

Background Material for DVD Course

ANDHRA PRADESH FUNDAMENTAL RULES



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INTRODUCTION

This handout on "Fundamental Rules" is prepared to help as a reference material. It is not the true text of what is presented in the Digital Versatile (Video) Disc (DVD). In fact, the DVD reflects the position, which existed up to 1999. Subsequent changes are brought out in this handout bringing out important aspects of Fundamental Rules.

The handout contains two parts.

Part-I: Synopsis of the Fundamental Rules.

Contents covered by the synopsis are:

1. Introduction & Definitions
2. Pay Fixations
 - a) General principles of pay fixation
 - b) First appointment
 - c) Revised scales of pay
 - d) Promotion to a post carrying higher responsibilities
 - e) Reversion to a lower post
 - f) Appointment by transfer to post outside the regular line
 - g) Substantive appointment to a post not carrying higher responsibilities.
 - h) Pay fixation on promotion - example
3. Automatic advancement scheme
4. Increments
Incentive increment for Family Planning
5. Combination of appointments
6. Pay admissible in case of punishments
7. Pay during joining time
8. Foreign service
9. Service Registers

Part -II : Questions and Answers as given in the DVD on the subject.

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, combinations 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.
- 1.2 Some of the important definitions in these rules are, as follows (F R. 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.
 - 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 Govt. 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 Substantive 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 G.O.Ms. No. 633, G.A. (Services) Department, dt. 8-11-89. 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.

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 (FR 15).
- 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 a 'Diesnon' for all purposes viz., increment, leave and pension. As per G.O. No. 8 Fin&Plg, dt 8-1-04, in all cases of unauthorised absence to duty for a period exceeding one year the penalty of removal from service shall be awarded on the employee after duly following the procedure laid down in APCS (CCA) Rules 1991.
- 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).

2.1 PAY FIXATIONS :

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), 30 & 31 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 guide lines given by Government for pay fixation each time lay down the principles of pay fixation. In the absence of guide lines pay should be fixed at the same stage, as in old pay scale in the Revised pay scale and if there is no stage, at a stage next below the stage to the pay drawn in 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 Govt. Servant (not appointed under emergency provisions) when appointed directly to another post, under the Govt. on selection by the APPSC, shall be fixed in the now 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 guideline given by the Govt. for pay fixation each time lay down the principle of pay fixation.

The latest revision has been made in 1999. The revised pay scales of 1999 were introduced we f 1.7.98 vide G.O. (P) No.114 F & P (FW.PC.T) Dept. Dt. 11.8.99.

The option has to be exercised either to remain in the old scales or draw pay in the RPS.1999. either from 1st July or from the date on which he earns his next increment in the existing scale of pay, but not beyond 30.6.1999.

Three stagnation increments can be sanctioned beyond the maximum of the scale. G.O.Ms.No.152 dt. F&P(FW-PCI) Dept. dt. 4.11.2000.

2.5 PROMOTION TO POST CARRYING HIGHER RESPONSIBILITIES :

Where a Govt. servant is promoted to a higher post (when he is not in Automatic Advancement scheme) 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 1 month from the date of promotion and can be revised only once within a period of 1 year from the date of promotion.

FR22(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 8400/- w.e.f. 1.4.2003 in the time scale of pay of Rs.5000-150-5300-170-6150-200-7150-250-8400-300-9900-350-10600 was promoted to the next higher category of scale 6950-200-7150-8250-8400-300-9900-350-11650-450-13900-525-14425 on 15.5.03. Fix his pay on the basis of the option from date of promotion and also from date of next increment of lower post.

1. If opted from date of promotion itself.

<u>Date</u>	<u>Payscale of lower post</u> (Rs.5000-10,000)	<u>Pay scale of Higher Post</u> (Rs.6950-14425)
1.4.03	8400	-----
15.5.03 (Promoted)	8400	9000
Date of Promotion	+300-Notional <u>Increment</u> 8700-Notional pay	FR22 (B) (Pay fixed at higher stage after the addition of notional increment)

1.5.04 9300 FR26
(Date of next increment)

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

Date	<u>Pay scale of Present post</u> (Rs.5000-10,600)	<u>Pay scale of Higher Post</u> (Rs.6950-14425)
1.4.03	8400	-----
15.5.03 (Date of promotion)	-----	8700 FR22 a (i) Pay fixed at next stage
1.4.04 (Date of increment of Lower Post)	8400 + 300 - Normal increment	
Total	8700	9300 FR 22 (B)
Total :	+ 300-Notional Increment <u>9000-Notional pay</u>	Pay fixed at higher stage after addition of notional increments.
1.4.05 (Next Increment)		9600 FR 26

Note : The date of fixation under FR22(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 FRII/2001 dt. 31.1.02)

The pay fixation of an employee 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 (G.O.Ms.No.:190 F&P (FW-FRII) Dept. dt. 24.8.98. This rule shall not apply to the future recruits who are appointed subsequent to the date of issue of the above G.O.in 24-8-1998.

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 (ii)

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. This procedure is adopted only in cases of repatriation on promotion in parent department.

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 22 a (ii)

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

According to ruling (9) under FR 22 read with G.O 1002, GAD dt.29-11-67, GO 219, Fin. Dt.14-4-72 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

In G.O.(P)No.150, Fin & Plg (FW PRC.II)dt.1-9-99 Government introduced a new automatic advancement scheme in the Revised Pay Scales of 1999 w.e.f 1-7-98. The scope of applicability of this scheme is limited to the employees drawing pay in the scale of Rs. 7400-15475 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.
- 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 scale/ SAPPs 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).

INCREMENTS Example :

An employee drawing a basic pay of 4550 w.e.f. 1.4.03 in the scale of pay of 3290-80-3450-100-3950-120-4550-150-5300-170-6150-200-6550 completed 8 years of service on 15.4.03. Fix his pay in the special Grade Post. Scale of 3550-100-3950-120-4550-150-5300-170-6150-200-7150 and indicate the next increment.

Date	Ordinary Scale	Special Grade Post Scale
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	3290-6550	3550-7150
1.4.03	4550	-----
15.4.03 (date of Completion of 8 yrs service)		4700 FR22a (1)
1.4.04	---	4850 FR31 (2)

(Pay fixed in the higher post in consequence to the notional increase in the lower scale on the date of next increment)

- 4.1 According to rule 24, increment 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 leave counts for increment except the following periods.

1. Periods of suspension treated as not-duty. If suspension is for misconduct, service preceeding suspension also will not count for increment (Note 5 under rule 24)
2. Periods of EOL taken for reasons other than illness on MC., causes beyond the control of employee or for prosecuting higher studies. Specific orders are necessary for counting EOL taken for the above 3 reasons for increment. Powers delegated to heads of departments upto a period not exceeding 6 months.
3. Over stayal of leave not regularised (Ruling 2 under rule 26(b))
4. Service in a lower post (Ruling 9 under rule 26 (b))
5. Break in service due to discharge (Ruling 9 Note 2 under rule 26).
6. Periods of leave or deputation during which the employee would not have continued in that post but for leave or deputation (Rule 26 (1).

Increment will be drawn from the first day of the month in which it falls due (G. O 133, Fin. dt. 15-7-74, G. O. 192, Fin. dt. 1-8-74 and Memo No. 4964-A/2111/FR-II 174-1, dt. 6-10-74).

4.3 INCENTIVE INCREMENT FOR FAMILY PLANNING OPERATIONS (G.O. Ms. No.52, M&H dt.23-1-84)

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

1. The number of living children should not be more than 2 (G.O.377, HM 7FW dt.25-11-86 from 25-11-86).
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. Sterlization etc., should be in Govt. Hospital. If operated in private hospital, the certificate should be countersigned by a Govt. Doctor

not below the rank of Civil Asst. Surgeon within 5 days from the date of operation.

5. Increment should be allowed from the 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 p.p at their choice.
8. Personal pay should be withdrawn from the date of recanalisation
9. Personal pay is not admissible for Hysterectomy.

The grant of the family planning increments in the 1998 pay scales is not allowed.

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 G.O.282, Fin&Plg (Fin FR1)dt.11-8-77 may appoint a Government 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 may 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 his substantive pay or $\frac{1}{2}$ the minimum of the scale of the 2nd post whichever is less be allowed. 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 charge of a 2nd post in addition to his own, additional pay for the additional post @ $\frac{1}{5}$ of his substantive pay or $\frac{1}{2}$ the minimum of the additional post whichever is less. CA as in the above case.

- 5.4 If he discharges only current duties of second post in addition to his one additional pay not exceeding 1/10th of his substantive pay or 1/4th 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 first 3 months and for the period in excess of 3 months sanction of Govt. Is necessary (vide instruction 2 under FR 49)
 - 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 rulings 8&9 of FR 49)

PAY ADMISSIBLE IN CASE OF PUNISHMENTS

- 6.1 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. The effect of the punishment on pay and allowances of the employees are dealt with in FRs 25,29 (i), 29(ii), 29-A, 52,53, 54-A and 54-B.
- 6.2 Fundamental Rule 24 requires that the punishment of withholding 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 above punishment is given below:

Next increment stopped for a period of one year in the scale of Rs.1975-50-2075-60-2375-75-2750-90-3200-110-3750-130-4010 while drawing a pay of Rs.2,750/- from 1.2.93 (order issued on 1.3.93)

Date	without cumulative effect	with cumulative effect	Remarks
1.2.93	2750	2750	
1.2.94	2750 (increment not released)	2750	(Increment not released)
1.2.95	2930	2840	(Since stoppage is with cumulative effect, one increment is permanently not given)

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(I). This order of punishment shall state.

1. The period and the date for which the punishment 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. The pay during and after the period of punishment will be regulated as follows:

Pay reduced by two stages from Rs 2750/- to 2600/- in the scale of Rs.1975-50-2075-65-2375-75-2750-90-3200-110-3750-130-4010 for a period of 2 years from 1.4.93.

Date	Reduction shall not operate to postpone future increments Ruling (1)(b) (i)	Reduction shall operate to postpone future increments Ruling 1 (b) (ii)	Remarks
1.1.93	2750	2750	
1.4.93	2600	2600	Date or order of punishment
1.1.94	2600	2600	
1.1.95	2600	2600	
1.4.95	2930	2750	On completion of the period of punishment

6.5. In case of suspension pending enquiry the employee is eligible (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 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.

6.6. If the period of suspension exceeds 3 months, the authority is competent to increase the subsistence allowance, 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 and may reduce it by 50% if suspension prolonged 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 regularisation of period of suspension 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 or representation to the employee and after considering such representation.

- 6.8. If the period of absence is treated as 'not duty' the amount of subsistence allowance paid will not be recovered. 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 of 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 article 311 of the Constitution of India or the employee is not exonerated on merits, the period of absence in suspension should be treated as "not duty" and the payment of pay and allowances for the period of absence at a rate, not less than subsistence allowance and other allowances, should be considered.

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 and D.A., HRA & CCA as applicable at old station. Conveyance allowance, FTA are not admissible during joining time (Clause (a) of FR 107 as amended in G.O. 84, Finance dt 15-4-81)

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 under competent sanction, the relieving officer is allowed additional time as on duty (Ruling (1) under FR 107)

4. Joining time is computed as follows

(i) a) For preparation : 6 days.

b) For journeys : By rail - 500 Km
 By Motor Vehicle - 150 km } 1 day

Besides the above one Sunday is permissible.

(ii) When there is no change of Residence as a sequel to the Transfer, only one day is allowed (FR 106)

8. FOREIGN SERVICE (FR 115)

While a Govt. Servants is in Foreign Service, 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. (F.R.-116)

Note:- For the purpose of contribution for pension, Government servants have been classified in to four grades.

Corresponding Government of India Classification	Pay range under the State Government in Revised Pay Scales 1993
Group - A	(i) Posts carrying a pay scale of Rs. 4400-7800 and above.
Group - B	(ii) Posts carrying a pay scale of Rs. 3110-6380 and above but below Rs. 4400-8700.
Group - C	(ii) Posts carrying a pay scale of Rs.1745-3420 and above but below Rs. 3110-6380.
Group - D	(iv) Posts carrying a pay scale below Rs. 1745-3420.

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 01-04-1967.

A. Rates of monthly contribution of pension effective from 1st July, 1982.

Year of Service	Rates of monthly contribution expressed as percentage in the maximum 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%

Year of Service	Rates of monthly contribution expressed as percentage in the maximum 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'
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 Year	23%	20%	18%	14%

B. RATES OF MONTHLY CONTRIBUTION FOR LEAVE SALARY

All Classes of Government servants subject to A.P. Leave Rules, 1993 : 11% of pay drawn in foreign service.

9. SERVICE REGISTERS

The detailed instructions relating to maintenance of Serving 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 Services 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 G.O.Ms.No.200 Fin and Plg Dt.10-12-99 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,
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FUNDAMENTAL RULES

QUESTIONS & ANSWERS

1. To whom are the fundamental rules applicable?
 - 1A: Under F.R.2, Fundamental Rules are applicable to all Govt. Employees without any exemption. They are not applicable to the contingent workers.
2. Can the head of an office automatically apply the provisions in these rules?
 - 2A: Under F.R.7 unless there is delegation from higher authority no functionary can automatically apply these rules
3. Supposing the head of the office has a doubt in regard to these rules, what is the position?
 - 3A: Under F.R.8 interpretation of these rules will be done by the Govt. Only. Hence clarification from the Government be sought.
4. Can the head of a department relax the provisions of these rules in case of hardship to the employees in the application of a particular rule?
 - 4A: Under F.R.5, the powers of relaxation of rules are vested with the Government and not delegated to Heads of Departments.
5. Can the head of a department delegate the powers vested on him under these rules to his subordinates?
 - 5A: Government only can delegate the powers to the subordinates. Concurrence of finance department is required for delegation, HODs cannot delegate powers on their own (FR6&7)
6. What are the components of the duty period?
 - 6A: The periods of regular working, Training journeys on duty and the period of foreign service can be treated as on duty. FR 9(6) elaborates this
7. What are the limitations in regard to acceptance of fees?

- 7A: 'Fees' means a payment made to Govt. Servant from a source other than consolidated fund. If it is recurring an employee can receive up to Rs.250/- per annum. If it is non recurring he can receive upto Rs.400/- in a year. If more than the above limited is received 1/3 of the fees should be remitted to Government under F.R.9. For acceptance of fees sanction of controlling officer is necessary.
8. Can a Govt. Servant accept honorarium without any restrictions?
- 8A: There is no monetary restriction. But for acceptance has to obtain permission from the Unit Head, Under FR.9 & 47
9. What is compulsory wait and who is the competent authority to regularize period of compulsory wait?
- 9A: A period of wait to join in a new post is known as compulsory wait. Up to 30 days concerned heads in secretariat can regularize the services.(7R.106A)
10. What is meant by special pay? Does it count for calculation of the allowances and for the purpose of pay fixation?
- 10A: Special pay is a pay sanctioned to an employee by considering the arduous duties and additional duties in his work. It does not count for pay fixation, promotion etc. and also for calculation of allowances.
11. When is a subsistence allowance payable?
- 11A: When an employee is kept under suspension, subsistence allowance is payable to him
12. What is meant by identical pay scale?
- 12A: Pay scales having no difference in regard to minimum of scale, rate and span of increase and maximum are known as identical pay scales
13. What is meant by the term "efficiency bar"?
- 13A: Efficiency bar is a stage in the pay scale where review of employees efficiency is examined. But the same was discontinued since 1986 pay scales.
14. What is meant by the term "lien"?
- 14A: Lien is the title of an employee to hold the post, substantively. As per G.O.Ms. No. 663, dt. 8-11-89, confirmation is necessary in the first post to which an employee is directly recruited.

15. What is the significance of certificate of health?
- 15A: Under F.R.10 Medical certificate is a must to enter into Govt. Service.
16. What is the maximum period of leave, an employee can be granted under special circumstances?
- 16A: Not more than 5 years (FR18)
17. What is meant by the term dies -non?
- 17A: Under F.R.18, Dies non-means a period of wilful absence from duty of Govt. Employee. The period of Dies-non will not be counted for pension, leave, increment and the employee is not entitled for salary for this period.
18. Can the head of an office insist his sub-ordinate to discharge official duties on a public holiday?
- 18A: Under F.R.11, it can be done
19. Can a probationer be subjected to fresh medical examination during the period of probation?
- 19A: Yes, if necessary, under F.R.10.
20. When there is a transfer of an employee from one post to the other, is additional time granted to enable handing over of charge to the successor?
- 20A: If there are large stores incharge of a particular individual and when the transfer is to another place within the headquarters, the Head of the Dept., can give One day additional time.. If it is out of station orders should be obtained from the Govt.
21. How are the services of a Government employee regularized when he is working outside the department and proceeds on leave directly from the borrowing department and when the leave is granted by the borrowing department?
- 21A: Under ruling No.5,F.R17, when an employee with another department/ borrowing department proceeds on leave, and when the leave is granted by the borrowing Dept, his services are deemed to have been replaced at the disposal of the lending Department only on the termination of the sanctioned

- leave. The transit pay and allowances should be regularized as per the normal rules in force.
22. Can the head of an office admit an employee who has un-authorizedly absented himself from duty pending regularization of the period of unauthorized absence?
- 22A: As per Executive instruction No.3, Under F.R.18 the Head of the office has to necessarily admit an employee who has remained absent, from duty, when joins to duty and the fact that whether the period of absence has been regularized or not is not a consideration for admitting the employee to duty. Therefore he cannot be stopped from rejoining duty and separate action can be taken in respect of the unauthorized absence.
23. Who can sanction leave applied by a Govt. Employee for under taking employment abroad?
- 23A. State Government.
24. What is the procedure in regard to serving of notice on an employee who has been absent un-authorizedly from duty?
- 24A: Under F.R.18, the competent authority has to initiate disciplinary action against him. The charge memo should be communicated to him through registered post with acknowledgement due, or by person, if the person is not available and not receiving the registered post, the charge memo should be published in A.P. Gazette and it is deemed to have been read by the employee.
25. What is meant by the next below rule?
- 25A. Under F.R.19, extension of higher pay scale benefit to the senior most employees, outside the regular line is allowed when his junior in regular line is promoted.
26. What is the significance of the master pay scale?
- 26A. At present the master pay scale is Rs.2550/- to 19675/- . In the part for different category of employees, there were different categories of pay scales with different patterns of increment. So it was difficult to identify the suitable scale if the employee got promotion to fix his basic pay. Now all the pay scales are adjusted with the master pay scale.
27. What are the emoluments taken into consideration in respect of pay fixation?

- 27A. Only basic pay will be taken into consideration for pay fixation. However special pay of typist can also be taken into consideration, when the higher post does not carry the special pay in respect of those recruited to service earlier than 24-8-1998.
28. Is it a necessary condition that a pay fixation arises only when the employee is appointed in a time scale?
- 28A. Under F.R. 35 the pay of an employee can be fixed at a stage below the time scale of pay also. In such cases the pay fixation is the minimum of the time scale does not arise. Similarly in a consolidated pay there is no pay-fixation in time scale.
29. Is a pay fixation allowed protecting previous pay where an employee of an autonomous government corporation is appointed to government service on direct recruitment?
- 29A. There is no provision to protect the pay of an employee who was earlier working in an autonomous corporation. This concession of allowing pay protection is only for the regular Government employees working in departments of State Government appointed to another post in Govt on direct recruitment.
30. A regular government employee working in another government department on selection by direct recruitment to another post under the government of A.P. is allowed the benefit of pay fixation taking into consideration the pay drawn by him in the earlier post but if there is no stage in the new pay scale equivalent to the pay drawn by him in the earlier post what is the action taken?
- 30A. In such cases the pay is fixed in the new pay-scale at a stage next below the pay drawn in the old pay scale. The difference is treated as personal pay. The personal pay is merged with the pay in consequence to the grant of the next increment in the new pay scale.
31. Supposing in respect of the appointment of a government employee in a post at his own request results in the pay fixation in the new post at the maximum of the pay-scale of the new post and thereby the employee sustains a loss because in the previous post the pay drawn by him is greater than a maximum of the new post. In such cases how is the pay regulated?
- 31A. In such cases employee will not be allowed the personal pay as a difference between old pay and new scale of pay, because the appointment is at his own request.

32. We have seen under F.R.22 a (iv) that the pay drawn by an employee in the old post as a result of regular recruitment on direct recruitment to another post is protected. Is it permissible in such cases to have a refixation under F.R.31 (2) when there is a notional increase in the pay drawn by the employee in the old post as is done in the regular promotions in the department?
- 32A. There is no provision for second pay fixation under F.R.31 (ii) for direct Recruitment candidates.
33. How is the pay of an employee on deputation outside the regular line regulated on repatriation to the department in the same post which held before deputation outside?
- 33A. There is no pay protection, if the pay he had drawn at the deputation is greater than the original one.
34. What is marked difference between a pay fixation under F.R.22a (i) and F.R.22(B)?
- 34A. The 22 a(i) fixation stipulates that the pay should be fixed in the promotional post at a stage next above the pay drawn by the employee in the lower post whereas in FR 22B, it is permissible. only in respect of cases of officers who are not in advancement pay scales on promotion. It is permissible to add one notional increment to the pay already drawn in the lower post and to fix the pay at next higher stage.
35. What is the time allowed for exercising an option for pay fixation under F.R.22(B)?
- 35A. One month from the date of assuming charge of higher post.
36. If no option is exercised within one month of the date of promotion how is the pay fixation under F.R.22 (B) regulated?
- 36A. In such cases pay will be effected under F.R. 22 B from the date of promotion itself.
37. What is meant by the term 'service' when it concerns the automatic advancement scheme?
- 37A. The service rendered by the government employees, which is countable for increments, can be counted for giving advancement schemes like S.G., SPP-I and SPP-II.

38. Can a drawing officer automatically allow a pay fixation under special grade, SPP-I, SPP-II, the moment the required service is completed?
- 38A. No. Competent authority is the appointing authority and not the drawing officer if it is a lower authority.
39. What is the advancement scheme applicable to those employees like Attenders, Drivers, Roneo operators who do not have promotional avenues to the next higher posts?
- 39A. These employees are allowed to take S.A.PP-I after 8 years of incremental services, SAPP-II scale allowed after 16 years of incremental service.
40. What is meant by stepping up of pay of a senior on par with the pay of a junior?
- 40A. Under F.R. 27 the pay of a senior can be stepped up on par with the junior if both the senior and the junior belongs to same service and if the Junior happens to draw greater pay. Detailed instructions are issued in the Govt. memo No17806/A1/399/PCII/96/F&P Dt. 16-9-97
41. What is the significance of FR 36 ?
- 41A. It lays down that acting promotions can be made in cases of deputation of employees under F. R. 9(6)(b) . In case an officiating promotion, is allowed, in a training ordered by the Government, the order carries alongwith it the sanction for the increase of the cadre strength of the particular union in so far as the training period is concerned.
42. There are appointments made on consolidated pay. Certain appointments can be made under F.R.35. Are they both effected on the same criteria or is there any difference?
- 42A. Yes. There is a difference. In respect of a consolidated pay appointment, the entire pay and allowances are consolidated, whereas in respect of FR 35 appointment the pay is fixed at a stage below the minimum of the pay scale , but here it is termed as pay and therefore other allowances are allowed. Powers under FR 35 are exercisable by the Head of Departments also in given cases whereas in regard to the consolidated pay, orders of the Government fixing the consolidated pay in each case are necessary.
43. Can the pay of an employee be fixed at a stage below the minimum of the pay scale?

- 43A. No. But under FR 35 competent authority can fix the pay below the minimum of the pay scale for particular purpose.
44. Is a govt. employee who has been charge sheeted for omission and commissions in the discharge of his functions entitled to an increment which falls due before the conclusion of the proceedings?
- 44A. Entitled, unless he is under suspension.
45. What are the periods of service which count for increment?
- 45A. Under FR 26 all duty periods and leaves with allowances count for increment.
46. Are stagnation increments automatically available for all the employees?
- 46A. No. In cases where the lower and promotional posts carry same pay scale stagnation increments may not be available, in full.
47. How is the family planning increment granted to an employee exhibited?
- 47A. It will be granted to an employee who has undergone family planning operation or his /her spouse has undergone operation. It is sanctioned at the rate at which he is getting regular increment. It will not be increased with his scale of pay in his service. In the revised pay scale 1998 this increment is not Allowed.
48. What are the conditions for the grant of family planning incentive increment?
- 48A. Employee should not possess more than two children. Operation should be undergone after entering into the service. Operation should be conducted in Government hospital or otherwise counter signature of the Government Doctor should be obtained on the certificate. Male employee should not be more than 50 years while the age of female employee should not be more than 45. Now in reversed pay scale 1998 this increment is not allowed.
49. Is the family planning incentive increment amount countable for purpose of pay fixation and pension?
- 49A. No, Not countable.
50. If the increment of an employee falls due while he is on leave whether it can be released?
- 50A. It will be sanctioned on paper only. But the actual monetary benefit will be given after when he reports for duty after expiry of leave.
51. If as a result of availment of extraordinary leave by a government employee, the increment falls due on a day other than the first of the calendar month, what is the procedure adopted?

- 51A. In such cases also increment will be given on the first day of the calendar month under FR 26. Vide illustrations under FR 26
52. If as a result of adding broken periods of service the increment of a government employee falls due on a date other than the first day of the calendar month, how is it regulated?
- 52A. In such cases also increment can be released on 1st date of calendar month under FR 26.
53. How is the increment of a probationer regulated?
- 53A. If the probationer fulfills all the a basic qualifications for the post there is no bar for first increment. But the second one will be released soon after he completes his probation only.
54. Do the broken periods of service of an officiating Government employee who has been reverted to a lower post and repromoted to the higher post be counted for purpose of computing his increment on promotion to the higher post for a second time?
- 54A. Under FR. 26 C, the period of previous service in higher post can be counted for drawal of an increment.
55. How is the increment of an employee linked with the passing of a test of an examination regulated?
- 55A. Under FR. 26 it is sanctioned from the date succeeding the last day of examination.
56. What is meant by the term with holding of increment with cumulative effect?
- 56A. It is one of the major penalties. It effects on future increments as well as on pension.
57. What are the salient aspects to be noted in the operative part of the stoppage of increment order ?
- 57A. i) Period of stoppage.
ii) Whether it is with cumulative effect or without cumulative effect.
iii) Whether the effect of the stoppage will be effected on the pensionary benefits.

- iv) If the employee is officiating in higher post whether the stoppage will effect on both the officiating and substantive posts.
58. How are the erroneous promotions, erroneous pay fixations regulated ?
- 58A. Under FR 31 B, a notice has to be given to the affected party well in advance and then further action taken:
59. How are the compensatory allowances of an employee with a state-wise jurisdiction/ regional jurisdiction /district jurisdiction regulated when he proceeds on leave ?
- 59A. The competent authority of the previous post will give certificate about the posting at the same place after expiry of the leave. If he has not given such certificate, the compensatory allowances will be paid as per the admissibility in the new station if it is less.
60. Is house rent permissible during the period of joining time ?
- 60A. Under FR. 107, joining time is also a kind of duty. Hence it is permissible.
61. Is house rent allowance permissible at District Head Quarters as well as Mandal Head Quarters?
- 61A. Yes. But as per the rates prescribed by the Government time to time.
62. Is an employee residing in his own house entitled to House Rent Allowance ?
- 62A. Yes. Entitled.
63. How is the standard rent in respect of a private building leased by Government for accommodating a Government official calculated?
- 63A. The Standard rent should be the rent paid to the private party + the additions, alterations, etc made to the building as per the stipulations made under FR 45 a (iii).
64. What are the aspects kept in view in making additional charge arrangements?
- 64A. The person holding additional charge should be equal to the job, under FR 49. No additional charge will be made for the posts such as drivers and Class IV employees.
65. What is the quantum of additional pay permissible in respect of a period of full additional charge ?

- 65A. 1/5 of the basic pay of the employee holding the post and any other allowances available to the additional post.
66. How long is the additional pay is granted ? Is there any criteria at all to regulate the additional pay ?
- 66A. 3 months only. Equal post or higher post will carry additional charge. Holder of Newly created post will not be given additional pay. More than one additional pay cannot be drawn even if more than one post is held in full addl. charge
67. What is the Criteria for acceptance of honorarium by Government employee ?
- 67A. Under FR 47, no honorarium will be accepted by the Government employee unless he gets permission from the Superiors.
68. Is the drawal of additional pay automatically made soon after the period of additional charge is over?
- 68A. Sanction of competent authority is required.
68. Is the drawal of additional pay automatically mode soon after the period of additional charge is over ?
69. Can the Head of a Department permit the appointment of a Government employee on foreign service terms, outside India ?
- 69A. No. Government sanction is required.
70. Is an employee who is either dismissed or removed from public service entitled to any pay and allowances ?
- 70A. No, Not entitled. (FR52)
71. Is a suspended employee entitled to pay and allowances?
- 71A. No. He will be given subsistence allowance only @ $\frac{1}{2}$ of his basic pay +DA based on subsistence allowance and full HRA and other compensatory allowances.
72. How long is the subsistence allowance payable?
- 72A. As long as the government employee continues under suspension.
73. What is review mechanism in regarding to the payment of subsistence allowance?

- 73A. Suspended employee will be paid subsistence allowance under FR 53, at half of the basic pay, DA. on subsistence allowance and HRA and CA in full for the period of three months. Afterwards, if the delay is due to administrative grounds subsistence allowance will be increased to 3/4th of basic and Pay proportionate DA and HRA & CA. on full pay
74. Is there any time limit in regard to placement of an officer in additional charge of another independent post ?
- 74A. Under FR 49 there is no time limit. But the employee is entitled for additional pay for a period of 3 months only. Under orders of the Government, the additional pay can be allowed for another three months. After six months no additional pay will be permissible.
- (75, 76 & 77 are repeat of 68,69 & 70)
78. How is the case of an employee working in a temporary post to be discharged from service on the termination of a temporary post regulated when it is felt necessary to place the employee under suspension ?
- 78A. In such cases there are two options (1) to discharge the employee . (2) The employee should be placed under suspension when there is need for deterrent action.
79. Is it permissible to make payment of subsistence allowance to a Government employee who is committed to prison ?
- 79A. As per the Government Memo. No. 39071/471/A2/FR2-99, F&P Dept, Dated 28-2-2000, such employee can be paid subsistence allowance.
80. What are the emoluments payable to a Government employee placed under suspension ?
- 80A. He is entitled to subsistence allowance and not for salary. As per FR 53, half of his basic pay+proportionate DA, and HRA in full and other compensatory allowances at full rates are payable as subsistence allowance to him.
81. How is the period of suspension of an employee who dies while under suspension regulated ?
- 81A. His services will be considered under humanitarian grounds and regularized as on duty till date of death under FR 53.
82. How is a period of suspension regularized when the employee is exonerated of all the charges?

- 82A. It will be treated as on duty and full pay will be drawn for entire period and subsistence allowance will be deducted from it.
83. How is the period of suspension regularized when the employee is exonerated of all the charges, but the competent authority comes to the conclusion that due to reasons attributed to the employee, the proceedings have been unduly delayed ?
- 83A. Under FR 54, when the competent authority comes to the conclusion that the delay attributed due to the employee, the total period of suspension will be treated as duty, but the employee will not be paid full pay and allowances; only a part of the pay and allowances which should not be less than the subsistence allowance will be paid under proper notice and obtaining explanation.
84. How is the period of suspension regularized when the employee is awarded any penalty including a minor penalty ?
- 84A. As per the provisions of G.O.Ms.No. 214 (Fin&Plg) dt. 22-12-1997, it should be treated as not duty, whether the employee is meted with minor/major penalty.
85. Is there any concession available to the employee when the period is treated as not duty?
- 85A. Under FR 54, in such cases, the employee may request, that the period of suspension be treated as leave to which he is entitled at the time of suspension and the competent authority may grant the leave, at his discretion, for which the employee is eligible.
86. Where the penalty of removal, dismissal or compulsory retirement is awarded to a Government employee and he prefers an appeal and the appellate authority finds that the procedure envisaged in Article 311 relating to the enquiry has not been followed and reverts back the case to the lower authority, what is the procedure to be followed?
- 86A. Under FR. 54, in such cases, where it is proposed not to conduct a fresh enquiry, the period of suspension has to be treated as duty for specified purposes and then the employee will be entitled to a part of the salary, as decided by the competent authority. In this case the period of suspension may be treated as duty for specific purposes only. The employee may also request for grant of leave for the period of suspension as per the availability of leave at the time of suspension and competent authority may at his

discretion grant such leave for which the employee is eligible. But in this case the subsistence allowance will be recovered.

87. What is the effect of removal or dismissal on the emoluments of employee?
- 87A. The pay and allowance of the employee are not paid from the date of removal /dismissal.
88. Is it permissible to grant the increment to an employee if the increment falls due while the employee is on joining time ?
- 88A. Joining time is treated as duty under FR 9. Therefore any increment falling due while employee is on joining time can be sanctioned under FR.26.
- 89&94 How is the rate of pension contribution calculated in respect of an employer deputed on foreign service ?
- 89A. FR 116 Annexure B lays down that the rate of pension contribution to be recovered from each category of employee, and this is determined in relation to the length of service put in by the employee at the time of deputation on foreign service.
90. What are the pay and allowances permissible during a period of joining time?
- 90A. The pay and allowances of an employee for the period of Joining time are regulated as per the pay and allowances drawn by him in the old station, before his relief under FR 107
91. (Question not available in the Disc)
92. Are there any contributions to be recovered from the foreign employer in respect to a Government employee sent on foreign service?
- 92A. The pension contribution and the leave salary contribution at the rates specified under FR 116, have to be recovered from the Foreign employer.
93. What is the maximum permissible period upto which an employee can be deputed on foreign service?
- 93A. Under FR.126, upto a maximum of 3 years. Another 2 years extension can be given under orders of Government.

95. Is an employee entitled to higher pay fixation while on foreign service?
- 95A. AS per FR.126, an employee on foreign service will draw the same pay which he would have drawn but for his going on foreign service. There is no question of pay fixation at a higher stage, while he is in foreign service.
96. Which authority should maintain the service books of a Government employee on foreign service ?
- 96A. The Service Register should be maintained by the Head of the Department to which he belongs and from where he has been deputed to Foreign service.
97. What is the significance of the term authorized courses of training ?
- 97A. In terms of FR, the authorized courses of training programmes have been annexed to the FR. The duration and the authority authorized are detailed in the annexures of FR.
98. Who maintains the service books of the Gazetted Officers?
- 98A. As per annexure 2 Part III of the FR, the service books may be maintained by the Heads of the Departments / by the Heads of the Offices under whom they are functioning.
99. What is meant by annual attestation of entries in the Service Book ?
- 99A. As per Annexure 2, Part III of FR, the annual attestation of Services means the verification of Service book by the employee concerned and in token thereof, his attestation in Service Book.
100. What is meant by annual services verification ?
- 100A. It should be recorded by the Head of the Office based on the entries made in the pay bills, acquittance roles and other relevant records.
101. Can entries of conduct and character of an employee be made in the service book of the concerned employee?
- 101A. As per Instruction 4, Annexure 2, Part III of FR, no entries regarding the conduct of employee are permissible to be made in the Service Register.

102. How are the entries of leave projected in the service book of the employee ?
- 102A. Several kinds of leaves except, Special Casual Leave, Casual leave and Compensatory Casual leave, other leaves should be projected in the Service Register. The duration of leave should be noted. Necessary entries in regard to availability and avilment of leave should be entered. The leave account in regard to Earned leave and Half pay leave and also commuted leave should be maintained. Availment of Extra ordinary leave should also be projected in the SR. In the revised S.R. ordered in G.O.Ms. No. 200 F&P dt.10-12-1999 separate provision of pages in S.R. is made in the Service Book.
103. What are the important entries made in the first and second pages of the service book of a Government servant?
- 103A. Bio-data of the employee such as the name, father name etc, details are entered in first page and the educational qualifications, details of entry into service are entered in the second page. The date of Birth should be noted both in figures as well as in words also.
104. What is meant by age of superannuation ?
- 104A. Appendix B FR, the age of superannuation is the age/date on which the employee attains the age of 58 in respect of superior Government employee and the age of 60 in respect of last grade employee. The employee will retire on the last day of the month in which he attains the age of superannuation. If his date of birth is the first day of the calender month, he will retire on the last day of the privious calender month itself.
105. Which is the competent authority for the approval of the pay fixation statements under the revised pay scales 1999?
- 105A. As per instructions, in Memo No. 29863-A/426/PC-1/1/99 (Fin&Plg) Fw-Pc-1 Dept, dated 19-8-99, the competent authority to approve the pay fixation statement of the members of staff of an office is the Head of the Office. In respect of Head of the Office, the pay Fixation Statement has to be approved by the next immediate superior. In respect of the Head of the Department, it has to be sent to the pay and accounts office for approval.
106. What are the instructions in regard to the drawal of claims under the revised pay scales ?
- 106A. The revised pay scales have come into operation from 1-7-98. As per the option exercised by the employee the pay fixation has to be made. But the

payment of arrears were allowed from 1-4-99, though the pay fixation has been done earlier. Another factor that is the arrears from 1-4-99 to 30-6-99 were credited to the GPF account of the employee. The actual payment of arrears in cash was made only from 1-7-99.

107. Is it necessary for an employee officiating in higher post to exercise option both in the substantive as well as officiating posts and if so whether pay fixation is made both in the higher as well as the lower post ?
- 108A. As per Rule No 5, AP revised pay scales rules 1999, an employee officiating in higher post has to exercise option both in the substantive as well as officiating posts and pay fixation has to be made both in the higher as well as in the lower posts.
109. Is it permissible to fix the pay of an employee who worked in a higher post regularly prior to 1-7-1998 but stood reverted to a lower post as on 1-7-1998 but was later promoted again to the higher post ?
- 109A. As per Rule 6, of AP Revised Pay Scales, 1999, an employee who worked in a higher post regularly prior to 1-7-1998 but reverted to a lower post as on 1-7-1998 but was later promoted again to the higher post before 31-12-99 is entitled to exercise an option for pay fixation in the higher post.
110. What is the period of limitation in regard to approval of a pay fixation statement?
- 110A. As per the instructions given in Circular Memo.No.44 942/358/A2/FR/96(Fin&Plg) dated 4-2-1997, the period of limitation for approval of pay fixation is six months from the date of exercising an option.
111. What is the criteria in regard to pre-audit of arrear claims resulting in connection with the revision of pay scales 1999 ?
- 111A. As per the instructions in Circular Memo. No.44 942/358/A2/FR/96 (Fin&Plg) dated 4-2-97, the criteria for pre-audit of arrear claims in connection with revision of pay scales has been given. In cases of fixation of pay, on account of Revision of scales of pay, the period of one year, for the purpose of investigation of earlier claims, by the Accountant General / Pay and Accounts officer should be reckoned from the date on which the pay fixation statement of an employee is signed by the competent authority.
112. What are the rules of procedures in regard to recording and alteration of date of birth of Government employees ?

112A. The Rules are laid down in Appendix B of 1995 edition of FR. The latest G.O. issued is G.O.Ms.No. 94 (Fin&Plg) dated 15-3-94 is as follows. The date of Birth as determined on the basis of the School records or any proof produced at the time of entering into service and entered in the SR shall be final and no subsequent variation shall be relevant and the date of birth entered in the SR shall not be altered except in case of bonafide clerical error, under the orders of the Government. The date of Birth produced at the time of entering into the service and entered in the SR is final and no variation in school records is allowed subsequently.