

leave account of service after absorption.

3.1 AUTOMATIC ADVANCEMENT SCHEME

On completion of 8/16/24 years of service in the same post, the employees drawing pay in automatic advancement scheme when actually promoted to a higher post are not allowed the pay fixation under FR. 22 B. The pattern of pay fixation is as under FR. 22 a (i) read with FR 31 (2) in such cases. In regard to Revised Pay Scales, 2008 in GO Ms. No. 93, Finance Department, dt. 3.4.2010, the scope of applicability of this scheme is limited to the employees drawing pay in the scale of Rs. 25,600 – 30,560 and below. The main features of this scheme are as under:

- 3.2 On completion of eight years of service which counts for increment, an employee shall be eligible for special grade scale which is usually a scale next above the ordinary pay scale of the post. Details in GO Ms. No. 93, (Pay Commission, Finance Dept., dt. 03.04.2010. Monetary benefit is given from 1.2.2010. Arrears for February, 2010 to be remitted to GPF.
- 3.3 On completion of 16 years of service which counts for increments and if the employee is fully qualified to be promoted to the higher post, he shall be eligible for the pay scale of next promotional post. If there is one. If there is no promotional post under the relevant service rules, the employee is eligible for the scale of pay next above the Special grade post (Special Promotion Post Scale/special Adhoc Promotion Post Scale).
- 3.4 On completion of 24 years of service which counts for increment, an employee shall be sanctioned one increment in the existing scale that is SPP/SAPP Scale as the case may be, which is in addition to normal increment. In case of employees whose date of normal increment is different from this date of completion of 24 years of service, the date of next increment will be after completion of one year of service from the date of drawal of increment allowed on completion of 24 years of service.
- 3.5 The benefit of automatic advancement scheme will be withdrawn if the employee relinquishes his right to promotion. Similarly, persons appointed to lower post at request are also not eligible for the Automatic Advancement Scheme (Memo No. 007/375/PRC.I/88, dt. 26.10.1988).
- 3.6 Service for considering 8 years/16 years/24 years to be computed from the date of pay fixation under FR 22a (i). Actual drawal of increments is not the criteria (Govt. Memo No. 38053/199/PC.II/2008, dt. 19.9.2010).

Eg. An employee drawing a basic pay of Rs. 32,350 w.e.f. 1.4.2010 in the scale of pay of 21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-48160, completed 8 years of service on 15.4.2010 – Fix his pay in the special grade post scale of 23650-650-25600-700-27100-750-29950-800-32350-850-34900-900-37600-970-40510-1040-

43630-1110-46960-1200-49360 and indicate the next increment.

	Ordinary scale		Special Grade Post Scale
	Rs. 21820 – 48160		Rs. 23650 – 49360
1.4.2010	Rs. 32,350		Rs. 32350+850
15.4.2010 on completion of 8 years		=	Rs. 33,200 FR 22 a(i)
1.4.2011 (Increment)		=	Rs. 33,200 + 850 Rs. 34,050

INCREMENTS

- 4.1 According to Rule 24, increments shall ordinarily be drawn as a matter of course unless it is withheld. Increment can be withheld if the conduct of the employee has not been good or his work was not satisfactory. Presence of orders is necessary for withholding an increment. If no orders withholding increment are received by the drawing officer, he should draw the increment by enclosing an increment certificate to the pay bill, unless it is an increment due on declaration of probation or passing of a prescribed test which can be drawn only after issue of orders declaring the satisfactory completion of the period of probation or the passing of that test.
- 4.2 Rule 26 lays down the conditions under which service counts for increment. According to this rule, service in a post including leaves counts for increment except the following periods. Further for drawl of increment, the employee should have the basic qualification for holding the post.
 1. Periods of suspension treated as not duty, if suspension is for misconduct. Service preceding period of suspension also will not count for increment (Note 5 under Rule 24).
 2. Periods of EOL taken for reasons, other than illness does not count. If on MC., Causes beyond the control of employee or for prosecuting higher studies. Specific orders of the Head of the Department are necessary for counting EOL taken for the above 3 reasons for increment. Powers delegated to heads of departments for a period not exceeding 6 months.

Other enent wich do not count:

Over stoyal of leave not regularised (Ruling 2 under Rule 26(b)).

Service in a lower post (Ruling 9 under Rule 26 (b))

Break in service due to discharge (Ruling 9 Note 2 Under Rule 26)

Periods of leave or deputation during which the employee would not

have continued in that post but for leave or deputation (Rule 26 (1)).

4.2.1 Service in a higher post and identical post count for Increment.

4.2.2 Increment will be drawn from the first day of the month in which it falls due (GO 133, Finance Dept. dt. 15.7.1974, GO 192, Finance Dept., dt. 1.8.1974 and Memo No. 4964-A/21111/FR.11174-1, dt. 6.10.1974.

4.3 Increment falling due on the day succeeding the date of retirement though actually not drawn counts for pension.

4.4 INCENTIVE INCREMENT FOR FAMILY PLANNING OPERATIONS (GO MS. NO. 52, M&H, DT. 23.1.1984)

Employees or their spouses who undergo family planning operations are eligible for one advance increment subject to the following conditions.

1. The number of living children should not be more than two (GO 377, HM & FW, dt. 25.11.1986 from 25.11.1986).
2. The rate of increment is the rate of next increment due after operation and this amount is treated as personal pay to be drawn at that rate through out service as a separate entity.
3. Husband should be below 50 years of age and wife between 20 years and 45 years of age.
4. Sterilization etc., should be in Government Hospital. If operated in private hospital, the certificate should be countersigned by a Government Doctor not below the rank of Civil Asst. Surgeon within 5 days from the date of operation.
5. Increment should be allowed from 1st of the month following the date of operation.
6. Operation should be while in service.
7. If both wife and husband are employees, only one can draw the PP at their choice.
8. Personal pay should be withdrawn from the date of recanalization.
9. Personal pay is not admissible for Hysterectomy.

This increment has been stayed from the revised pay scales of 1999 and subsequent orders have ever been issued.

COMBINATION OF APPOINTMENTS (RULE 49)

5.1 The State Government (powers delegated to Head of Departments for a

period up to 3 months vide delegation 1. under Rule 4, read with GO 282, Fin. & Plg. (Fin. FR1), dt. 11.8.1977 may appoint a Govt. Servant as a temporary measure to officiate in two or more posts. The order should declare whether he officiates, or holds full additional charge or merely to discharge current duties of the additional post. The second post should be distinct or separate and not subordinate to the first post. Additional pay should also be sanctioned by the above authorities.

- 5.2 If appointed to officiate in a second post and to hold full additional charge of his own post:

The highest pay to which he would be admissible, if appointment to one of the posts stood along and in addition $\frac{1}{5}$ th of this pay or $\frac{1}{2}$ the minimum of the scale of the 2nd post whichever is less. He may draw compensatory allowances, if any of the second post in full and if CA is attached to both the posts larger of the two.

- 5.3 If he holds full additional charges of a 2nd post in addition to his own:

Additional pay for the additional post @ $\frac{1}{5}$ of his pay or $\frac{1}{2}$ the minimum of the additional post whichever is less. DA and other allowances permissible can be allowed on the additional pay.

- 5.4 If he discharges only current duties of second post in addition to his one:

Additional pay not exceeding $\frac{1}{10}$ th of his pay or $\frac{1}{4}$ th of the minimum of the 2nd post and CA of his own post.

- a) The additional pay at the above rates is admissible for the first 3 months of additional charge and at half those rates for another 3 months and thereafter, no additional pay. Heads of Departments can sanction the additional pay for the first 3 months and for the period in excess of 3 months sanction of Government is necessary (vide instruction 2 under FR 49). If the additional charge arrangement is ordered by Government, the additional pay @ $\frac{1}{5}$ th of pay for first 3 months and at $\frac{1}{10}$ th of pay for 3 more months (total 6 months) may be sanctioned by Head of Department.
- b) Additional pay is admissible if the full additional charge is held for a period exceeding 14 working days excluding optional holidays, and casual leave, if any, and in respect of current duties one month (vide instruction 2 and ruling 8 & 9 of FR 49).

PAY ADMISSIBLE IN CASE OF PUNISHMENTS

Government or any other authority to whom such powers are delegated can impose the punishments detailed in Rule 9 of the A.P. Civil Service (Classification, Control & Appeal) Rules in respect of the employees subordinate to them. To effect of these punishments on pay and allowances of the employees are dealt with in FR

24, 25, 29 (i), 29 (ii), 29-A, 52, 53, 54-A and 54-B.

Fundamental Rule 24 requires that the punishment of withholding of increment should specifically state about the following issues:

1. Period for which it is withheld.
2. Whether the postponement shall have the effect of postponing future increments.
3. Whether the period of stoppage will be exclusive of any interval spent on leave before the period of punishment is completed (Not applicable if the stoppage of increments is with cumulative effect).
4. Whether the stoppage will effect pension.

The effect of the order withholding increment is that the officer remains on the same pay for the period for which stoppage is ordered. If the order withholding increment does not state that it shall have effect of postponing future increments, it shall be assumed that the officer's pay is restored to what it would have been had his increment not been withheld from the next natural date of increment (without cumulative effect).

An illustration how the pay is regulated during the period of punishment of stoppage of increment with and without cumulative effect is given below:

Eg. Next increment stopped for a period of one year in the scale of Rs.27,000 – 51,760 while drawing a pay of Rs. 37,600/- from 1.2.2010 (order issued on 1.3.2010). The rate of next increment is Rs.970/- up to Rs. 40,510/-.

Date	Without cumulative Effect	With Cumulative Effect		Remarks
1.2.2010	37,600	37,600		Increment not released in both the cases. But in respect of cases of stoppage without cumulative effect, It is added when next increment is due whereas in regard to stoppage with cumulative effect, it is permanently lost.
1.2.2011	37,600 (Increment not released)	37,600 (increment not released)		
		-		
		37,600 +		
	970	970		
	970			
1.2.2012	39,540*	38,570**		
* Increment due on 1.2.2011 and 2012 released as increment is stopped without				

cumulative effect

** Increment due on 1.2.2011 is permanently denied. Stoppage being with cumulative effect.

6.3 If the punishment is to reduce the pay to a lower stage in his time scale, the pay is regulated under FR 29(1). This order of punishment shall state:

1. The period and the date for which the punishment to be effective
2. Whether on restoration, the period of reduction shall operate to postpone future increments.
3. The stage to which the pay is reduced.

This order of punishment cannot be for an unspecified period or as permanent measure.

6.4.1 The pay during and after the period of punishment will be regulated as follows:

Eg. Pay reduced by two stages from Rs.39,540 to 37,600 in the scale of Rs.27,000 – 51,760 for a period of 2 years from 1.4.2009. Date of increment is 1.3.2010

Date	Reduction shall not Operate to postpone Future increments Ruling (1) (b) (i)	Reduction shall operate to postpone future increments Ruling 1 (b) (ii)
1.3.2009	Rs. 39,540	39,540 (Date of punishment)
1.4.2009	Rs.37,600 (pay reduced by two stages)	37,600
1.4.2010	Rs.37,600 (same pay)	37,600
1.4.2011	Rs.41, 550/- (+ Increment of Rs.970/- due on 1.3.10 and of Rs.1040/- due on 1.3.11 added. 41,500/-	39,540
1.3.2012	Next increment Rs.42590	40,510 (on completion of

		the period of punishment)
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- 6.5 In case of suspension pending enquiry, the employee is eligible under (FR 53) for subsistence allowance equal to leave salary on half pay, plus dearness allowance on the basis of such leave salary. Other compensatory allowances are on the basis of pay which the employee was in receipt on the date of suspension subject to furnishing of a certificate that he is not engaged in any other employment, business, profession or vocation. But in the cases of corruption, misappropriation, acceptance of illegal gratifications subsistence allowance reduced by fifty percent (GO 276, dt. 4.1.2006).
- 6.6 If the period of suspension exceeds 3 months, the authority competent to increase the subsistence allowance, may increase for any period subsequent to the period of 3 months, suitably by an amount not exceeding 50% of such allowance if the suspension has been prolonged for, the reason not directly attributable to the employee; it may reduce it by 50% for the reasons directly attributable to the employee. The rate of dearness allowance will be based on such increase or decrease in subsistence allowance. A second or subsequent review can be made at any time at the discretion of the competent authority and the subsistence allowance can be increased or reduced by 50% of the allowance originally granted based on the reasons already explained.
- 6.7 FR 54, 54-A and 54-B deal with the regulation in case the orders of dismissal, removal, compulsory retirement and suspension are set aside and the employee is reinstated on appeal or review. In cases where the reinstatement is ordered on appeal or review, the competent authority should first decide whether the employee is fully exonerated or not of the charges which resulted in his dismissal, removal or compulsory retirement / whether the suspension is justified or unjustified. The Competent Authority should also state whether the period of absence is treated as duty or not duty. The period treated as not duty cannot be treated as leave to which the employee is entitled without the request of the employee. If the employee is fully exonerated or suspension is unjustified, the period of absence should be treated as duty and in other case, as 'not duty'. In case where the period is treated as duty, the employee is entitled for full pay and allowances which he would have received had the punishment not been imposed. However, if the competent authority is of the opinion that the delay in reinstatement is due to the reasons directly attributable to the employee, payment of a portion of pay and allowances not less than subsistence allowance and other allowances can be ordered after giving opportunity, for representation to the employee and after considering such representation.
- 6.8 If the period of absence is treated as 'not duty', the employee is eligible for subsistence allowance. However, where the competent authority is of the opinion that the delay in reinstatement is not for the reasons directly

attributable to the employee, he can order for the payment of a portion of pay and allowance not less than subsistence allowance and other allowances after giving opportunity for representation and after considering such representation.

- 6.9 Where the dismissal, removal, compulsory retirement or suspension is set aside by a Court of Law on merits of the case and the employee is reinstated without further enquiry, the period of absence should be treated as duty for all purposes and he shall be paid full pay and allowances which he would have drawn had the punishment not been imposed.
- 6.10 If the case is set aside for non-compliance of the provisions of Clause (2) of the Article 311 of the Constitution of India or the employee is not exonerated on merits, the period of absence should be treated as “not duty” and the payment of pay and allowances for the period of absence, shall be not less than subsistence allowance and other allowances.
- 6.11 Where the period of absence which is treated as “not duty” is converted as leave at the request of the employee, the amount of subsistence allowance etc., already paid should be adjusted from the leave salary and the excess, if any, should be recovered (instruction 2 under FR 54).

7. PAY DURING JOINING TIME (RULE 107)

1. Joining time is treated as duty and the employee is entitled to pay drawn by him in the old post before handing over charge in addition DA, HRA and CCA as applicable at old station. Conveyance allowance, FTA are not admissible during joining time (Clause (a) of FR 107 as amended in GO No. 84, Finance Dept., dt. 15.4.1981)
2. During joining time after leave with allowances, joining time pay equal to leave salary (Clause (b) (ii) of Rule, 107).
3. Where transfer of charge consists of inspection of several stores or scattered works by both the officers, the period be regulated as per (Ruling (1) under FR 107).

JOINING TIME IS COMPUTED AS FOLLOWS

- | | | | | |
|-----|--------------------|---|------------------|-------|
| (i) | a) For preparation | : | 6 days | |
| | b) For journeys | : | By rail – 500 km | 1 day |
| | | | By motor vehicle | |
| | | | – 150 km | |

Besides the above, one Sunday is permissible.

- (ii) When there is no change of residence as a sequel for the transfer, only one day is allowed (FR 106).

8. FOREIGN SERVICE

While a Government Servant is in Foreign Service (FR 115), contributions towards the cost of his pension and leave salary should be collected from the foreign employer as per the scale prescribed under FR 115. If there is delay in payment of the contributions, interest at 7.3% should be collected on the contributions from the foreign employer (FR116).

Note: For the purpose of contribution for pension, Government Servants have been classified into four grades

Corresponding Government of India Classification	Pay range under the State Government in Revised Pay Scales, 2005
Group – A	(i) Post carrying a pay scale of Rs. 12,325 – 24175 and above
Group – B	(ii) Post carrying a pay scale of Rs. 8815 – 18805 and above but below Rs. 12,325 - 24715
Group – C	(iii) Posts carrying a pay scale of Rs. 4825 – 10845 and above but below Rs. 8815 – 18805
Group – D	(iv) Posts carrying a pay scale below Rs. 4,825 – 10,845

In G.O.Ms.No.34, Finance (FR-I) Department, dated 13.02.1968, orders amending rates of pension contribution payable during the active foreign service have been issued. The amendment came into effect from 01.04.21967. Rates of monthly contribution of pension effective from 1st July, 1982 are :

Year of Service	Rates of monthly contribution expressed as percentage in the maximum monthly pay of the post in the officiating / substantive grade, as the case may be held by the officer at the time of proceeding on foreign service.			
	Group 'A'	Group 'B'	Group 'C'	Group 'D'
0-1 Year	7%	6%	5%	4%

1-2 Year	7%	6%	6%	4%
2-3 Year	8%	7%	6%	5%
3-4 Year	8%	7%	7%	5%
4-5 Year	9%	8%	7%	5%
5-6 Year	10%	8%	7%	6%
6-7 Year	10%	9%	8%	6%
7-8 Year	11%	9%	8%	6%
8-9 Year	11%	10%	9%	7%
9-10 Year	12%	10%	9%	7%
10-11 Year	12%	11%	10%	7%
11-12 Year	13%	11%	10%	8%
12-13 Year	14%	12%	10%	8%
13-14 Year	14%	12%	11%	8%
14-15 Year	15%	13%	11%	9%
15-16 Year	15%	13%	12%	9%
16-17 Year	16%	14%	12%	9%
17-18 Year	16%	14%	13%	10%
18-19 Year	17%	15%	13%	10%
19-20 Year	17%	15%	13%	10%
20-21 Year	18%	16%	14%	11%
21-22 Year	19%	16%	14%	11%
22-23 Year	19%	17%	15%	11%
23-24 Year	20%	17%	16%	12%
24-25 Year	20%	17%	16%	12%
25-26 Year	21%	18%	16%	12%
26-27 Year	21%	18%	16%	13%

27-28 Year	22%	19%	17%	13%
28-29 Year	23%	19%	17%	13%
29-30 Year	23%	20%	18%	13%
Over 30 Years	23%	20%	18%	14%

Rates of monthly contribution for leave salary:

Percentage of pay drawn in foreign service, for all classes of Government Servants subject to A.P. Leave Rules, 1993.

9. SERVICE REGISTERS

The detailed instructions relating to maintenance of Service Registers as per Annexure II, part III of Fundamental Rules should be followed. Every Govt. Servant should be shown his Service Register every year and in token, his signature obtained in the service book. A periodical to this effect should be sent to the immediate superior by the end of every September.

Service Register should contain every step in a Govt. Servant's official life, including temporary and officiating appointment, promotion of all kinds, regularisation and completion of probation, increments, transfers and leave. Annual Service Verification Certificate should be recorded in April each year. The Service Register should contain all events in the career of the employee. Mention about character should not be made. They should be kept in the personal custody of the Head of the Office.

The format of the Service Book has been revised in GO Ms. No. 200 Fin. & Plg. Dept., dt. 10.12.1999 which provides for elaborate details concerning the employee and his career.

The Page No. 1 : Name & Designation of Employee

Page No. 2 & 3 : Index

Page No. 4 & 5 : Bio data of employee at the time of joining into service - including identification particulars and his photograph.

Page No. 6, 13, 53 : Meant for continuation entries
to 57, 65 to 68, 75 to 77

Page No. 7 : Particulars of previous service

Page No. 8 : Examinations/Qualifications

Page No. 9	:	List of Family Members
Page No. 10	:	Nomination to Group Insurance
Page No. 11	:	Home Town Declaration and options for FR 22(b) Pay fixations
Page No. 12	:	Service Pension Nomination
Page No. 14 to 15	:	Appointments, promotions and revisions
Page No.16 & 17	:	Service regularisations & declaration of probations
Page No. 18 to 25	:	Incumbency particulars
Page No. 26 to 35	:	Pay, increments, fixations
Page No. 36	:	Checklist for service verifications
Page No. 41 to 50	:	Memo of leave account including availment and Sanction particulars
Page No. 51 to 52	:	EOL, Diesnon & Break in service
Page No. 58 to 60	:	Memo of AP Group Insurance Service
Page No. 60,61 &62:	:	GPF and APGLI
Page No. 63 to 80	:	Incentive increments, LTC availment, automatic advance increment, departmental trainings, tests passed, property particulars

In the event of loss of Service Register, necessitating rebuilding it, the Head of Office should obtain details of service from the employee, open a new one based on correlatory records and transmit to the offices where the employee had worked.

GO Ms. No. 202, Fin. & Plg. Dept., dt. 11.6.1980 and GO Ms. No. 247, Fin. & Plg. Dept., dt. 28.8.1982 permits in cases where the date of appointment is established with reference to direct independent evidence and affidavit by the employee in respect of his service duly supported by collateral evidence of contemporary employees shall be accepted.