

# FUNDAMENTAL RULES

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## GIST

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Rules Omitted / cancelled : 2-A , 4 ,5,21,32,34,38,41,42,43,56,57,109,118

Chapter 10 i.e, Leave is brought out seperatley in TS Leave Rules

Annexture 1 to 8 (Authorized course of training and serive register etc)

Appendices A to D (Regularation of age and alteration of date of birth)

# ORIGIN & APPLICABILITY (FR1 , FR2 & FR3)

- ◉ Civil Service delegation rules 1926
- ◉ Come into force with effect from 1-1-1922
- ◉ All Government servant who are paid from the consolidated fund of the state.
- ◉ Not applicable to the contingent workers
- ◉ Not applicable to Army and Marine services (FR3)
- ◉ Government have power to declare to apply any other class of employees

# INTERPRETATION-DELEGATION- RELAXATION-MODIFICATION

- ◉ The power of relaxation vested with Govt (FR5)
- ◉ Govt only delegate the powers to the sub-ordinate (FR6)
- ◉ Concurrence of finance is required for delegation (FR7)
- ◉ HOD cannot relax, delegate without approval of govt .
- ◉ The power of interpretation vested with Govt (FR8)

# DEFINITIONS (FR9)

- ◉ Cadre
- ◉ Duty
- ◉ month
- ◉ temporary post , permanent post, tenure post
- ◉ Pay , time scale of pay , identical scale
- ◉ HOD's (1 to 79)
- ◉ Lien

# IMPORTANT ASPECTS OF SERVICE

- ◉ Medical certificate of health (FR10)
- ◉ Appointment (FR12)
- ◉ Lien (FR13 & FR14)
- ◉ Drawal of pay and allowances (FR17)
- ◉ Leave (FR18)
- ◉ Dies -Non (FR18)
- ◉ Deemed to Resigned from service (FR18A)

# PAY FIXATIONS

- ◉ New Appointment (FR22(b))
- ◉ Promotion (FR22(a)i) & (FR22(B))
- ◉ Conversion (FR22(a)ii)
- ◉ Reversion on request (FR22(a)iii)
- ◉ Directly appointment to new post (FR22(a)iv)
- ◉ Automatic advancement scheme (FR22(a)i) –Read with (FR31 (2))
- ◉ Reversion as a measure of penalty (FR28)
- ◉ Reduction of pay (FR29)
- ◉ Revised pay scales
- ◉ Reappointment

# INCREMENTS (FR24 & FR26)

- ◉ Increment shall ordinarily be drawn unless it is withheld
- ◉ Conduct shall be good and work shall be satisfactory
- ◉ Orders must be issued for stoppage of increments
- ◉ Increments certificate should be enclosed in Form 49 by DDO
- ◉ All duty and leave with allowances shall count
- ◉ HOD empowered to count EOL on MC up to 6 months
- ◉ Govt is empowered to count EOL on MC above 6 months



# INCREMENTS CONTD....

- ◉ Service in higher post is count for release increment in lower post
- ◉ Period of suspension , EOL on private affairs are not count for increment .
- ◉ Increment will be drawn from the first day of the month in which it falls due .
- ◉ Increments falls due on the day following retirement allowed notionally
- ◉ Pre-mature increments shall be sanctioned by govt only (FR27)

# COMBINATION OF APPOINTMENT F.A.C(FR49)

- ◉ For equal and sub-ordinate post
- ◉ Class IV employees, Record Assistant and Drivers are prohibited
- ◉ It is not more than two independent posts at one time
- ◉ HOD is competent up to 3 months
- ◉ Govt(Administrative Dept) is permitted up to 6 months
- ◉ Cannot appoint with retrospective effect
- ◉ Not admissible to newly created post
- ◉ Handed over , Taken over shall be done
- ◉ Corporation/ Societies employees not permitted to govt post
- ◉ Minimum period is 14 working days

# COMBINATION OF APPOINTMENT CONTD...

- 1/5<sup>th</sup> of pay and allowances for 3 months
- 1/10<sup>th</sup> of pay and allowances for 3-6 months
- Minimum period for current duties 30 days
- For current duties 1/10<sup>th</sup> of pay and allowances for 1-6 months
- Probationers and temporary Govt servants are eligible
- Ceilings should be absorbed while payment of HRA , CCA
- Suspension vacancy may kept

# DISMISSAL/REMOVAL (FR52)

- ◉ Payment of pay and allowances ceased from the date of order
- ◉ As per the procedure in CCA rules action should be taken
- ◉ The dismissal from service disqualifies future employment
- ◉ If removed from service not disqualifies future employment

# SUSPENSION/ SUBSISTENCE ALLOWANCE (FR53 & FR54)

- ◉ Under public interest Govt servant may placed under suspension
- ◉ Rule 13 of CCA rules deals with procedure of suspension
- ◉ Temporary employee may be discharged to duties instead of suspension
- ◉ Competent authority should issue orders
- ◉ It should be a prospective effect
- ◉ Illegal suspension is automatically considered as duty
- ◉ Suspended employee should sanction Subsistence allowance
- ◉ Subsistence allowance is equal to half pay
- ◉ Certificate of non employment have to be submitted
- ◉ If Employee died under suspension , the entire period is treated as a duty
- ◉ If Acquitted on the benefit of doubt period cannot be treated as duty .

# SUSPENSION/ SUBSISTENCE ALLOWANCE CONTD..

- ◉ Arrears of subsistence allowance shall be paid
- ◉ Enhanced DA shall be paid
- ◉ Prompt payment of subsistence allowance otherwise disciplinary action shall be initiated against the concerned officer
- ◉ Leave cannot be sanctioned
- ◉ Income tax , HR , Loans, GIS, TSGLI shall be recovered . GPF is optional
- ◉ CPS subscription cannot be deducted .
- ◉ Non duty period may be treated as entitled leave
- ◉ If dismissed/Removed the arrears if any shall be paid up to the date of termination.

# JOINING TIME (FR105 TO FR108)

- ◉ The time allowed to Govt servant to join a new post is called a joining time
- ◉ Compulsory wait and joining time allowed
- ◉ Maximum 30 days
- ◉ 6 days for preparation 1 day for Journey if distance is below 500 KM
- ◉ 6 days for preparation 2 days for Journey if distance is above 500 KM
- ◉ When holidays follows joining time , time is extended.
- ◉ Joining time plus leave allowed
- ◉ Transferred during vacation joining time allowed after vacation
- ◉ Only one day joining time allowed if residence is not changed
- ◉ It is count for increment
- ◉ Duty salary shall be paid

# FOREIGN SERVICE (FR110)

- ◉ The pay will be paid other than consolidated fund of the state
- ◉ Service to foreign department other than parent department is called as deputation
- ◉ No Govt servant transferred to foreign service against his/her will
- ◉ Only approved probationers will be transferred to foreign service
- ◉ Foreign employer should pay leave salary contribution and pension contribution
- ◉ Initially orders given for one year then it will be extended up to 3 years beyond 3 years up to 5 years Govt permission is required .
- ◉ Consolidated instructions on foreign service available in GO.No 10 Dt: 22-01-93
- ◉ SR of employee shall maintained by HOD / parent department.



# Q&A



THANK YOU