

# **FUNDAMENTAL RULES**

- COMPRISE 130 RULES KNOWN AS F.R.S.
- DEAL WITH GENERAL SERVICE CONDITIONS ; PAY :  
INCREMENTS PAY FIXATION : ADDITIONS TO PAY  
ADDITIONAL PAY SUSPENSION REMOVAL DISMISSAL  
RETIREMENT LEAVE JOINING TIME FOREIGN SERVICE  
MAINTENANCE OF SERVICE REGISTERS

**F.R. 9**

DUTY COMPRISES REGULAR DUTY ;  
AUTHORISED TRAINING ; JOINING  
TIME,; COMPULSORY WAIT  
REGULARISED AS SUCH ;  
FOREIGN SERVICE; CASUAL LEAVES.

LEAVES ARE ANOTHER PART  
SUSPENSION UN REGULARISED AS DUTY  
/ LEAVE IS NOT COUNTABLE.

## **F.R. 10**

EVERY EMPLOYEE TO PRODUCE FITNESS BEFORE REPORTING TO SERVICE

## **F.R. 11**

WHOLE TIME AT DISPOSAL OF GOVERNMENT- EMPLOYEE CANNOT UNDER TAKE PRIVATE EMPLOYMENT

## **F.R. 17**

TRANSFERS-HAND OVER NOTE TO BE GIVEN TO SUCCESSOR

## **F.R. 18**

LEAVE NOT TO BE GRANTED FOR PERIOD EXCEEDING 5 YEARS CONTINUOUSLY

DIES NON DEPRIVES PAY- THE PERIOD DOES NOT COUNT FOR INCREMENT PAY LEAVE PENSION

## SANCTION OF INCREMENT ... ART 75 F.R. 26 ASPECTS TO BE LOOKED INTO

1. QUALIFYING SERVICE : ONE YEAR OF SERVICE COMPRISING DUTY / PERIODS OF LEAVE WITH ALLOWANCES
2. SERVICE WHICH DOES : DIES NON UNDER F.R. 18, EXTRA  
NOT COUNT ORDINARY LEAVE, SUSPENSION PERIOD
3. EXCEPTION : EXTRA ORDINARY LEAVE ON MEDICAL GROUNDS  
UPTO 6 MONTHS COUNTED FOR INCREMENT  
UNDER ORDERS OF HEAD OF DEPT.
4. EFFECT OF SUSPENSION : SUSPENSION UN REGULARISED DOES NOT  
COUNT. THE PERIOD OF SERVICE RENDERED  
FROM PREVIOUS DATE OF INCREMENT TILL DATE  
OF SUSPENSION WILL ALSO NOT COUNT.
5. OTHER ASPECTS : INCREMENT FALLING DUE ON ANY DAY OF THE  
MONTH WILL BECOME DUE ON THE VERY FIRST  
DAY OF THE MONTH. SERVICE RENDERED IN  
A HIGHER POST COUNTS FOR INCREMENT IN  
LOWER POST  
  
BASIC QUALIFICATIONS TO HOLD THE POST NECY  
FOR GRANT OF INCREMENT

## F.R. 22 (B)

WHEN AN EMPLOYEE IS PROMOTED TO A POST CARRYING HIGHER REPOSSIBILITIES HIS PAY IS FIXED IN THE HIGHER POST AFTER ADDING NEXT RATE OF INCREMENT TO HIS PAY IN LOWER POST. THIS IS DONE EITHER FROM DATE OF PROMOTION OR THE DATE OF INCREMENT OF LOWER POST

SCALE EXPANSION		7570-200-8170-215-8815
DATE SCALE OF LOWER POST		SCALE OF HIGHER POST
1.2.2007	(4825-10845) 7570/- +200	(Rs. 6195 – 14175)
	ADD NOTIONAL INCREMENTAL	7970/- 22 (B)
13.4.2007 Promotion	7770/-	
1.4.2008 (INCREMENT)		8170/-

(IF OPTED FROM NEXT INCREMENT OF LOWER POST)

1.2.2007	7570/-	
13.4.2007 PROMOTION		7770 FR 22 A (i)
1.2.2008	7570/-	(NEXT STAGE
+ Regular increment	200	8170/-
+ Notional Increment	200	
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	<b>7970</b>	
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1.2.09 NEXT INCREMENT		8385/-

STOPPAGE OF INCREMENT FOR A PERIOD OF TWO YEARS – (F.R. 24) SCALE EXPANSION  
RELEVANT – Rs. 8170-215-8815-235-9520

**IF THE STOPPAGE IS WITHOUT CUMULATIVE EFFECT**

DATE	BASIC PAY Rs.
1.4.06	8815/-
7.8.06	DATE OF ORDER
1.4.07	8815/-
1.4.08	8815/-
1.4.09	8815+235(1.4.07)+235 (1.4.08) +235 (1.4.09) = 9520

**IF WITH COMULATIVE EFFECTIVE**

1.4.06	8815/-
7.8.06	DATE OF ORDER
1.4.07	8815/-
1.4.08	8815/-
1.4.09	8815+235 = 9050

REDUCTION OF (F.R. 29)

For two grades for two years

1.4.06	Rs. 8815/-
10.5.06	Order reducing two grades for pay reduced toRs. 8385/-
10.5.07	8385/-
10.5.08	Pay restored to Rs. 8815/-

ADD INCREMENT

DUE ON 1.4.07	235
DUE ON 1.4.08	235

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**9285**  
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NEXT INCREMENT ON 1.4.09      9520

EXAMPLE : STOPPAGE OF TWO ANNUAL INCREMENTS (INCREMENTS FOR TWO YEARS  
SCALE EXPANSION (RS. 13750-425-15025-475-16925  
PAY AS ON 1.3.2004 – RS. 15025

ORDER OF STOPPAGE DATE 01.02.2005

WITH CUMULATIVE EFFECT

1.3.2004 - RS.15025

1.3.2005- RS. 15025

1.3.2006 – RS.15025

1.3.2007 – RS. 15500

WITHOUT CUMULATIVE EFFECT

1.3.2004 – 15025

1.3.2005 – 15025

1.3.2006 – 15025

1.3.2007 – 16450

IN THIS CASE INCREMENT FORFEITED

1.3.05, PERMANENTLY FOR TWO YEARS

MONETARY EFFECT

IN THIS CASE INCREMENT DUE ON

1.3.06, 1.3.07 RELEASED

FROM 1.3.2007

REDUCTION OF PAY

1.3.2005 – RS. 15025

REDUCED ONE GRADE FOR

TWO YEARS ON 1.4.2005

PAY AS ON 1.4.2005 RESULTANT 14600

TO REDUCTION

1.4.2006 – 14600 PAY RESTORED ON 1.4.07

1.4.2007 – 15025

ADD INCREMENTS OF RS. 475 ON 1.3.06 AND RS. 475 ON 1.3.07 RS. 15975 -

INCREMENT ADDED

ON 1.4.07

1.3.08

16450

### **F.R. 26 (B)**

IF A GOVT SERVANT WHILE OFFICIATING IN A TEMPORARY POST IF HE IS APPOINTED TO A POST ON THE SAME TIME SCALE THE PAST SERVICE COUNTS FOR INCREMENT

### **F.R. 29**

THE PAY OF A GOVT SERVANT MAY BE REDUCED AS PENALTY TO LOWER STAGE & REDUCTION OF PAY FOR GIVEN PERIOD WILL STATE WHETHER ON RESTORATION SHALL OPERATE TO POST PONE FUTURE INCREMENTS & IF SO TO WHAT EXTENT. WHETHER IT IS EXCLUSIVE OF PERIODS OF LEAVE ALSO SHOULD BE STATED

### **F.R. 49**

ADDITIONAL PAY AT 1/5 OF BASIC PAY PLUS COMPENSATORY ALLOWANCES IN FULL COMPLEMENT ARE PERMISSIBLE



# **F.R. 26 (B)**

PAY SCALE EXPANSION RELEVANT

RS. 8815 - 235-9520 - 255 - 10285

PAY FIXATION ON CONFIRMATION OF SPL. GRADE

DATE	PAY SCALE ATTACHED TO THE POST RS. (4825-10845)	SPL. GRADE SCALE	RS.
1.4.2006	8815 (AFTER ALLOWING INCREMENT)	9050/-PAY FIXED AT NEXT HIGHER STAGE	5200-11755
1.4.2007 INCREMENT			9285/-

## **ON PROMOTION**

**RS. 5200 - 11755**

**6195 - 14575**

(IF OPTED FROM DATE OF PROMOTION)

1.4.2006	9050		
1.6.2006	+235	NOTIONAL INCREMENT	9520/- NEXT HIGHER STAGE
PROMOTED	<b>9285/-</b>		

(IF OPTED FROM DATE OF NEXT INCREMENT OF LOWER POST)

1.4.2006	9050/-		
1.6.2006 (PROMOTED)		9285/-	
1.4.2007	9050/-	ADD REGULAR INCREMENT	9775
(DATE OF INCREMENT OF LOWER POST) + 235/-	+ 235/-	NOTIONAL INCREMENT	

**9520/-**

1.4.2008 (INCREMENT)			10030
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## **PAY FIXATION UNDER F.R. 22 B**

SCALE EXPANSION – RS. 8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-15025-475-15025

DATE	LOWER POST	HIGHER POST	
	Rs. 7385-17475	8385-19125	
1.4.06	13030		After adding
1.7.06	360	13750	notional
Promoted & opted	Notional increment		increment pay
			fixed at next
			stage
17.07 increment		14175	
IF OPTED FROM NEXT INCREMENT			
1.4.06	13030		PAY FIXED
1.7.06 PROMOTED		13390	UINDER F.R.22 a (i)
			AT NEXT STAGE
1.4.06 + REGULAR	360	14175	PAY FIXED AT NEXT
INCREMENT			HGIHER
+ NOTIONAL	360		STAGE ADDING
INCREMENT			NEXT INCREMENT
			& NOTIONAL
			INCREMENT
1.4.07 INCREMENT		14600	

# **LEAVE RULES**

F.R. 66 TO F.R. 104

F.R.-66 – SANCTIONING AUTHORITIES

F.R. 67- LEAVE IS NOT RIGHT – EMPLOYEE TO CHOOSE NATURE OF LEAVE

F.R. 68 - PUBLIC HOLIDAYS – JUDGES VACATION PREFIXED

F.R. 69- NO PRIVATE EMPLOYMENT

F.R. 70 – RECALL FROM LEAVE

F.R. 71 –MEDICAL CERTIFICATE

F.R. 72 – NOT TO RETURN FROM LEAVE UNLESS PERMITTED

F.R. 73 - EXTENSION TREATED AS HAL PAY LEAVE IF UNAUTHORISED

F.R. 81 – LEAVE NOT DUE

F.R. 82 – VACATION DEPTS

F.R. 83 – SPL. DISABILITY LEAVE

F.R. 84 – STUDY LEAVE

F.R. 86 – L.P. RETIREMENT

F.R. 87 – LEAVE SALARY

F.R. 101 – MATERNITY LEAVE HOSPITAL LEAVE

## **REGULARISATION OF SUSPENSION**

F.R. 54 IF EMPLOYEE IS ABSOLVED OF ALL CHARGER – FULL DUTY BUT FROM ARREARS – SUBSISTANCE ALLOWANCE PAID RECOVERED

## **IF EMPLOYEE DIES BEFORE CONCLUSION OF PROCEEDINGS**

PERIOD TREATED AS DUTY FULL PAY AND FROM PAY SUBSISTENCE ALLOWANCE RECOVERED

BUT IF THE EMPLOYEE HAD CAUSED FINANCIAL LOSS TO GOVT. IT IS RECOVERED FROM ARREARS OF PAY, GRATUITY & COMMUTATION & IF ANY BALANCE IS LEFT THE SUCCESSORS OF THE EMPLOYEE SUED IN COURT, FOR RECOVERY.

IF EMPLOYEE IS AWARDED ANY PENALTY INCLUDING A MINOR PENALTY AND INCRIMINAL CASES IF HE IS LETOUR ON TECHNICAL REASONS – PERIOD TREATED AS NOT DUTY NO RECOVERY OF SUBSISTANCE ALLOWANCE.