GOVERNMENT OF KARNATAKA

THE KARNATAKA CIVIL SERVICES RULES

FINANCE DEPARTMENT

DECEMBER – 2017

PREFACE T0 THE SEVENTH EDITION

The Government has brought out the seventh edition of Karnataka Civil Services Rules, originally issued in Government Notification No.FD 53 COD 58 dated the Ist March, 1958. This Edition embodies the amendments issued upto Correction Slip No.1283 dated 20.03.2017.

2. Finance Department may be consulted whenever there is a doubt regarding the effective date for operation of amendments. Any suggestions for improvement will be welcome and will be considered for incorporation in the next edition.

Bangalore,

Dated:- 12-12-2017

I.S.N.PRASAD

Additional Chief Secretary to Government, Finance Department.

THE KARNATAKA CIVIL SERVICES RULES VOLUME – I

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THE KARNATAKA CIVIL SERVICES RULES

NOTIFICATION No. FD 53-C.O.D. 58,

dated lst March 1958.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules, namely :-

PART I –GENERAL

1. Title and Commencement :-(1) These Rules may be called the Karnataka Civil Services Rules. [1][xxx]

(2) They shall come into force from the first day of April 1958.

2. Application:- [2][(1) Save as otherwise provided in these Rules, this shall apply to all the persons appointed to Civil Services and serving in connection with the affairs of the State of Karnataka.]

(2) Notwithstanding anything contained in sub-rule (1), these Rules shall not apply to -

(i) Persons employed in Industrial Undertakings of the Government;

(ii) Persons in casual employment;

(iii) Persons subject to discharge from service on less than one month's notice;

(iv) Persons for whose appointment and other matters covered by these Rules, special provisions are made by or under any law for the time being in force, or in any contract in regard to the matters covered by such law or such contracts; and

(v) Members of the All India Services.

1.Deleted by No.FD 41 SRS 60,dated 01.11.1960 (wef.10.11.1960)

2.Substituted by No. FD 05 SRA 2012 dated 29.01.2014 (wef 30.01.2014)

[1][2A.xxx]

[1][2B.xxx]

[2][2C Notwithstanding anything contained in sub rule (1) of rule 2, part IV of these rules, shall not be applicable to new recruits to State Government service joining on or after 1st April 2006.]

[3][3. Repeal and Savings:-

(i) The Karnataka Civil Services Interpretation Rules,1957;

(ii) The Karntaka Pay and Allowances Rules, 1957; (which came into force from 1.12.1957)

(iii) The Karnataka Leave Rules,1957;(which came into force from 1.10.1957).

(iv) The Karnataka Pension Rules, 1957; (which came into force from 1.9.1957).

(v) The Karnataka Commutation of Pension Rules, 1957; (which came into force from 1.9.1957).

(vii) The Karnataka Government Servants' Maintenance of Records of Service Rules, 1957; (which came into force from 1.11.1957).

(viii)The Karnataka Government Servants (Foreign Service Rules,1957); (which came into force from lst November, 1957)

(ix) The Karnataka Travelling Allowance Rules,1957;
(which came into force from 1.9.1957) and

1. **Omitted by No. FD 05 SRA 2012 dated 29.1.2014 (wef 30.1.2014) Inserted**
2. **by No. FD 2 SRA 2010 dated 19.11.2010 (wef 22.11.2010.) Substituted by**
3. **No.FD 315 SRS 58 dated 22.12.1958 (wef 31.1.1959)**

(x) Any rule or order corresponding to any rule in the Karnataka Civil Services Rules 1958, made either under the priviso to Article 309 of the Constitution, or in exercise of any power by any competent authority are hereby repealed, to the extent to which the provision of any of these rules is applicable to the persons referred to in Rule 2 :

Provided that any order issued, anything done or any action taken under any provision of any of the rules or orders repealed by this rule shall be deemed to have been issued, done or taken under the corresponding provisions of these rules.

All rules made under the proviso to Article 309 of the Constitution of India and all other rules and orders made by any competent authority, in force before the lst day of April. 1958, other than the rules and orders repealed by rule 3 of the Karnataka Civil Services Rules 1958, as substituted by rule 2 of these rules, shall subject to any amendments made to the said rules and orders on or after 1st April 1958, be deemed to have continued in force on and after 1st April 1958, as if rule 3 of the Karnataka Civil Services Rules, 1958, as originally made had never been made; and any order issued, anything done or any action taken under any such rule or order on or after the first day of April, 1958 shall be deemed always to have been validly issued, done or taken under such rule or order as if such rule or order were in force at all relevant times, and no order issued, anything done or action taken under any such rule or order shall be called in question on the ground that such rule or order was not in force at the relevant time.]

1[3A [xxx]

1[4. [xxx]

1[5. [xxx]

6. 1[xxx]The claim of a Government servant to pay and allowances, including travelling allowances, is regulated by the rules in force at the time at which the pay and allowances are earned; to leave, by the

1.Omitted by No. FD 05 SRA 2012 dated 29.01.2014 (wef 30.01.2014)

rules in force at the time leave isapplied for and granted and to pension, by the Rules in force at the time when the Government servant retires or is discharged from the service of Government.

7. Where the State Government is satisfied that the operation of 1[these rules causes undue hardship] in any particular case it may, by order dispense with or relax the requirements of that Rule to such extent and subject to such conditions as it may consider necessary for dealing with any case in a just and equitable manner.

2[7A xxx]

3[7B. Officers appointed to be in charge of the current duties of a post shall be competent to exercise all administrative and financial powers vested in the regular incumbent of that post. Such an officer should not however modify

or over-rule the orders already passed by the regular incumbent of the post except in emergency without obtaining the orders of the next higher authority.]

1.Substituted by No.FD 10 SRA 2005, dated 11.7.2006.(wef 14.7.2006) 2.Deleted by No.FD 34 SRS 61 dated 25.8.1964 (wef 17.9.1964).
3.Inserted by No.FD 41 SRS 67 dated 8.3.1967 (wef 23.3.1967)

PART- I
CHAPTER I
DEFINITIONS

8. **In these rules, unless the context otherwise requires,-**

(1) 'ABSENTEE' :- means a Government servant absent from an appointment on which he has a lien, either on leave or on deputation to another appointment, whether permanent or temporary or on special duty unconnected with his own appointment or on joining time during transfer to another appointment or under suspension;

Note - A Government servant under suspension is an absentee if the suspension is confirmed.

[1][(1A) 'Allotment' :- means grant of licence to a Government Servant to occupy a house owned, leased or requisitioned by the Government or a portion thereof, for use by him as residence.]

(2) Actual Travelling Expenses :- "Actual Travelling Expenses" means the actual cost of transporting a Government Servant, with his servants and personal luggage including charges for ferry and other tolls, if paid, and for carriage of camp equipment (if necessary). It does not include charges for hotels, dak bungalows, or refreshments, or for the carriage of stores or conveyances, or for presents to drivers, and the like, or any allowance for such incidental losses of expenses as the breakage of crockery, the wear and tear of furniture, the entertainment of domestic servants;

(3) Age:- When a Government servant is required to retire, revert or cease to be on leave, on attaining a specified age the day on which he attains that age is reckoned as a non-working day, and the Government servant must retire, revert or cease to be on leave (as the case may be) with effect from and including that day;

[2][(4) xxx]

(5) 'Audit Officer' means the Accountant General, Karnataka.

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1. Inserted by No. FD 83 SRS 68 dated 19.1.1970 (wef 7.3.1970).

2. Deleted by No. FD 25 SRS 80 dated 23.5.1980 (wef 5.6.1980).

[1][(5-A) 'Authorised Medical Attendant' means-

(i) in respect of a Government servant whose pay is not less than Rs.500/-per mensum and in the case of an officer of Class 1 Service irrespective of his emoluments, the Civil Surgeon or the Principal Medical Officer appointed by the Government to attend to its officers in the station.

(ii) in respect of a Government servant whose pay is less than Rs. 500, Medical Officer, Class II, similarly appointed]

(6) 'Average pay' means the average monthly pay earned during the [2][ten complete months] immediately preceding the month in which the event occurs which necessitates the calculation of average pay:

Provided that in respect of any period spent on deputation out of India, the pay which the Government servant would have drawn, if on duty, in India, shall be substituted for the pay actually drawn.

Note 1 - According to the definition of 'average pay' in this Rule the average is to be taken of the monthly pay earned during the [2][10] complete months immediately preceding the month in which the leave is taken, and for this purpose the 10 complete months immediately preceding should be interpreted literally.

[3][Thus a Government servant who has been on leave from the 23rd March 1965 to 22nd July 1965 inclusive, is granted leave from the 4th November, 1965, his average pay should be calculated on the pay earned for the periods lst January 1965 to the 22nd March 1965 and 23rd July 1965 to 31st October 1965.] If however, a Government servant happens to have been on leave for more than 10 months immediately proceeding the month in which the leave is taken, then the average should be taken of the monthly pay earned during the 10 complete months immediately preceding the month in which the previous leave commenced.

1. Inserted by No.FD 18 SRS 61 dated 6.5.1961 (wef 8.5.1961).

2. Substituted by No.FD 70 SRS 61 dated 22.9.1961 (wef 1.10.1961).

3. Substituted by No.FD 120 SRS 66 dated 2.3.1967 (wef 23.3.1967).

Note 2 - In the case of a Government servant of vacation department, the vacations falling in the period of 10 complete months immediately preceding the month in which leave is taken should be treated as duty and the pay drawn by the Government servant during the vacations should be treated as pay drawn on duty and should therefore be taken into account in determining his leave salary during the succeeding leave.

Note 3 - In the case of a Government servant of the vacation department both prefixing and affixing leave to a vacation, the leave salary for the leave affixed should be calculated on the pay drawn by the Government servant during the ten complete months preceding the commencement of his leave.

Note 4 - The term 'month' in this rule means 'calendar month' as in Rule 8(30).

(7) 'Cadre' means the strength of a service or part of a service sanctioned as a separate unit;

(8) 'Camp Equipage' means the apparatus for moving a service camp;

(9) "Camp Equipment" means tents and the requisites for pitching and furnishing them or where tents are not carried such articles of camp furniture as it may be necessary in the interest of the public service for a Government servant to carry with him on tour;

(10) "Class and Grade" - Appointments are said to be in the same 'Class' when they are in the same department, and bear the same designation, or have rnment to be in the same class.

Appointments in the same class are sometimes divided into 'Grades' according to pay;

Note - Appointments do not belong to the same Class or grade unless they have been so constituted or recognised by Government.

A ministerial officer may be appointed to act for another ministerial officer in the same office whose pay is higher than his ownsubjectto rules governing such appointments.

(11) 'Continuous Service' means the service of a Government servant from the beginning of his service, without any break. Only leave with allowances will be included in continuous service.

[1][(11-A) 'Class or Group of Services' means the class or group of Civil Services as classified in rule 5 of the Karnataka Civil Services (Classification Control and appeal) Rules, 1957].

(12) 'Compensatory Allowance' means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. [2][It includes travelling allowance and local allowance], but does not include a sumptuary allowance nor the grant of a free passage by sea to or from any place outside India;

(13) 'Competent Authority' in relation to the exercise of any power, means Government or any authority to which the power is delegated by or under these rules;

(14) 'Day' means a calendar day, beginning and ending at midnight; but an absence from headquarters which does not exceed 24 hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends;

Note - A continuous journey occupying a period of time less than 24 hours, partly before and partly after midnight, and ending before [3] [dawn] shall, for mileage under Rule 522, be regarded as completed on the day preceding the midnight.

[4][(14-A) 'Dies-non' means non-duty period or period not spent on duty.

Note,- The period treated as 'dies-non' will not count as service nor will it be construed as break in service.]

(15) Duty: 'Duty' includes:-

[5][(a) service as a probationer, subject to the provisions of the Karnataka Civil Service (Probation) Rules 1977).

[6][Note 1, Note 2, Note 3 xxx]

1. Inserted by No. FD 3 SRA 2009 dated 23.9.2010.(wef.24.9.2010)

2. Amended by No. FD 109 SRS 66 dated 4.1.1967.

3. Substituted by No. FD 112 SRS 58 dated 3.7.1958 (wef 1.4.1958)

4. Inserted by No. FD 6 SRA 99 dated 15-12-1999. (w.e.f. 20-1-2000)

5. Amended by No.FD 25 SRS 80 dated 23.5.80.

6. Deleted by No.FD 25 SRS 80 dated 23.5.80

Note 4 - Service as a local candidate [1][xxx] is to be treated as officiating or temporary service, for purposes of grant of increments, leave, pension, etc.

(b) Joining time;

Note:- If a Government servant has handed over charge of a post on receipt of the orders of transfer and if, immediately thereafter the orders of transfer are held in abeyance or cancelled, the period of compulsory waiting between the date of handing over charge and the date of resuming charge of the post should be treated as duty.

(c) a course of instruction or training authorized by or under the orders of Government;

[2][Note 1-The time reasonably required by a Government servant for the journeys between the place of training and his headquarters immediately before and after the period of training, should be treated as part of that period.]

[3][Exception:- Government servants returning from abroad whose period of deputation consists of only a period of duty under the rules in Annexure 'B' of Appendix-II may be granted joining time not exceeding 7 days irrespective of their places of postings.]

[4][Note 2 - Where a Government servant deputed for training is required to attend an interview and to wait for the result of the interview before actually joining the course of instruction or training, the period intervening between, the date of interview and the date of actually joining the course of instruction or training may be treated as duty under special orders of Government.]

(d) the period occupied in appearing for an examination prescribed by Government in any regional language at which a Government servant has been granted permission to appear, or in attending an obligatory departmental examination or in attending an examination which a Government servant must pass to become eligible for a higher post in any branch of the

1. Deleted by No. FD 209 SRS 58 dated 4.12.58 (wef 1.4.1958)

2. Substituted by No.FD 39 SRS 60 dated 8.7.1960 (wef 14.7.1960).

3. Inserted by No. FD 152 SRS 67 dated 5.3.1968.

4. Inserted by NO.FD 19 SRS 64 dated 7.7.1964 (wef 28.7.1964).

public service. [1][or attending the Kannada Typewriting or Kannada Shorthand Examinations conducted by the Department of Public instruction] including the time reasonably necessary for going to and from the place of examination;

Provided that such period shall be deemed to be on duty only twice in respect of each obligatory examinations;

Note - In cases where an examination is taken in interruption of leave or immediately after leave, the time occupied in appearing for the examination, including the time necessary for going to and from the place of examination, shall be treated not as duty but as leave. If the examination takes place immediately before leave, the leave shall be held to have

commenced from the date following that of the completion of the examination.

[2][(e) XXX]

[3][(f) the period spent by a Government servant awaiting orders of posting after relief from a post under Government or after reporting for duty on return from leave,. training or deputation; provided such waiting is approved by Government as unavoidable.

Note- The term deputation used in this clause includes deputation on 'foreign service']

[4][(g) the period spent by a Government servant, who is engaged or deployed temporarily on special duty by or under orders of the competent authority, including the time reasonably necessary to travel to and from the place of such special duty.

Note - Deployment of a Government servant on special duty does not amount to transfer. A Government servant may be deployed on special duty by the Head of the Department concerned temporarily for a period not exceeding one month.]

1. Inserted by No. FD 129 SRS 73 dated, 23.11.1973.

2. Deleted by No. FD 51 SRS 65 dated 15.7.1966.

3. Substituted by No.FD 150 SRS 68 dated 2.11.1968.

4. Substituted by No.FD 66 SRS 79 dated 15.11.1980 (wef 27.11.1980)

[1][(h) the period spent by a Government Servant whose services are engaged by a delinquent Government servant in accordance with the provision of [2][Rule 11(8)] of the Karnataka Civil Services(CCA)Rules,1957.] in his defence in the disciplinary proceedings instituted against him, in assisting the delinquent Government Servant.]

[3][(16) 'Family' means the wife or husband and legitimate children including step children of the Government servant residing with and wholly dependent on the Government servant and for the prupose of claiming travelling allowance for journeys on transfer, also, includes the parents residing with and wholly dependent on the Government servant.]

(17) "Fees" means a recurring or non-recurring payment to a Government servant from a source, other than the Consolidated Fund of the State or the Consolidated Fund of India or of other States, whether made directly to the Government servant or indirectly through the intermediary of Government but does not include,-

(a) unearned income, such as income from property, dividends and interest on securities;

(b) income from literary, cultural or artistic efforts, if such efforts are not aided by the knowledge acquired by the Government servant in the course of his service;

[4][Explanation - When the income referred to in clause (b) above is the result of efforts aided by the knowledge acquired by the Government servant in the course of his service, it is subject ,to the provisions of Rule 29. However, if such, income is, derived from sale or royalties of a book written by the Government servant with the aid of the knowledge acquired by him during the course of ook is not a mere compilation of

Government rules, regulations or procedure, but reveals the author's scholarly study of the subject. Government may exempt such

1. Inserted by No. FD 103 SRS 74 dated 13.9.1974 (wef 9.1.1964).

2. Amended by No. FD 103 SRS 74 dated 25.2.1975 (wef 24.1.1974).

3. Substituted by No. FD 8 SRA 99 dated 2.6.2000.

4. Inserted by No. FD 88 SRS 60 dated 1.7.1960 (wef 14.7.1960).

income from the operation of Rule 29. The Department concerned should furnish a certificate to the above effect while recommending to Government relaxation of the said Rule in such cases.]

(18) 'First Appointment' includes the appointment of a person not at the time holding any appointment under Government even though he may have previously held such an appointment,

(19) 'Foreign Service' means service in which a Government servant receives his substantive pay with the sanction of Government, from any source other than the Consolidated Fund of the State;

1 [xxx]

2[(19-A) Foreign Service Allowances is an allowance granted by a foreign employer to a Government servant deputed to foreign service.]

3[Note. xxx]

(20) 'A Gazetted Government Servant' is one who is a member of an All India Service or State Civil Service, 4[Group –A or Group- B] or a person appointed in accordance with the terms of a contract or agreement and whose appointment is Gazetted by Government;

(21) Heads of Department.- This term includes the officers mentioned in Appendix-I and any others whom Government may from time to time declare to be Heads of Departments.

(22) 'Holiday' means a holiday prescribed or notified by Government as such; and in relation to any particular office, includes a day on which such office is ordered to be closed by a competent authority forthe transactions of Government business without reserve or qualification;

1. Deleted by No. FD 86 SRS 66 dated 12.12.1966.

2. Inserted by No. FD 21 SRS 68 dated 08.04.1968.

3. Deleted by No. FD 52 SRS 73 dated 24.12.1973.

4. Substituted by No. FD 05 SRA 2012 dated 29.01.2014 (wef 30.1.2014)

(23) 'Honorarium' means a recurring or non-recurring payment granted to a Government servant 1[from the consolidated fund of the State] under whom he is employed or of any other Government in India as remuneration for work of an occasional or intermittent character;

2[(24) 'Joining time' means time allowed to a Government servant to join a new post or to travel to a station to which he is posted;]

(25) 'Leave Salary' means the monthly amount paid by the Government to a Government servant on leave;

(26) 'Lien' means the title of a Government servant to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantiv

[3][Note - Government may permit a Government servant to retain a lien on a temporary appointment in special cases, such as absence on study or training outside India. Attention is also invited to [4] [Note 4 under clause (f) of Rule 20] and to Rule 423.]

[5][(27) Local Allowance:-A 'Local allowance' is an allowance granted in consideration of exceptional local circumstances, such as the unhealthiness or expensiveness of the locality;

Note - Project Allowance granted to the staff of the Public Works Department and other Departments attached to construction projects (Irrigation or Power Projects) is a local allowance granted on account of the expensiveness of the locality.]

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1. Substituted by No. FD 184 SRS 59 dated 8.9.1959 (wef 14.9.1959).

2. Substituted by No. FD 66 SRS 79 dated 15.11.1980 wef 27.11.1980).

3. Substituted by No. FD 212 SRS 59 dated 15.12.1959 (wef 24.12.1959).

4. Amended by No. FD 196 SRS 60 dated 1.11.1961.

5. Substituted by No. FD 197 SRS 59 dated 27.5.1964 (wef 1.8.1961).

[1][(27-A) Local Candidate:- A 'Local Candidate' in service means a temporary Government Servant not appointed regularly as per rules of recruitment to that Service;]

(28) 'Local Fund' means (1) Revenues administered by local bodies or other bodies, which by law or rule having the force of law come under the control of Government, whether in regard to proceedings generally, or to specific matters, such as the sanctioning of the budgets, sanction to the creation of filling up of particular posts or the making of leave, pension or similar rules, and

(2) the revenues of any body which may be specially notified by Government as a Local Fund;

(29) 'Ministerial servant' means a Government servant whose duties are entirely clerical and any other class of servants specially defined as such by Government;

(30) 'Month' means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently;

Note - In calculating a period of 3 months and 20 days from 25th January, 3 months should be taken as ending On 24th April, and the 20 days on 14th May. In the same way, the period from 30th January to 2nd March should be reckoned as 1 month and 2 days, because one month from 30th January ends on 28th February. A period of one month and 29 days commencing from the Ist January will expire, in an ordinary year (in which February is a month of 28 days) on the last day of February, because a period of 29 days cannot obviously mean to exceed a period of full calendar month and a period of two months from lst January would end on the last day of

February. The same would be the case if February were a month of 29 days or if the broken period were 28 days (in an ordinary year).

1. Inserted by No. FD 209 SRS 58 dated 4.12. 1958 (wef.1.4.1958).

(31) Officiate:- A Government servant officiates in a post when he performs the duties of a post on which another person holds a lien. A competent authority may, if it thinks fit, appoint a Government servant to officiate in a vacant post on which no other Government servant holds a lien;

Note 1-The authority which has power to make substantive appointment to a vacant post may appoint a Government servant to officiate in it.

Note 2-A post vacated by a Government servant who has been dismissed should not be filled substantively pending the result of such appeal as the rules permit.

1[(32) 'Pay' means the amount drawn monthly by a Government servant as the pay which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre and shall also include;

(a) stagnation increment, if any, granted to him above the maximum of the scale of pay;

(b) additional increment, if any, granted to him above the maximum of the scale of pay, in accordance with the provisions of rule 6 of the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974;

(c) personal pay, if any, granted to him under the Karnataka Civil Services (Revised Pay) Rules, issued by the Government from time to time;

(d) any other emoluments specifically classed as pay by the Government.]

(33) Pension:- Except when the term 'Pension' is used in contradistinction to 'Gratuity' 'Pension' includes 'Gratuity'.

1.Substituted by No. FD 5 SRA 96 dated 12.8.1996 (wef.14.8.1996).

(34) 'Permanent Post':-means a post carrying a definite rate of pay sanctioned without limit of time.,

(35)'Personal Pay':-means additional pay granted to a Government servant;

(a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure, or

(b) in exceptional circumstances, on other personal considerations.

Unless in any case it is specially ordered otherwise, a personal pay should be reduced by any amount by which the recipient's pay may be increased and should cease as soon as his pay is increased by an amount equal to his personal pay;

(36) Presumptive Pay of a post, when used with reference to any particular Government servant, means the pay to which, he would, be entitled, if he held the post substantively and were performing its duties; but it does not include special pay unless the Government servant performs or

discharges the work or responsibility or is exposed to the unhealthy conditions, in consideration of which the special pay was sanctioned;

[1][(37) The term 'Probationer' shall have the same meaning as given to it under the Karnataka Civil Services (Probation) Rules. 1977.

Note 1- A probationer is treated for all purposes as a temporary Government Servant.

Note 2- In computing the period of probation Extra- ordinary leave granted to a probationer [2][and the period treated as "Dies-non"] during the period of his probation shall be excluded.]

1.Substituted by No. FD 25 SRS 80 dated 23-5-1980 (wef 5.6.1980).

2.Inserted by No.FD 21 SRA 99,dated 3.11.2000 (wef 04.1.2001).

(38) Public Conveyance means a train or other conveyance which plies regularly for the conveyance of passengers.

Note 1 - Carts, cabs and horses are not regarded as public conveyances for the purpose of travelling allowance rules.

Note 2 - The test to be applied is whether the conveyance belongs to a regular established line of carriages running a regular course and not deviating there from according to the wishes of passengers.

[1][(39) X X X]

(40) 'Quasi permanent Post:-means a temporary post sanctioned initially for a period of not less than three years.,

Note- Appointment of a Government servant against a quasi permanent post cannot be considered to be appointment to a permanent post in a substantive capacity and fixation of initial pay in such cases will have to be regulated as per the provisions of Rule 45.

[2][(40-A) 'Quasi-permanent service' means temporary service commencing from the date on which the appointing authority, being satisfied as to the suitability of the Government servant who has been in continuous service for more than three years, as to his age, qualification, work and character for employment in a quasi-permanent capacity has issued a declaration to the effect, and shall consist of periods of duty and leave (other than extraordinary leave) after that date.

Note 1 - A declaration issued by the Appointing Authority shall specify the particular post or the particular grade of posts within a cadre, in respect of which it is issued and the date from which it takes effect.

1. Deleted by No. FD 53 SRS 62 dated 12-2-1963 (wef 1-8-1961).

2. Inserted by No. FD 39 SRS 65 dated 1-6-1966.

Note 2- "Quasi permanent tenure" has been evolved with the object of attaching certain benefits to temporary service if rendered for as long as three years and more. Quasi-permanent service ripens into a permanent service when the Government servant is appointed to a permanent post in a substantive capacity]

(41) Rule of Proportions:- Pensions or leave allowance are said to be chargeable according to the Rule of Proportions, when the charge is debatable to several accounts in the proportion in which, in the case of pension, the aggregate pay and leave salary drawn by the officer during the

whole of his qualifying service has been paid from them; or in the case of leave allowances, the aggregate pay drawn by the officer during the portion of his service immediately preceding the beginning of his leave, which is taken into account in calculating the leave granted to him, was charged to such several accounts.

Note - If according to the Rule of Proportions the share of pension or leave allowance chargeable to one account does not exceed one rupee, no charge shall be made to this account, and the share, shall be borne by the account chargeable with the greatest share. When leave allowances are chargeable according to the Rule of Proportions, the following is the service to be taken into account:-

(a) Earned leave:- Duty without interruption for a period eleven times as along as the leave.

(b) Half pay leave or commuted leave :- Service immediately prior to the leave, which is taken into account for calculating the leave due.

(42) 1['Special Allowance'] means an addition, of the nature of pay, to the emoluments of a post or of a Government servant, granted in consideration of-

(a) the specially arduous nature of the duties: or

(b) a specific addition to the work or responsibility; or

1. Substituted by No. FD 7 SRA 99, dated 29-4-2000 (w.e.f. 1-4-1998).

(c) the unhealthiness of the locality in which the work is performed.

(43) 'Subsistence Grant' means a monthly grant made to Government servant who is not in receipt of pay or leave salary;

(44) 'Substantive Pay' means the pay, other than special pay, personal pay or emoluments classed as pay by Government, under clause (32) (iii) to which a Government servant is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre;

1[(45) xxx]

(46) 'Temporary Post' means a post carrying a definite rate of pay sanctioned for a limited time;

(47) 'Tenure Post':- means a permanent post which an individual Government servant may not hold for more than a limited period without reappointment. In case of doubt Government will decide whether a particular post is or is not a tenure post;

(48)(a) 'Time Scale Pay' means pay which subject to any conditions prescribed in these Rules or any other Rules made under article 309 of the Constitution, rises by periodical increments from a minimum to a maximum. It includes the class of pay called progressive pay;

(b) Time scales are said to be identical, if the minimum, the maximum, the period of increment, and the rate of increment of the time scales, are identical;

(c) A post is said to be on the same time scale as another post on a time scale, if the two time scales are identical and the posts fall within a cadre or class in a cadre, suc been created in order to fill all

posts involving duties of approximately the same character or degree of responsibility, in a service or establishment or group of establishments; so that the pay of the holder of

1. Omitted by No. FD 05 SRA 2012 dated 29.1.2014 (wef 30.1.2014).

any particular post is determined by his position in the cadre or class and not by the fact that he holds that post;

(49) 'Transfer' means the movement of a Government servant from one headquarters station in which he is employed to another such station, either (a) to take up the duties of a new post; or (b) in consequence of a change of his headquarters;

(50) 'Travelling Allowance' means an allowance granted to a Government servant to cover the expenses which he incurs in travelling in the interests of public service. It includes allowance granted for the maintenance of conveyances, horses and tents.

PART II
Pay and Allowances
CHAPTER II
GENERAL CONDITIONS OF SERVICE
MEDICAL CERTIFICATE OF FITNESS ON FIRST ENTRY INTO GOVERNMENT SERVICE

[1][9. 10 & 11 xxx]

CHARGE OF OFFICE

12. **Unless,for special recorded reasons which must be of a public nature, the authority under whose orders the transfer takes place, permits or requires it to be made in any particular case elsewhere, or otherwise, the charge of an office must be made over at its Headquarters, both the relieving and the relieved Government servants being present.**

13. **As a general rule and subject to any special orders to the contrary in particular cases, the Headquarters of a Government servant on the staff of Government, as for instance, a Secretary to Government or a clerk in the Government Secretariat, are the Headquarters, for the time being of the Government.**

14.The headquarters of any other Government servant are either the station which has been declared to be his Headquarters by the authority competent to prescribe his Headquarters for the purpose of travelling allowance or, in the absence of such declaration, the station where the records of his office are kept.

***The rules in this Part supersede the Karnataka Pay and Allowances Rules 1957 which came into force from 1.12.1957 and all claims under the Pay and Allowances Rules, 1957 pending on the date of coming into force of this part will be dealt with in accordance with the corresponding provisions of this Part.**

1. Deleted by No. FD 36 SRS 75 dated 27.7.1978 (wef 23.2.1978).

LEAVING JURISDICTION

15. **No Government servant other than a police officer acting within his legal powers is entitled to pay or allowances for any time he may spend beyond the limits of his 1[charge] without proper authority.**

Note 1- An authority competent to sanction casual leave to a Government servant may permit him to leave head-quarters during holidays or during casual leave.

Note 2- Sanction of Government is not necessary for journeys performed by Public Prosecutors outside their jurisdiction for attending to criminal cases of their district when summoned by a Sessions Court.

16. **(a) Heads of Department mentioned in Appendix I may authorise any Government servant or subordinate under their control to proceed on duty beyond the limits of his charge but within the State. The subordinate authorities may exercise this power to proceed on duty within their jurisdiction.**

2[Note 1 -Treasury officials (a) accompanying remittances (b) travelling to and from Bangalore in connection with the delivery of Treasury Accounts and Schedules to the office of the Accountant General, Karnataka, Bangalore (c) deputed for work connected with transfer of stamps to or from the office of the Superintendent of stamps, Bangalore or among the local or branch depots in the State (d) working in the District Treasury Office, Karwar and Coorg (Mercara) deputed for taking delivery of stamp cases or forms or parcels etc., from the nearest Railway Station or from the office outside the District, are exempted from the operation of this Rule. The Travelling Allowance claims of Treasury officials accompanying remittances should be supported by a certificate prescribed in the Karnataka Treasury Code.]

Note 2 - Police Officers may, in special circumstances, proceed beyond the limits of their charge but within the State without previous sanction, subject to ratification by the sanctioning authority in each case after completing the journeys.

1. Substituted by No. FD 17 SRS 61 dated 20.2.1961 (wef 2.3.1961).

2. Substituted by No. FD 79 SRS 75 dated 15.3.1977 (wef 16.6.1975).

Note 3- The District Superintendents of Police are authorized to permit the officers subordinate to them to proceed on journeys outside the limits of their charge and beyond their jurisdiction.

1[Note 4- The District and Sessions Judges and the District Magistrates in charge of the Criminal Courts in the District (independent charge) may authorize any Government servant or subordinate under their control to proceed on duty beyond the limits of his charge but within their jurisdiction.]

(b) For proceeding beyond the limits of the State, sanction of Government is necessary.

Note 1- This Rule does not apply to cases where a Government servant, in order to shorten his journey to some place within his jurisdiction has to pass through stations outside his jurisdiction.

Note 2- The Heads of Departments are empowered to sanction journeys outside the State in the case of non-Gazetted Government servants.

[2][They are also empowered to sanction journeys of Gazetted Officers on duty outside the State involving a period of halt not exceeding 15 days.]

Note 3- General Sanction is accorded to members of the Excise Reserve Staff proceeding beyond the limits of the State when necessary in the interest of their work.

Note 4- The Excise Commissioner is empowered to sanction journeys outside the State by District Excise Officers for purposes of inspecting at intervals the groves of date and other palm, opium and ganja shops in the Madras State. Such journeys should be kept at a minimum consistently with the interest of excise revenue.

[3][Note 4-A- The Commissioner of Commercial Taxes, Bangalore, is empowered to sanction journeys outside the State by the Deputy Commissioner, Commercial Taxes, Assistant Commissioner, Commercial Taxes, Commercial Tax Officers, Assistant Commercial Tax Officers and Commercial Tax Inspectors on duties connected with study of the pattern of taxation measures, investigation of cases of evasion of taxes, giving evidence or producing documents in Court cases, etc.]

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1. Inserted by No.FD 15 SRS 62 dated 1.3.1962.

2. Inserted by No.FD 74 SRS 69 dated 19.1.1970 (wef 7.3.1970).

3. Inserted by No.FD 81 SRS 76 dated 11.7.1977 (wef 28.7.1977).

Note 5- Police Officers both gazetted and, non-gazetted, are permitted to proceed beyond the limits of the State on duties connected with police officers' meetings investigation of crime, arrest and escort of accused and security measures subject to the sanction of the Head of the Department.

Note 6- Police Officers may in an emergency, proceed outside the State without previous sanction for purposes of investigation and detection work, subject to ratification by the sanctioning authority in each cases after completing the journeys.

[1][Note 7- The above Rule does not apply to journeys performed to a place within the state, through areas of another State.]

[2][Note 8- The Public Works Department Officers-in-charge of Hidkal and Hadalga Dam-Projects, are authorized to perform journey in the catchment area of Ghataprabha river and its tributaries so far as the Ghataprabha Project is concerned (even though these places are outside the Karnataka State]

[3][Note 9-The following officers of the Public Works Department are authorized to perform journeys to Thirupathi, Thirumalai and Thiruchandur for maintenance and inspection of the Choultry buildings at these places (outside the Karnataka State.)]

1.Èxectutive Engineer Kolar Division.	Once in a year to suggest Improvements etc.,
2.4[Assistant Executive Engineer, Division I or Assistant Executive Engineer Division II] Kolar Sub Division	Twice in a year. One journey for assessing the nature and quantum of works to be done and other for check measurements.

3.Subordinate attached to Kolar Sub Division	Thrice in a year.Onejourney for survey for preparing A.R. Estimates, another for supervision of work and taking measurements and the third with the [4][Assistant Executive Engineer Division-I or Assistant Executive Engineer Division-II] for check measurement.

[5][Note-10 xxx]

1. Inserted by No. FD 255 SRS 58 dt. 28.10.1958 (wef 6.11.1958).

2. Inserted by No. FD 55 SRS 59 dt. 6.3.1959 (wef 12.3.1959).

3. Inserted by No. FD 244 SRS 59 dt. 3.12.1959 (wef 10.12.1959).

4. Substituted by No. FD 14 SRS 79 dt. 30.7.1979.

5. Deleted by No. FD 14 SRS 78 dated 22.9.1978 (wef 28.9.1978)

GENERAL RULES REGARDING LIEN ON APPOINTMENT AND ADMISSIBILITY OF ALLOWANCES

17 **(a) Two or more Government servants cannot be appointed substantively to the same permanent post at the same time.**

(b) A Government servant cannot be appointed substantively except as a temporary measure, to two or more permanent posts at the same time.

18 **(a) A Government servant cannot be appointed substantively to a post on which another Government servant holds a lien.**

(b) Unless, in any case, it be otherwise provided in the rules, a Government servant on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

19. **Unless his lien is suspended under Rule 20, a Government servant holding substantively a permanent post retains a lien on that post-**

(a) While performing duties of that post;

(b) While on foreign service, or holding a temporary post or officiating in another posts;

(c) During joining time on transfer to another post; unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post:

(d) While on leave.,

(e) While under suspension.

20. **(a) Government [1][shall] suspend the lien of a Government servant on a permanent post which he holds substantively if he is appointed in a substantive capacity-**

(1) to a tenure post, or

[2][(2)xxx]

(3)Provisionally to a post on which another Government servant would hold a lien had his lien not been suspended under this Rule.

1. Substituted byNo.FD 61 SRS 63 dated 30.11.1963 (wef 18.12.l963).

2. Deleted by No. FD 89 SRS 67 dated 19.10.1967.

(b) Government may at its option, suspend the lien of a Government servant on a permanent post which he holds substantively if he is deputed out of the State of Karnataka or transferred to foreign service, or in circumstances not covered by clause (a) of this Rule, 1[is transferred in an officiating capacity] to a post in another cadre and if any of these cases there is reason to believe that he will remain absent from the post on which he holds a lien for a period of not less than three years.

(c) Notwithstanding anything contained in clause (a) or (b)of this Rule, a Government servant's lien on a tenure post may in no circumstances be suspended. If he is appointed substantively to another permanent post his lien on the tenure post must be terminated.

(d) If a Government Servant's lien on a post is suspended under clause (a) or (b) of this Rule, the post may be filled substantively, and the Government servant appointed to hold it substantively shall acquire a lien on it, provided that the arrangements shall be reversed as soon as the suspended lien revives.

Note - When a post is filled substantively under this clause the appointment will be termed as provisional appointment; the Government servant appointed will hold a provisional lien on the post and that lien will be liable to suspension under clause (a) but not under clause (b) of this Rule.

(e) A Government servant's lien which has been suspended under clause (a) of this Rule shall revive as soon as he ceases to hold a lien on a post of the nature specified in sub-clause (1)2[xxx] or (3) of that clause.

(f) A Government servant's lien which has been suspended under clause (b), of this Rule shall revive as soon as he ceases to be on deputation outside the State of Karnataka or on foreign service or to hold a post referred to in clause (b) provided that a suspended lien shall not revive because the Government servant takes leave if there is reason to believe that he will, on return from leave, continue to be on deputation outside the State of Karnataka or on foreign service or to hold a post referred to in clause (b) and the total period of absence on duty will not fall short of three years or that he will hold substantively a post of the nature specified in sub clause (1)2[xxx] or (3) of clause (a).

1. Substituted by No. FD 89 SRS 67 dated 19.10.1967.

2. Deleted by No. FD 89 SRS 67 dated 22.11.1967.

Note 1-Only one provisionally substantive appointment is permissible against one post. A provisionally substantive appointment is permissible against a vacant permanent post.

Note 2 - The power to make provisionally permanent arrangements and to order suspension of lien is delegated to Heads of Department in the case of non-gazetted Government servants.

Note 3 - The lien of a Government servant cannot be suspended while he is on probation in another post. If the Government servant

completes the period of probation satisfactorily, suspension of lien may be made with retrospective effect from the date on which the Government servant was transferred to other duty, provided that the conditions in clause (b) above are otherwise satisfied.

[1][Note 4 - When a Government servant who has secured employment in one Department of Government under the rules of recruitment, seeks employment on his own accord in another unit or Department or in another cadre or grade in the same Department, his lien on the original appointment shall be continued to be maintained provided he has already been confirmed in the post till he is permanently absorbed in the Department or cadre in which he is newly appointed and he shall be given the benefit of the past service for purposes of leave and pension. If, however, he is temporary in the first appointment, he will cease, to have any connection with his old appointment but he shall be given only the benefit of the past service for leave and pension]

(g) (i) A Government servant's lien on a post may in no circumstances be terminated even with his consent if the result will be to leave him without a lien, or a suspended lien upon a permanent post.

[2][(ii)[xxx]

(h) Government may transfer to another permanent post in the same cadre the lien of a Government servant who is not performing the duties of the post to which the lien relates, even if that lien has been suspended.

Note - The Head of the Department is empowered to transfer a lien provided that he or an authority subordinate to him is authorised to make appointments to both the posts concerned.

1.Amended by No. FD 63 SRS 63 dated 28.12.1963.(wef 20.1.1964)

2. Deleted by No. FD 89 SRS 67 dated 19.10.1967.

[1][(i) A Government servant's lien on a post shall stand terminated on his acquiring a lien on a permanent post (whether under the Central or State Government outside the cadre on which he is borne].

[2][20-A. (1) A Government servant may be transferred from one post to another, provided that except-

(i) as penalty imposed for misconduct, or (ii) on his written request.

A Government servant shall not be transferred substantively to or except in the case covered by Rule 66 appointed to officiate in a post carrying less pay than the pay of the post on which he holds a lien or would hold a lien had his lien not been suspended under Rule 20.

(2) Nothing contained in sub-rule (1) of this Rule or clause(26) of Rule 8 shall operate to prevent the retransfer of a Government servant to the post on which he would hold a lien had it not been suspended in accordance with the provisions of clause (a) of Rule 20.]

21. A Government servant may be required to a subscribe to Government Insurance Fund, Provident Fund, a Family Pension Fund or other similar fund in accordance with such rules as the Governor may, under Article 309 of the Constitution, prescribe.

22. **Subject to any exception specially made in these rules, a Government servant shall begin to draw the pay and allowance of a post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.**

23. **Unless it be otherwise provided by special rule or contract the pay of Government servant begins when he takes charge of the appointment in respect of which it is earned. If the charges is transferred afternoon, the transfer does not affect allowances until the next day. Twelve Noon will be treated as Forenoon.**

1. Inserted by No. FD 89 SRS 67 dated 19.10.1967.(wef 19.10.1967)

2. Inserted by No. FD 178 SRS 59 dt. 26.8.1959 (wef 3.9.1959).

If, however, the substantive appointment of a Government servant is changed while he is officiating in an appointment or if while so officiating, a Government servant is appointed for the first time to some substantive office, then, provided that the tenure of his officiating appointment is not interrupted by his new substantive appointment he may draw the pay thereof without joining it from the date on which the substantive office becomes vacant.

Promotions involving change of duties shall take effect from the date when the Government Servant assumes the duties of that post.

24. **Every relieving Government servant is responsible for informing the Government Servant to be relieved at the earliest possible moment of the date when he will be in a position to receive charge and it is duty of the Government Servant to be relieved to be in readiness to deliver charge on that date.**

When more than one day is occupied in making over charge the last day should be entered in the report, and an explanation should be submitted.

[1][25 xxx].

ADDITI0NS TO PAY

[2][26. **(a) Unless in any case it be otherwise distinctly provided the whole time of a Government servant is at the disposal of the Government which pays him and he may be employed in any manner required by proper authority without claim for additional remuneration, whether the services required of him are such as would ordinarily be remunerated from the Consolidated Fund, from a Local fund or from the Funds of [3][a body incorporated or not, which is wholly or substantially owned or controlled by the Government.)]**

1. Deleted by No.FD 57 SRS 65 dated 15.6.1968 (wef 11.7.1968).

2. Substituted by No. FD 276 SRS 58 dated 25.11.1958.

3. Amended by No. FD 55 SRS 60 dated 25.4.1960 (wef.5.5.1960).

(b) When Municipal Bodies and Other Bodies administering local funds require gratuitous advice and services of officers of the public works or other Departments, Government shall be referred to, which will indicate in each instance to which Government servant application for advice or assistance should be made. The Government servants thus consulted shall

give their advice, or if necessary, direct supervision and assistance, without charge.

27. Without the sanction of Government :-

(i) no increase may be given to the pay of a Government servant for the performance of any special duty outside the duty of his regular appointment from Local, Municipal or Other Funds administered by Government;

(ii) no grant may be given to any Government servant from the Consolidated Fund of the State as a bonus or honorarium for work done on behalf of the above out of office hours and beyond the regular duties of his office, payment for which is a proper charge against it.

FEES AND HONORARIA

General Rules

28. (a)Fees:-A competent authority may permit a Government servant, if it be satisfied that this can be done without detriment to his official duties or responsibilities to perform a specified service or series of services for a private person or body or for a public body, including a body administering a local fund and to receive as remuneration therefor, if the service be material, a nonrecurring or recurring fee.

(b)Honoraria:-A competent authority may grant or permit a Government servant to receive an honorarium as remuneration for work performed which is occasional 1[or intermittent] in character and either so laborious or of such special merit as to justify a special reward. Except when special reasons, which should be recorded in writing, exist for a departure from the provision, sanction to the grant or acceptance of an honorarium should not be given unless the work has been undertaken with the prior consent of Government and its amount has been settled in advance.

1.Inserted by No. FD 362 SRS 59 dated 14.12.1959 (wef 17.12.1959).

Note 1 - The following general principles are laid down for payment of fees and honoraria:-

(a) No honoraria should be paid in respect of any work which can fairly be regarded as part of the legitimate duties of Government servant concerned.

(b) It is one of the liabilities of Government servants to have to work outside office hours in exceptional times and circumstances. No honoraria should ordinarily be given on this account, but continuous working out of office hours and on authorized holidays may justify a claim to honoraria or to special pay.

(c) No honoraria should be paid to Government servants for attending meetings of Boards and Committees financed wholly or partly 1[from the Consolidated Fund of the State]

(d) The amount of an honorarium or fee must be fixed with due regard to the value of the service in return for which it is given. The maximum fee permitted by any rule is not to be given in cases in which any smaller fee would be fair and sufficient.

(e) When the service rendered falls within the scope of the ordinary duties of the Government servant performing it, the text of special merit prescribed in this rule, must be very strictly applied.

Note 2 - The temporary increase in work due to the holding of special conferences under the auspices of a Department of subordinate authority or of inter departmental committees are normal incidents of Government service, and form part of the legitimate duties of Government servants according to the general principle enunciated in Note 1. Those so employed have, therefore, no claim to extra remuneration.

Note 3 - In the case of both fees and honoraria, the sanctioning authority shall record in writing that due regard has been paid to the general principle enunciated in Note 1 and shall record also the reasons which in its opinion justify the grant of extra remuneration.

1. Substituted by No. FD 184 SRS 59 dated 8.9.1959.

[1][(c) Any Government servant is eligible to receive and, except as otherwise provided by a general or special order of the Government, to retain without special permission-

(i) the premium awarded for an essay or plan in public competitions;

(ii) any reward offered for the arrest of criminal or for information or special service in connection with the administration of justice;

(iii) any reward payable in accordance with the provisions of any Act or Regulation or Rules framed there under;

(iv)any reward sanctioned for services in connection with the administration of the Excise and other Laws; and

(v)any fees payable to a Government servant for duties which he is required to perform in his official capacity under any special or local law or by order of Government.]

(d) Remuneration shall not be given under these rules for superintending examinations rendered compulsory on persons belonging to the public service, but may be granted in the case of examinations of candidates for admission to the service, or where it has been specially authorised heretofore, or when the fees received from the persons examined meet the whole charge.

Note 1 - In the case of all Government servants under their control, the Heads of Departments can sanction the acceptance of remuneration in accordance with the scale sanctioned by Government for work as examiners for examinations conducted by the Educational Department [2][xxx] and other Examining Bodies set up by Government, and by the Karnataka University or the University of Mysore.

[3][Note 2 - Government servants are permitted to accept remuneration in accordance with the scale sanctioned by Government for work as examiners in connection with the Service/ Departmental Examinations conducted by the Karnataka Public Service Commission without the permission of their higher authorities.]

1. Substituted by No. FD 205 SRS 59 dated 8.9.1959 (wef 14.9.1959).

2. Deleted by No. FD 19 SRS

3. Inserted by No. FD 19 SRS 62 dated 15.3.1962.

[1][Note 3 - Officers of the Forest Department are permitted to undertake the work of Examiners in connection with the Examination conducted by the Forest Colleges at Dehradun and Coimbatore and to accept remuneration therefore, such remuneration being restricted to Rs.500 in a year.]

[2][Note 4- Government Servants are permitted to accept remuneration in accordance with the scale sanctioned by the Union Public Service Commission for work as examiners, moderators etc., in connection with the service/Departmental Examinations conducted by the Union Public Service Commission without permission of their higher authorities.]

[3][This concession is applicable also to the Government servants appointed as Paper Setters, Moderators or Examiners by the Secretariat Training School, (Examination Wing), Department of Personnel, New Delhi.]

[4][Note 5 -Government Servants are permitted to accept remuneration in accordance with the scale sanctioned by the National Academy of Administration/ National Police Academy for work as examiners, moderators etc., in connection with the examinations conducted by the National Academy of Administration/ National Police Academy without the permission of their higher authorities.]

(e) A Government servant called upon by Court of Law to act as a commissioner to give evidence on technical matters may comply with the request, provided that the case is not of such a nature as will be likely to come before him in the course of his official duties, and may accept such fees or honoraria as are fixed by the Court.

(f) In other cases, not provided for by existing orders, sanction of Government should be obtained to the grant of remunerations in addition to the fixed pay of any Government servant.

(g) A Government servant whose duties involve the carrying out of scientific or technical research shall not apply for or obtain, or cause or permit any other person to apply for or obtain a patent for an invention made by such Government servant save with the permission of the Government and in accordance with such conditions as Government may impose.

1. Inserted by No.FD 37 SRS 66 dated 17.6.1966.

2. Inserted by No.FD 126 SRS 69 dated 29.10.69 (wef 8.9.1969).

3. Inserted by No.FD 187 SRS 71 dated 23.11.1971 (wef 23.6.1971).

4. Inserted by No.FD 126 SRS 69 dated 29.1.70 (wef 18.12.1969).

FEES – SUBSIDIARY RULES

29 **(a) Any Government servant may receive a fee from a private person or private body or a public body whose funds are not administered by Government for work done for it, provided :-**

(1) he has undertaken the work with the knowledge and [1][sanction of Government and it can be carried out without detriment to his official duties.]

Note - It is incorrect for Government servants, who are whole time Government employees to accept private employment (particularly part-time work daily) which m ficial duties. Permission for such

employment should be accorded only for a work of a quasi-Government nature of an educational Institution, Local Body, or a Co-operative Institution.

2[(2), (3) xxx]

(4) that unless Government by special order otherwise directs, one-third of any fee in excess of Rs.250 or, if recurring, a fee of Rs.250 a year, paid to a Government servant shall be credited to the Consolidated Fund of the State.

If any fee to which this Rule applies exceeds Rs.250 non recurring or Rs.250 a year recurring, one-third of the total amount payable should be credited to the Consolidated Fund, provided that the amount retained by the Government servant concerned will not, merely owing to the operation of this rule, be reduced below Rs.250, if non-recurring or Rs.250 a year if recurring.

Non-recurring and recurring fees should be dealt with separately and should not be added, for the purpose of crediting one third to General Revenues under this Rule. In the case of the former, the limit of Rs.250 prescribed in this Rule should be applied in each individual case and, in the case of the latter, the limit should be applied with reference to the total recurring fees for the financial year.

1.Substituted by No.FD 43 SRS 68 dated 3.6.1968 (wef 28.6.1968).

2.Deleted by No.FD 43 SRS 68 dated 3.6.68 (wef 28.6.1968).

1[Provided further that where the fee received by a Government Servant in any year exceed Rs.2,500 (whether recurring or non-recurring), fifty percent of such fee shall be credited to the Consolidated Fund of the State subject to the condition that the amount of the fee retained by the Government Servant shall not be reduced below Rs.1,670 owing to the operation of this proviso.]

The condition laid down in clause 4 above will not apply in respect of the following items:-

(i) fees received by a Government servant in the capacity of an office-bearer of a Co-operative Society working for the benefit of Government servants only;

(ii) remuneration earned by Government servants for lectures delivered including radio broadcasts, publication of papers, pamphlets etc., provided that in any individual case the remuneration received for each of the above items does not exceed rupees five hundred on each occasion;

(iii) remuneration received by Government servants and members of the teaching staff for work done by them as examiners of the University of Mysore or other Universities or other Examining Bodies; 2[XXX ...]

(iv) fees received to the extent of 3[Rs.50] per mensem by Government servants working as part-time teachers in commercial and other Institutions under private management and fees received by a Government servant for part-time work in a Local Body or the Mysore University;

(v) remuneration received by Government servants, either from the Government of Indi Institutions either directly under

the control of the Government of India, or aided or sponsored by them or the State Government;

[4][(vi) fees levied for the services of police deputed for duty on the application of private persons, institutions or authority in accordance with rule 507 of the Karnataka Police Manual and disbursed to the staff;]

1.Inserted by No.FD 54 SRS 69 dated 12.11.1969.

2.Deleted by No. FD 86 SRS 68 dated 17.6.1968 (wef 11.7.1968).

3.Amended by No.FD 16 SRS 65 dated 14.5.1965 (wef 17.6.1965).

4.Inserted by No. FD 267 SRS 59 dated 9.2.1960 (wef 18.2.1960).

[1][(vii) Income derived by a Government servant from exploitation of a patent for an invention taken out by him with the permission of competent authority under clause (g) of rule 28.] [2][Note - Remuneration received by Tahsildars or Deputy Tahsildars appointed as Receivers by Courts of Law to take possession of any property which is the subject matter of a dispute pending before the Court, shall be subject to recovery under this clause.]

(b) when the work undertaken for a private body is such that it must be done during the time which would otherwise be employed in the service of Government, the fee should be credited to Government, [2][but Government] may grant to the Government servant concerned such portion of the fee realized as it may deem suitable subject to provisions of sub-clause (4) of clause (a) supra.

Note 1 - Government servants who serve as Directors of Joint Stock Companies or as members of other institutions (such as the Indian Institute of Science), by virtue of their official position, should credit to Government any fees which they may receive for attending Directors' or other meetings, and where necessary they will be allowed to draw, on such occasions, travelling allowance as on duty.

The officers concerned should invariably furnish in the travelling allowance bills (in which travelling allowance is claimed for attending Directors' or other meetings of Joint Stock Companies, etc.,) the following certificate:-

"Certified that I have not received any amount in the shape of Directors' fees or sitting fees from the Company for attending meeting in respect of which travelling allowance is claimed or that the fees received have been credited to the Treasury (Government Account)."

[3][Note 2 - In cases where travelling allowance is not admissible under the rules a Conveyance Allowance of an amount equivalent to a daily allowance may be allowed. Where however sitting fees and/or Conveyance charges are paid by the institutions or organizations, the Directors/ Members may retain an amount equal to a daily allowance and credit the excess to Government.]

[4][(c) xxx]

1. Inserted by No. FD 88 SRS 60 dated 1.7.1960 (wef 14.7.1960).

2. Amended by No.FD 43 SRS 68 dated 3.6.1968 (wef 28.6.1968).

3. Substituted by No.FD 67 SRS 67 dated 6.3.68.

4. Deleted by No.FD 43 SRS 68 dated 3.6.68 (wef 28.6.1968).

(d) This rule does not apply to medical officers who are allowed to accept fees from private persons for professional attendance subject only to such conditions as Government may prescribe from time to time.

30. **(i) A Government servant appointed as a Director of Autonomous Organisation like Government Industrial and Commercial Undertakings, shall draw for journeys performed in connection with the affairs of any such organisation, his travelling allowance under the Government rules applicable to him and from the source from which he draws his pay. He should not draw any such allowance from the organisation. In the claim preferred against the Government a certificate that he has not claimed or drawn any travelling allowance from the organisation shall be furnished by the Government servant.**

(ii) If the journey is solely or mainly in connection with the affairs of the organisation or body, the whole expenditure on the travelling of the Government servant, which is initially paid by the Department concerned, shall be reimbursable from the organisation to the Government even though the Government servant performs other Government duties at the place of halt. Where, however, the journey is not mainly on account of the affairs of the organisation, the entire expenditure on the travelling allowance of the Government servant shall be borne by the Government.

1[Exception:- The teaching staff of the Government Colleges are permitted to prefer their claim for travelling and daily allowance according to the rules of the Bangalore or Mysore or Karnataka Universities as the case may be and obtain payment direct from the universities concerned in respect of their journeys and halts connected with the work of the Universities.]

(iii) The recovery effected from the organization may be treated as the revenue of the department concerned.

(iv) The authority controlling the allotment of funds for travelling allowance shall be the sole judge for determining whether recovery should be made or not from the organisation in each case and shall be responsible for preferring the claim

1.Inserted by No. FD 21 SRS 66 dated 1.6.1966 (wef 29.12.1965).

for reimbursement of travelling allowance charges against the organisation concerned. A copy of the claim should be endorsed to the Audit officer concerned, who shall then watch actual recovery from the organisation and its credit to Government.

1[(v) provisions of clauses (ii) and (iii) shall also apply to a Government servant appointed as a Director etc., of a private company which does not receive any financial assistance from the Government or in which Government funds are not invested.

(vi) If a Government Servant in foreign service is required to work in some capacity for a third party and receives fees from that party, such fees less the amount of expenditure incurred on him by the foreign employer by way of travelling allowances (which shall be reimbursed to the foreign employer) shall be credited to Government.

(vii) The amount in respect of travelling allowance received from the private company whether during the same financial year or subsequently, shall be adjusted as recovery under the minor head "Deduct-Amounts recovered from other Government, Departments etc." under the same Major Head under which the travelling allowance initially borne by the Government was adjusted.]

[2][Note - The provisions of this Rule apply also to the journeys performed by the Government servants in connection with the affairs of the Non-Government or Semi-Government Institutions, Bodies which receive grants-in-aid from Government and on which or on whose governing Bodies they are appointed as Government representatives or to whose affairs they are required to attend in any other capacity under official arrangements.]

1. Inserted by No.FD 134 SRS 72 dated 8.5.1973 (wef 7.6.1973).

2. Inserted by No.FD 166 SRS 59 dated 23.7.1959 (wef 30.7.1959).

PART-II

CHAPTER III
REGULATION OF EMOLUMENTS

31. An officiating arrangement is permissible in a post of which either there is no holder or of which the holder is an absentee.

Exception:- When a Judicial Officer, [1][presiding over a combined court (Civil and Criminal)] is allowed to avail himself of the summer vacation, an officiating appointment may be made during the vacation for the disposal of criminal work.

Note - With the general or special sanction of Government acting appointments may be made in place of officers ordered or permitted to undergo a course of training.

[2][Explanation: In the case of a Government servant deputed for training or a course of Instruction it is not necessary to create a new post in order to accommodate him during such training or course of instruction since the very order posting him for training, etc. would be considered as a sanction in this behalf.]

[3][31-A. A Government servant who is on training the period spent on which is treated as duty under rule 8 (15) (c), may be granted such pay as the Government may consider equitable but in no case exceeding the pay which he would have drawn had he been on duty other than duty under rule 8 (15) (c).]

[4][Explanation:- A Government servant who is on training may be given regular promotion and allowed by the competent authority to draw the pay of the higher post against which he would have officiated but for his deputation to undergo training.]

Instructions :- [5][According to the Explanation below Rule 31-A of Karnataka Civil Services Rules, a Government servant who is on training may be given regular promotion and allowed by the competent authority to draw the pay of the higher post against which he would have officiated but for his deputation to undergo the training.

1. Substituted by No.FD 48 SRS 60 dated 23.8.1960 (wef 1.9.1960).

2. Inserted by No.FD 8 SRS

3. Inserted by No.FD 35 SRS 68 dated 21.10.1971.

4. Substituted by No.FD 180 SRS 74 dated 18.4.75 (wef 21.10.1971).

5. O.M.No. FD 30 SRS 78 dated 21.6.1978.

The matter has been further examined and it is hereby clarified that, a Government servant who has been deputed for a course of instruction or training authorised by or under orders of Government and who is treated as on duty, according to rule 8 (15) (c) of Karnataka Civil Services Rules may be-

(i) given regular promotion by the competent authority with effect from the date on which the Government servant junior to him in the cadre of his service assumes charge on promotion to a post in the next higher cadre, and

(ii) allowed to draw such pay in the pay scale of the higher cadre as he would have drawn from time to time but for his deputation to undergo such instruction or training.

3. The above benefit of promotion and consequential fixation of pay may be given subject to fulfillment of the following conditions:-

(i) The Government servant undergoing training or instruction is otherwise eligible for promotion, according to the rules of recruitment, and

(ii) All his seniors, except those regarded as unfit for promotion have been promoted.]

32. **Instead of appointing a Government servant to officiate, it is also permissible to appoint him to be in charge of the current duties of a vacant post. In such a case a 'charge allowance' (additional pay) is payable as specified in Rule 68.**

[1][Note 1- A Government servant can be appointed under this Rule to be in-charge of the current duties of a vacant post only if he is eligible to be promoted to officiate in that post according to the Cadre and Recruitment Rules applicable to that post or if he is holding a post in an equivalent or higher grade.]

[2][Note 2 - The provisions of this Rule apply also to cases where a Government servant being relieved of his own appointment is appointed to be in independent charge of a higher appointment as a temporary measure.]

[3][Instructions:-The following Delegation of powers to the Secretaries to the Administrative Departments of the Government is hereby ordered to be given effect to from 1st November 1977.]

1. Inserted by No. FD 7 SRS 75 dated 22.4.1976 (wef 20.5.1976).

2. Amended by No. FD 97 SRS 61 dated 1.11.1961.

3.G.O No. FD 7 RFP 77 dated 17.10.1977.

Nature of Power	Further Financial powers Delegated to Secretaries to Government.
.....	
Continuation of independent arrangements beyond six months and payment of charge allowance(Rule 32 of	[Full powers] charge

Services Rules)

1[Note 3:- The Authority competent to make incharge arrangements specified in column (1) of the table below, may make incharge arrangements for vacant posts in respect of subordinate Government servants holding the posts in the classes or group of posts specified in column (2) thereof to the maximum duration specified therein.

TABLE

Authority Competent to make incharge arrangement	Posts belonging to Class or Group of Services		
(1)	**(2)**		
	Group- A Services	**Group-B Services**	**Group C and D Services**
Heads of Departments	**4 Months**	**6 Months**	**Full powers**
Divisional level officers	**3 Months**	**4 Months**	**Full powers**
District level officers	**2 Months**	**3 Months**	**Full powers**
Sub divisional officers	**-**	**2 Months**	**Full powers**
Taluk level officers	**-**	**-**	**Full powers]**

33. 'Permanent Post' is defined in Rule 8 (34). Without the authority of Government,-

(i) no new appointment may be created; and no addition may be made to the pay and allowances of any Government Servant;

1. Substituted by No. FD 3 SRA 2009 dated 23-9-2010 (wef 1-8-2008).

(ii) no appointment may be abolished; and the pay and allowances of no appointment may be reduced;

(iii) no class or grade of Government servants may be created or abolished, and the pay of no class or grade of Government servant may be raised or reduced.

Exception:- An addition to the scale of appointments in the lower grade as against a vacancy in higher grade may be allowed temporarily on occasions.

1[34. A temporary post is defined in Rule 8(46). No temporary post may be created without the sanction of Government. Government may, however, delegate this power to Heads of Departments and other authorities subject to such limits and conditions as they deem fit.]

35. Tenure post is defined in Rule 8 (47). A Government servant may be confirmed against a tenure post. The emoluments drawn by a Government servant in a tenure post count for pension if the Government servant is appointed substantively to that post.

36. A Government servant when appointed to officiate in a post which is tenable by a Government servant of any one of the several grades or classes in a cadre shall, save as otherwise directed by Government, be given officiating pay calculated in the pay of the lowest grade or class in the cadre.

37. (a) The pay of a Government servant officiating in a post, the pay of which is subject to increase upon the passing of an examination or upon the completion of certain period of service, is the pay which he would from time to time receive if he ely.

(b)The pay of a Government servant officiating in a post,the pay of which has been reduced with effect from the next succession thereto, is the reduced pay.

1. Substituted by No. FD 58 SRS 6O dated 14.5.1960 (wef 20.5.1960)

38. **The pay of a Government servant officiating in an appointment the pay of which has been increased with effect from the next succession thereto, is the increased pay.**

39. **The fixation of P*ay* of a Government servant is within the competence of Government provided that, except in the case of Personal Pay granted in the circumstances defined in Rule 8(35) the pay of Government servant shall not be so increased as to exceed the pay sanctioned for his post without the sanction of an authority competent to create a post in the same cadre on a rate of pay equal to his pay when increased.**

40. **Time scale of pay -Rules 41 to 49 apply to time scales of pay generally. They do not, however, apply to any time scale in so far as they are inconsistent with terms specially sanctioned for such time scale.**

41. **The initial substantive pay of a Government servant who is appointed substantively to a post on a time scale of pay is regulated as follows:-**

(a) If he holds a lien on a permanent post other than a tenure post, or would hold a lien on such a post had his lien not been suspended under Rule 20,-

(i) When appointment to the new post involves the assumption of duties or responsibilities of greater importance (as interpreted for the purposes of rule 44) than those attaching to such permanent post, he will draw as initial pay the stage of the time-scale next above his substantive pay in respect of the permanent post;

(ii) When appointment to the new post does not involve such assumption of duties or responsibilities he will draw, as initial pay, the stage of the time-scale which is equal to his substantive pay, in respect of the permanent post, or if there is no such stage, the stage next below that pay, plus personal pay equal to the difference, and in either case will continue to draw that pay until such time as he would have received an increment in the time scale of the permanent post, or for the

period after which an increment is earned in the time-scale of the new post whichever is less. But if the minimum pay of the time- scale of the new post is higher than his substantive pay in respect of the permanent post he will draw that minimum as initial pay; (iii) When the appointment to the new post is made on his own request and the maximum pay in the time-scale of that post is less than his substantive pay in respect of the old post, he will draw that maximum as initial pay.

(b) If, the conditions prescribed in clause (a) are not fulfilled he will draw as initial pay the minimum of the time-scale:

Provided that both in cases covered by clause (a) and in cases (other than cases of re-employment after resignation or removal or dismissal from the public service) covered by clause (b) if the Government servant either-

(1) has previously held substantively or officiated in-

(i) the same post, or-

(ii) a permanent or temporary post on the same time scale, or-

(iii) a permanent post other than a tenure post on an identical time scale or-

(iv) a temporary post on an identical time-scale, such post being on the same time scale as a permanent post; or -

(2) is appointed substantively to a tenure post on a time scale identical with that of another tenure post which he has previously held substantively or in which he has previously officiated; then the initial pay shall not be less than the pay, (other than special pay, personal pay or emoluments classed as pay by Government) which he drew on the last such occasion, and he shall count the period during which he drew that pay on such last and any previous occasions for increments in the stage of the time-scale equivalent to that pay; provided further where the pay last drawn by the Government servant in a temporary post has been inflated by the grant of premature increments, the pay which he would have drawn but for the grant of such increments shall, unless otherwise ordered by the authority competent to create the new post, be taken for the purposes of the preceding proviso to be the pay which he last drew in the temporary post.

1[Note 1 - xxx]

Note 2 - The personal pay, mentioned in sub-clause (a) (ii) of this Rule should be given to a Government servant only for the purpose of initial pay and not at any subsequent stage in the new time-scale in which the Government servant might draw less pay than he would draw had he remained in the old scale. Accordingly when the next increment in the time scale of either the new or the old post falls due, the Government servant should draw the next increment in the time-scale of the new post, and forthwith lose the personal pay and all connection with the time-scale of his old post.

Note 3 - The expression 'if he holds a lien on a permanent post' occurring in clause (a) of this Rule should be held to include the lien on a permanent post to which a Government servant is appointed in a provisionally substantive capacity under Rule 20 and the expression 'substantive pay' in respect of the permanent post, occurring in that Rule should be held to include his substantive pay in respect of that provisionally substantive appointment. This Rule should therefore, be held to permit the substantive pay in respect of a provisionally substantive appointment being taken into account in determining his initial pay in another post to which he is appointed. When the initial pay of a Government servant in a post is thus fixed, it will not be effected even if during the tenure of his appointment to that post he reverts from his provisional appointment.

Note 4 - For the purposes of this Rule and Rule 44 a declaration as to the relative degrees of responsibility of two posts should be obtained from the administrative Head of the Department or from Government according as the posts are in the same Department or in different Departments. A declaration is, however, necessary only when the relative degrees of responsibility are not obvious beyond doubt.

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1. Deleted by No. FD 41 SRS 62 dated 16.10.62 (wef 1.4.1958)

Note 5 - For the purposes of this Rule and Rule 43 a temporary post on a certain rate of pay (fixed or time-scale) which is converted into a permanent post on a different rate of pay is not the "same post as the permanent post even though the duties remain the same. In other words in view of Rule 8(46) the temporary post is to be regarded as having ceased to exist and to have been replaced by the permanent post. The incumbent of the temporary post is thus entitled only to the pay of the permanent post if it is on a fixed rate of pay or to the minimum of the time scale of the permanent post if it is on a time-scale unless his case is covered by the concession admissible under Note 1.

Note 6 - In the case of a Government servant appointed substantively to a post in which he has previously officiated and whose present substantive pay is the same as the pay which he drew when last officiating, the initial pay should be fixed with reference to his substantive pay in respect of the old post. Accordingly when a Government servant is appointed to a post substantively while officiating in it, he is entitled to have his pay fixed anew with reference to his substantive pay at the time in respect of his old permanent post.

[1][Note 7 - A Government servant serving as a local candidate if appointed subsequently as a direct recruit to the same post, will continue to draw his pay with future increments as they fall due provided that where a period of probation is fixed, an increment or increments falling due [2][during and after that period shall be governed by the provisions of the Note below Rule 10 of the Karnataka Government Servants' (Probation Rules, 1957)]

[3][41A. **Notwithstanding anything contained in rules 20 and 41 of these rules [4][or anything contained in the Recruitment rules in respect of particular services but subject to the Karnataka Civil Services (Direct Recruitment to Class III Posts) (Special) Rules, 1970] when a Government servant appointed to a post or category of posts as a local candidates or as regularly**

1. Amended by No. FD 80 SRS 61 dated 24.3.1962.

2. Amended by No. FD 80 SRS 61 dated 30.3.1962.

3. Amended by No. FD 76, SRS 68 dated 6.4.1971 (wef 26.4.1973)

4. Amended by No. FD 32 SRS 72 dated 20.3.1972 (wef 31.8.1972)

recruited candidate, is appointed regularly as per relevant rules of recruitment to any other posts or category of posts, whether in the same or any other department, whether a period of probation is prescribed or not llows: -

(i) Where the appointment is to a post the scale of pay of which is lower than the scale of pay of the post he held last, his pay in his appointment shall be equivalent to the stage of pay which he would have reached had he been appointed to that scale of pay from the date he was initially appointed as a local candidate or as a regularly recruited candidate as the case may be;

[1][(ii) Where the appointment is to a post the scale of pay of which is identical with the scale of pay of the post which he held last, his pay in his appointment shall be fixed at the stage which is equal to the pay drawn in the post last held by him.

Provided that after the initial pay is fixed under clause (i) or clause (ii), as the case may be, the next increment in the scale of pay of the new post shall be granted on the date on which an increment in the time-scale of the old post would have accrued, had he continued in that post or the date on which an increment accrues in the time-scale of the new post, whichever is earlier].

[2][Note- The personal pay granted under Rule 8(f) of the Karnataka Civil Services (Revised Pay) Rules, 1970 shall continue even after the pay is fixed under this clause and shall be absorbed in the next increment.]

[3][(iii) xxx]

(iv) If the minimum pay of the new post is higher than that fixed under the preceding clauses, that pay shall be allowed.

(v) The increment or increments falling due during the period of probation in cases of fixation done under clause (i) or (ii) above shall be governed by the provisions of the Note below rule 10 of the Karnataka Government Servants (Probation) Rules, 1957.

1. Substituted by No. FD 51 SRS 88 dated 3.10.1989 (wef 1.1.1977).

2. Inserted by No. FD 222 SRS 71 dated 17.8.1972(wef 1.1.1970).

3. Deleted by No. FD 130 SRS 73 dated 24.12.1973(wef 26.4.1973).

(vi) When the probationer is declared to have satisfactorily completed the period of probation after an extended period of probation and the increments falling due during the extended period of probation have not been allowed under the Note below rule 10 of the Karnataka Government Servants (Probation) Rules, 1957, his pay from the date of satisfactory completion of probation shall be refixed at what he would have drawn had he completed the probation at the end of the prescribed period of probation and his future increments shall be allowed on the normal dates.

Instructions: (i) The benefit derivable under this rule shall also be given to appointments made regularly as per relevant rules of recruitment on or after the first day of April 1962.

(ii) Cases which have been decided already under rule 42-A shall not be reopened if refixation of pay under these rules is disadvantageous to the Government servant.

(iii) The provisions of the Karnataka Probationers (Pay) Rules, shall not apply to those whose pay is to be regulated under rule 41-A.

[1][41-B. xxx]

[2][41-C. Notwithstanding anything contained in any other rules, where a military officer of the rank ned Officer or below who is

discharged from the military service before superannuation is appointed to a post in accordance with the rules regulating recruitment thereto, his pay in the time scale of the post in which he is so appointed shall be fixed as follows:-

(i) Where the pay drawn in the military service is equal to a stage in the time scale of the post to which he is appointed, it shall be fixed at that stage;

(ii) Where the pay last drawn in the military service does not correspond to a stage in the time scale of the post to which he is appointed, it shall be fixed at the stage next below the difference being treated as Personal Pay absorbable in future increase in pay;

1. Omitted by No. FD 05 SRA 2012 dated 29.01.2014 (wef 30.01.2014)

2. Inserted by No. FD 119 SRS 76 dated 03.11.1978 (wef 01.01.1978)

(iii) Where pay last drawn in the military service is below the minimum of the time scale of the post to which he is appointed it shall be fixed at the minimum;

(iv) Where the pay last drawn in the military service is above the maximum of the time scale of the post to which he is appointed it shall be fixed at the maximum;

(v) For the purpose of fixation of pay as at (i) to (iv) above pay last drawn in the military service to be taken into account is basic pay only and does not include any other allowance and pension and pension equivalent of Death-cum-Retirement Gratuity received from the Defence Authorities shall be ignored:

[1][Explanation:- For the purpose of this clause Pay includes, Basic Pay, Grade Pay, Ex-Group Pay (wherever applicable) last drawn by the Government Servant in the Military Service.]

(vi) The military service rendered prior to appointment in the State Civil Services shall not be taken into account in determining service qualifying for pension.]

42. **The initial substantive pay of a Government servant who is appointed substantively to a post on a time scale of pay which has been reduced for reasons other than diminution in the duties or responsibilities attached to posts thereon and who is not entitled to draw pay on the time scale as it stood prior to reduction regulated by Rule 41 provided that both in case covered by clause (a) of that rule and in cases, other than those of re-employment after resignation, removal or dismissal from the public service, covered by clause (b) of that rule, if he either,-**

(1) has previously held substantively or officiated in :-

(i) the same post prior to reduction of its time scale, or

(ii) a permanent or temporary post on the same time scale as the unreduced time scale of the post, or

1.Inserted by No. FD 3 SRA 2012, dated 28.1.2013

(iii) a permanent post other than a tenure post or a temporary post, on a time scale of pay identical with the unreduced time-scale of the post, such temporary post being on the same time-scale as a permanent post, or

(2) is appointed substantively to a tenure post the time scale of which has been reduced without a diminution in the duties or responsibilities attached to it and has previously held substantively or officiated in another tenure post on a time-scale identical with the unreduced time-scale of the tenure post; then the initial pay shall not be less than the pay, (other than [1][special allowance], personal pay or emoluments classed as pay by Government), which he would have drawn under Rule 41 on the last such occasion, if the reduced time-scale of pay had been in force from the beginning and he shall count for increments the period during which he would have drawn that pay on such last and any previous occasions.

Note- The re-employment of a Government servant after resignation or after discharge on reduction of establishment or after invalidation out of service amounts to a fresh appointment for the purpose of Rule 41 and he will therefore draw the minimum of the time-scale. If in any case, it is considered that a higher rate of pay should be given the case can be dealt with under Rule 57.

[2][42-A xxx]

[3][42-B. **(1) Notwithstanding anything contained in these rules, when a Government servant is promoted to a post or appointed, to an ex-cadre post and such promotion or appointment involves the assumption of duties and responsibilities of greater importance than those of the post held by him, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay in the time scale of the lower post at the time of such fixation:**

Provided that where a Government servant appointed to a higher ex-cadre post is promoted which holding such

1. Substituted by No. FD 7 SRA 99, dated 29.4.2000 (wef 1.4.1998)

2. Deleted by No. FD 76 SRS 68 dated 6.4.1971 (wef 26.4.1973)

3. Substituted by No. FD 25 SRS 79 dated 28.4.1979 (wef 1.1.1977)

higher ex-cadre post, to a higher post in accordance with the Recruitment Rules of the Service to which he belongs, the pay drawn in such ex-cadre post shall not be taken into account for the purpose of fixation of initial pay on such promotion; but this initial pay in the post to which he is promoted shall be fixed with reference to the pay which he would have drawn in the post held by him before his appointment to the ex-cadre post:

Provided further that if a Government servant either-

(a) has previously held substantively or officiated in,-

(i) the same post, or

(ii) a permanent or temporary post on the same time-scale, or

(iii) a permanent post other than a tenure post, or a temporary post on an identical time-scale, or

(b) is appointed substantively to a tenure post on a time-scale identical with that of another tenure post which he has previously held substantively or in which he has previously officiated, then proviso to rule 41 shall apply in the matter of the initial fixation of pay and counting of previous service for increment.

(2) The pay of Government servant to whom sub-rule (1) is applicable,and who would have normally earned his next increment in the time-scale of the lower post but for his promotion to the said higher post or appointment to the said higher ex-cadre post shall be refixed in accordance with the provisions of sub-rule (1) in the time-scale of the higher post held by him, as if he had been promoted to the said higher post or appointed to the said higher ex-cadre post after he had earned the said increment in the lower post.

1[Provided that where an additional increment is granted to a Government servant under the provisions of Rule 6 of the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974 after the date of fixation of his pay

1. Inserted by No.FD 39 SRS 82 dated 6.9.1982 (wef 1.1.1977).

under sub-rule (1) above but before the date of refixation of pay under sub-rule (2) above, the additional increment shall be allowed to with effect from the date of refixation under sub-rule (2) above, as if the additional increment had accrued to him on that date.]

(3) The expression "ex-cadre" used in this rule means a stray post, which has been created in a department or service outside the regular line of promotion for a purely temporary period to meet a special need and appointment to which is made by selection from Government servants possessing the required qualification and experience.

1[(4) The principles of fixation of pay as laid down in sub rules(1) and (2) above shall be applicable also to a Government servant appointed through the Public Service Commission or any other recruitment agency to a post carrying higher scale of pay.]

2[42-C. Notwithstanding anything contained in these rules, the initial pay of a Government servant appointed during the period between 22nd June 1966 and 31st July 1967, in a temporary or officiating capacity to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, shall be fixed applying the provisions of Rule 42B as was in force immediately prior to 22nd June 1966, and as if the said Rule had been made with the following proviso, namely-

Provided that where a Government servant appointed to a higher ex-cadre post is promoted, while holding such higher ex-cadre post, to a higher post in accordance with the Recruitment Rules of the Service to which he belongs, the pay drawn in such ex-cadre post shall not be taken into account for the purpose of fixation of initial pay on such promotion; but his initial pay in the post to which ixed with reference to the pay

which he would have drawn in the post held by him before his appointment to the ex-cadre post.]

1. Substituted by No.FD 51 SRS 88 dated 3.10.1989 (wef 1.1.1977).

2. Inserted by No.FD 15 SRS 69 dated 16.7.1969.

1[Instructions:- In respect of the cases coming under Rule 42-C arrears for the period from 26th June 1966 to 31st July 1967, if any, may be paid. Rule 42(B) (1) will be applicable only in respect of cases arising on or after Ist January 1961 but arrears shall be payable only from 1st August 1967.]

43. **The holder of post, the pay of which is changed, shall be treated, as if he were transferred to a new post on the new pay, provided that he may at his option retain his old pay until the date on which he has earned his next or any subsequent increment on the old scale, or until he vacates his post or ceases to draw pay on that time-scale. The option once exercised is final.**

2[Note 1] - If a Government servant has held substantively, or officiated in, a post in the cadre or class immediately prior to the introduction of a new time-scale, and has drawn during the period pay or salary equal to a stage or intermediate between two stages in the new time-scale, then the initial pay or salary in the new time-scale shall be fixed on the basis of the pay or salary last drawn.

2[Note 2 - The above rule applies also in cases where a revision of pay is accompanied by change in the status of the posts. In such cases the posts virtually continue as before. Where, however, a revision of pay is concurrent with a specific change in the duties and responsibilities attached to the post, the old post will be deemed to have been substituted by a different post. In such cases, the individual will be treated as having been appointed to a higher or lower post, as the case may be, and pay will be fixed under the relevant rules, and not under this rule.]

44. **(1) Subject to the provisions of Chapter III a Government servant who is appointed to officiate in a post shall not draw pay higher than his substantive pay in respect of a permanent post other than a tenure post, unless the officiating appointment involves the assumption of duties and responsibilities of greater importance than those attaching to the post, on which he holds a lien or would hold a lien had his lien not been suspended:**

1. Inserted by No. FD 15 SRS 69 dated 26.5.1970.

2. Amended by No. FD 50 SRS 65 dated 22.6.1966.

Provided that Government may exempt from the operation of this rule, any State Civil Service which is not organised on a time scale basis and in which a system of acting promotion from grade to grade is in force.

(2) For the purposes of this Rule, the officiating appointment shall not be deemed to involve the assumption of duties or responsibilities of greater importance if the post to which it is made, is on the same scale of pay as the permanent post, on which he holds a lien or would hold a lien had his lien not been suspended or on a scale of pay identical therewith.

1[Note:-[xxx]

45. **[2][(a) (i) Subject to the provisions of Rule 44 and clause (c) of this Rule, a Government servant who is appointed to officiate in a post will draw the presumptive pay of that post.**

(ii) On an enhancement in the substantive pay, as a result of increase or otherwise, the pay of such Government servant shall be refixed under (i) of this clause from the date of such enhancement as if he was appointed to officiate in that post on that date where such refixation is to his advantage.]

[3][Note 1] - Where the increment of a Government servant in the post in which he is officiating has been withheld under Rule 51 without any reference to the increment that will accrue to him in the post held by him substantively, the provisions contained in sub-clause(ii) above shall not apply before the date from which the orders withholding the increments finally cease to be operative. However, the Government servant may be allowed during the period of penalty of withholding of increment, his substantive pay from time to time if the same happens to be more than the officiating pay.]

[4][Note 2 – Where a Government servant was not actually officiating in a higher post at the time of enhancement of his substantive pay, but would have either officiated in that post under the 'Next Below Rule' but for his deputation to some

1.Deleted by No. FD 41 SRS 62 dated 16.10.1962 (wef 1.4.1958)

2.Substituted by No. FD 72 SRS 58 dated 13.5.58 (wef 1.4.1958)

3.Inserted by No. FD 121 SRS 60 dated 23.8.1960 (wef 1.9.1960)

4.Inserted by No. FD 87 SRS 61 dated 16.10.1961

other post or would have officiated in that post but for his officiating appointment to a still higher post, his pay shall be refixed under sub-clause(ii)of this clause notionally in the post in which he would have so officiated but for the occasions mentioned above. As and when the Government servant reverts to that post from deputation/higher post, the actual pay to be given to him on the date of reversion will be arrived at with reference to such notional pay.]

[1][Note 3 -The provisions of clause(a) of rule 45 shall be applicable with effect from 1st January 1958, and shall apply to cases arising after that date and coming under Rule (40)(a) of the Karnataka Pay and Allowance Rules,1957]

[2][Explanation:- Where an increment in the substantive post falls due during a period of leave and the refixation of officiating pay under sub-clause (ii) of clause (a) of this rule is to the Government servant's advantage, the officiating pay may be regulated as follows:

(i) In the case of a Government servant proceeding on leave, if the period of leave counts for increments in the officiating post either under rule 53(b) or 53(c) subject to the fulfilment of the conditions and production of the necessary certificates, his officiating pay may be refixed under sub-clause (ii) of clause (a) of this Rule, from the very date of increment or increase in the substantive pay as if he was appointed to officiate in that post on that date. The benefit of the increase in officiating pay can be had by him only from the date of resumption of duties but his next increment in the officiating

post will accrue to him from an earlier date in the next year calculated with reference to the date of refixation of pay.

(ii) If, however, the period of leave does not count for increment in the officiating post, the Government servant loses all connection with that post during that period and he will be entitled to get his officiating pay refixed only from the

1. Inserted by No. FD 160 SRS 59 dated 5.12.1959(wef 1.1.1958.

2. Inserted by No. FD 73 SRS 60 dated 14.7.1960(wef 21.7.1960).

date he returns from leave in which case the next increment will fall due only after completion of 1[the prescribed period of duty] from the date of resuming charge unless he becomes entitled to refixation of pay under sub-clause (a) of this Rule once again from an earlier date.]

(b) When a Government servant officiates in a post the pay of which has been fixed at a rate personal to another Government servant, Government may permit him to draw pay at any rate not exceeding the rate so fixed or, if the rate so fixed be a time-scale, may grant him initial pay not exceeding the lowest stage of that time-scale and future increments not exceeding those of the sanctioned scale.

(c) A Competent Authority may fix the pay of an officiating Government servant at an amount less than that admissible under these rules.

Instructions:- The power conferred by clause (c) of this Rule is not exercisable save by a special order passed in an individual case and on the consideration of the facts of that case.

Note 1 - When a Government servant is appointed to officiate in a post on a time-scale of pay fixed below the minimum of the time-scale under clause (c) of this Rule, he must not be treated as having effectually officiated in that post within the meaning of Rule 41 (b) or having rendered duty in it within the meaning of Rule 53. Such a Government servant, on confirmation should have his initial pay fixed under Rule 41 (b) and draw the next increment after he has put in duty for the usual period required, calculated from the date of his confirmation.

Note 2 - One class of cases falling under clause (c) of this Rule is that in which a Government servant merely holds charge of the current duties and does not perform the full duties of the post. In such cases a charge allowance is allowed in addition to his pay .

1.Amended by No. FD 189 SRS 60 dated 29.11.1960 (wef 8.12.1960)

46. **A person holding no substantive appointment under Government, who is appointed to officiate in a permanent post or to hold a temporary post on a time-scale of pay, shall not be allowed to count, for the purposes of increment on the time-scale post non-continuous officiating service in such permanent post or non-continuous service in such temporary post.**

Note - Service shall be deemed non- continuous only if it is interrupted by actual loss of appointment.

47. **Except when the authority sanctioning it orders otherwise, personal pay shall be reduced by any amount by which the recipient's pay may be increased and shall cease as soon as his pay is increased by an amount equal to his personal pay.**

48. **When a temporary post is created, which may have to be filled by a person not already in Government service, the pay of the post shall be fixed with reference to the minimum that is necessary to secure the services of a person capable of discharging efficiently the duties of the post.**

49. **(a) When a temporary post is created, which will probably be filled by a person who is already a Government servant, its pay should be fixed by a competent authority with due regard to –**

(1) the character and responsibility of the work to be performed, and

(2)the existing pay of Government servants of a status sufficient to warrant their selection for the post.

Note 1 - The following principles should be observed in fixing pay of temporary posts:-

(i) No Government servant may be placed on special duty or on deputation without the sanction of Government. A Government servant placed on 'special duty' or 'on deputation' should have the pay of his temporary post fixed at what his pay would have been from time to time in the regular line had he not been so deputed.

If the sanctioning authority is satisfied that a Government servant so deputed would otherwise have been advanced very shortly afterwards to a post carrying higher pay than that which he was drawing at the time his 'special duty' or 'deputation' begins and would continue to hold such a post for approximately the same period as his temporary post is expected to last it may take this fact into account and fix a uniform pay throughout the period.

(ii) The sole criteria for sanctioning enhanced pay in such cases is proof of a decided increase of work or responsibility in comparison with the duties of the post which the Government servant would otherwise occupy in the regular line. Where the test of comparative responsibility is not practicable, clause (a) of this Rule may be followed.

(iii) Any extra remuneration sanctioned because of such increased work or responsibility should not in any case exceed a maximum of twenty percent of the pay; and the rate should be ordinarily ten percent and the same should be allowed for a temporary period.

Note 2 - Temporary posts may be divided into two categories:-

(i) posts created to perform the ordinary work for which permanent posts already exist in a cadre, the only distinction being that the new posts are temporary and not permanent, and

(ii) isolated posts created for the performance of special tasks unconnected with the ordinary work which service is called upon to perform.

An example of the latter type of post would be a post on a commission of enquiry.

A distinction by strict verbal definition is difficult, but In practice there should be little difficulty in applying the distinction in individual cases. The former class of posts should be considered to be a temporary addition to the cadre of a service whoever may be the individual appointed to the post. The latter class of temporary posts

should be considered as un-classified and isolated ex-cadre posts. Temporary posts which by this criterion should be considered as temporary additions to the cadre of a service should be created in the time-scale of the service ordinarily without extra remuneration. Incumbents of these posts will, therefore, draw their ordinary time-scale pay. If the posts involve decided increase in work and responsibility in comparison with the duties of the parent cadre generally, it may be necessary to sanction a special pay in addition. For isolated ex-cadre posts, it may occasionally be desirable to fix consolidated rates of pay. Where, however, the post is to be held by members of service, it will ordinarily be preferable also to create the post in the time-scale of the holder's service with a special pay, if necessary.

(b) Special pay does not include reimbursement of cost of travelling and a Government servant who draws special pay is not thereby debarred from drawing any travelling allowance which would be admissible to him if the duty on which he is deputed were treated as a new permanent appointment.

Deputations to Other Departments

1[50. **(1) When a Government servant is permanently transferred or deputed from one department to another under the provisions of rule 16 of the Karnataka State Civil Services (General Recruitment) Rules, 2[1977], he will draw pay in the new post at the same stage in which he was drawing in the old post and earn the next increment on the date on which he would have earned it had he continued in the old post.**

(2) (a) **When a Government Servant deputed from one department to another returns to the parent department he will draw the pay he would have drawn but for his deputation to the other department.**

(b) **Where, however, a Government servant is deputed to another department on special temporary duty against no sanctioned post, he will continue to draw pay in the grade of the post held by him in his parent department and will continue to retain a lien in his parent department.**

(3) Such deputations should not ordinarily extend beyond five years except under special orders of Government.]

1. Substituted by No. FD 109 SRS 75 dated 15.7.1977.

2. Substituted by No. FD 5 SRA 2012 dated 29.1.2014 (wef 30.01.2014)

Increment

51. **(1) Increment accrues from the day following that on which it is earned. An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from a Government servant by a competent authority, in accordance with the rules applicable for ordering the withholding of increments if his conduct has not been good or his work has not been satisfa ithholding of an increment, the**

withholding authority shall state the period for which it is withheld, and whether the postponement shall have the effect of postponing future increments.

[1][(2) As and from the first day of April 1973, an increment which accrues on a day other than the first day of a month, shall be advanced to the first day of that month subsequent increment being regulated accordingly.]

Note - When the authority passing orders to withhold an increment fails to specify clearly for what period the officer is to be deprived of his increments, the deprivation should be held to cease on the expiry of the period during which the officer would have drawn the increment withheld. For example, if on the 1st July 1958, an officer already drawing a pay of Rs.110/- from, 1st July, 1957 in a grade of Rs. 100-10-150 and in ordinary course entitled to an increment of Rs.10/- on the 1st July each year is punished by refusal of the next increment, to which he would otherwise have been entitled on that date, he will, in the absence of special orders to the contrary be entitled on the 1st July 1959 to draw Rs. 130/- and not Rs. 120/- only.

[2][51-A. **(1) Notwithstanding anything contained in Rule 51, where under the conditions of his service a Government servant has to pass any service examination or test before earning an increment he shall not earn the increment until he passes such examination or test.**

(2) Where in pursuance of sub-rule (1), the date of earning the increment in respect of any Government servant is deferred beyond the normal period or period prescribed for

1.Inserted by No. FD 47 SRS 73 dated 17.8.1973.

2. Inserted by No. FD 14 SRS 67 dated 27.6.1967.

earning the subsequent increments, the pay of such Government servant shall, on his passing the examination or test concerned be fixed at the stage at which he would have drawn it if the earning of the increment had not been deferred.

Explanation - The provisions of sub-rule (2) will not entitle the Government servant to payment of any amount other than that drawn by him before earning the increment for the period during which he did not earn the increment. He will only be entitled to the fixation of his pay in the time-scale at the stage at which he would have drawn the pay, if the earning of the increment had not been deferred.]

[2][52. xxx]

53. **The conditions under which service counts for increments in a time- scale are as follows:-**

[1][(a) All duty in a post on a time-scale counts for increment in that time scale:

Provided that for the purpose of arriving at the date of the next increment in that time-scale, the total of all such periods as do not count for increments in that time-scale shall be added to the normal date of increment.]

Note 1 - In the case of a Government servant, who, while officiating in one post, is appointed to officiate in another, the period of joining time spent in proceeding from one post to the other should be treated as duty in the post, the pay of which the Government servant draws during the period and will count for increment in the same post.

1. Substituted by No.FD 7 SRS 68 dated 16.3.1968.

2. Omitted by No.FD 05 SRA 2012,dated 29.01.2014.(w.e.f 30.01.2014)

Note 2 - In the case of a Government servant who, officiating in a post, proceeds on training or to attend a course of instruction and who is treated as on duty while under training, the period of such duty, will count for increment in the post in which he was officiating prior to his being sent for training or instruction if he is allowed the pay of the officiating post during such period.

Note 3 - In cases where the passing of an examination or test confers on a Government servant the 1[title to increments] such title should be deemed to have accrued on the day following the last day of the examination or test which he passed. In cases where the examination or test can be passed in more than one instalment, the 1[title to increments] will be deemed to have accrued on the day following the last day of the last instalment of, the examination or test which he is required to pass.

1[The title to increments conferred by passing the examination is subject to the person concerned being otherwise eligible for the increments.]

2[Note 4 - In the case of eight monthly peons employed in the Land Records Department, the period during which the establishment is not employed shall be treated as duty counting for increments in the time scale of pay sanctioned for such establishment provided that it shall not be so treated unless the peon is actually on duty immediately prior to and immediately subsequent to such period, viz.,

1.On the date on which the establishment is discharged & 2. On the date on which it is re-employed.

The above provisions shall be deemed to have come into force with effect from 1st April 1958 and shall be made applicable with effect from Ist December 1957 also to cases coming under Rule 48(a) of the Karnataka Pay and Allowances Rules, 1957.]

1.Amended by No. FD 95 SRS 66 dated 22.12.1966.

2.Inserted by No.FD 143 SRS 61 dated 20.2.1962 (wef 1.4.1958).

1[(b)(i) Service in another post, other than a post carrying less pay referred to in clause (i) of Rule 20(A), whether in a substantive or officiating capacity, service on deputation out of India and 2[leave except extraordinary leave taken otherwise than on Medical Certificate] shall count for increments in the time-scale applicable to the post on which the Government servant holds a lien, as well as in the time-scale applicable to the post or posts, if any

on which he would hold a lien had his lien not been suspended.]

3[(ii) All leave except extraordinary leave taken otherwise than on medical certificate and the periods of deputation out of India shall count for increments in the time scale applicable to the post in which a Government servant was officiating at the time he proceeded on leave or on deputation out of India and would have continued to officiate but for his proceeding on leave or deputation out of India.

Periods of deputation to other Departments of Government in accordance with Rule 16 of General Recruitment Rules, 1977 and Rule 50 of Karnataka Civil Service Rules count for increment in the time-scale applicable to the post held at the time of Deputation or to which the Government servant may be promoted in the parent Department while on Deputation.]

4[Provided that the Government may in any case in which it is satisfied that the extraordinary leave was taken for any reason beyond the control of the Government servant or for prosecution of higher studies, direct that the extraordinary leave shall count for increments under (i) and (ii), and where the leave was taken for prosecuting higher studies, subject to the following conditions, namely-

(a) the course of such higher studies have a close bearing on the sphere of duty of the Government servant;

(b) such leave has been sanctioned with the prior approval of the Government.]

5[Note 1- In the case of non-gazetted Government servants a certificate in the following form will be obtained from the Appointing Authority and appended to the increment certificate by the Head of the office.

1. Amended by No. FD 5 SRS 62 dated 18.4.1962

2. Amended by No. FD 75 SRS 63 dated 30.11.1963

3. Substituted by No. FD 29 SRS 85 dated 19.5.1986 (wef 29.5.1986)

4. Substituted by No. FD 1 SRS 78 dated 13.7.1978 (wef 28.1.1978)

5. Inserted by No. FD 5 SRS 62 dated 18.4.1962.

'Certified that .....who has been allowed increment taking into account the period of leave with allowances from .....to ..... would have actually continued to officiate in the post held by him but for his proceeding on leave.']

1[Note 1(a) - In the case of a Government servant proceeding on leave where no officiating arrangement is made in the leave vacancy and the Government Servant concerned returns to the same post after expiry of the leave, the certificate mentioned in Note 1 above may be issued by the leave sanctioning authority.]

2[Note 1(b) - The provisions of sub-clause (ii) shall be applicable to probationers referred to in sub-rule (37) of Rule 8 of the said rules.]

3[Note 2 - In the case of Gazetted Government servants, the order of the competent authority sanctioning leave will indicate that the Government servant would have actually continued to officiate in the post but for his proceeding on leave.]

[4][Note 3 - The maximum period of extraordinary leave which will be recognised for purposes of granting increments under the proviso to this rule shall be two years for [5][under-graduate, graduate and post-graduate courses] and three years for Ph.D.]

[6][Note 4 - The period of absence from duty debited to the half pay leave account of a Government Servant under the provisions of rule 106-A or 162 of the Karnataka Civil Services Rules, as the case may be, shall count for the purpose of increment in the scale of pay of the post held substantively or in an officiating capacity as on the date of commencement of the un-authorized absence.]

[7][(c) xxx]

(d) If a Government servant, while officiating in a post or holding a temporary post on a time scale of pay, is appointed to officiate in a higher post or to hold a higher temporary post,

1. Inserted by No. FD 130 SRS 67 dated . 29.12.1967.

2. Substituted by No. FD 25 SRS 80 dated 23.5.1980 (wef 5.6.80)

3. Amended by No. FD 5 SRS 62 dated 18.4.1962

4. Inserted by No. FD 52 SRS 63 dated 5.7.1966

5. Substituted by No. FD 1 SRS 78 dated 13.7.1978 (wef 28.1.1978)

6. Inserted by No. FD 31 SRS 81 dated 31.7.1981 (wef 6.8.1978)

7. Deleted by No. FD 5 SRS 62 dated 18.4.1962

his officiating or temporary service in the higher post shall, if he is reappointed to the lower post, or is appointed or re-appointed to a post on the same time-scale of pay, count for increments in the time-scale applicable to such lower post.

The period of officiating service in the higher post which counts for increments in the lower post is, however, restricted to the period during which the Government servant would have officiated in the lower post but for his appointment to the higher post.

This clause applies also to a Government servant who is not actually officiating in the lower post at the time of his appointment to the higher post, but who would have so officiated in such lower post or in a post on the same time-scale of pay had he not been appointed to the higher post.

Note - The intention of this rule is to allow the concession irrespective of whether the higher post is within or outside the department to which the Government servant belongs.

[1][(e) xxx]

(f) Foreign service counts for increments in the time-scale applicable to-

(i) the post in Government service on which the Government servant concerned holds a lien as well as the post or posts, if any, on which he would hold a lien had his lien not been suspended, and

[1][(ii) the post in Government service in which the Government servant was officiating immediately before his transfer to foreign service so long as he would have continued to officiate in that post [2][or a post] on the same time-scale but for his going on foreign service; and

(iii) any post in which he may receive officiating promotion under Rule 423 for the duration of such promotion.]

[3][(g) (i) Joining time availed of by a Government servant in continuation of duty counts for increment in the time scale applicable to the post on which he holds a lien or would have

1. Amended by No. FD 147 SRS 60 dated 14.3.1961 (wef 23.3.1961)

2. Amended by No. FD 147 SRS 60 dated 26.4.1961 (wef 11.5.1961)

3. Substituted by No. FD 66 SRS 79 dated 15.11.1980 (wef 27.11.1980)

held a lien, if his lien had not been suspended and in the time scale applicable to the post the pay of which is received by him during the period of joining time.

(ii) Joining time availed of by a Government servant in continuation of leave counts for increment in the time scale applicable to the post/posts on which the last day of leave before commencement of joining time counts for increment. (iii) Joining time availed of by a Government servant in continuation of suspension counts for increment in the time scale applicable to the post the payofwhich is received by him for the period of joining time.]

54. **When the conditions of service of a Government servant are such that he is liable to be transferred in the same department or in different departments including Local Bodies between appointments of which the pay and increments are identical, his service shall, in the case of such a transfer, count for increments as if he had not been transferred.**

55. **Time passed under suspension does not count towards increments if the authority competent to impose any punishment directs that the period of suspension shall not count as duty under Rule 100.**

[1][55.A **The period treated as "dies-non'' shall not be counted for increment.]**

[2][56. xxx]

57. **An authority may grant a premature increment to a Govern-ment servant on a time-scale of pay if it has power to create a post in the same cadre on the same scale of pay.**

Note 1 - In the case of increments granted in advance, it is usually the intention that the officer should be entitled to increments in the same manner as if he had reached his position in the scale in the ordinary course and in the absence of special orders to the contrary he should be placed on exactly the same footing, as regards future increments as an officer, who has so risen.

1. Inserted by No. FD 21 SRA 99, dated 3.11.2000 (wef 04.01.2001).

2. Deleted by No. FD 66 SRS 60 dated 12.5.1960.

Note 2 - A proposal to grant an increment to a Government servant on a time-scale pay in advance of the date should be scrutinized with special jealousy as it is contrary to the principle of a time-scale pay to grant an increment before it is due. Such a grant of advance increment should not, therefore be recommended or allowed except under circumstances which would justify the grant of personal pay to a Government servant. Such increments in advance can be allowed only under the special order of Government in each case.

58. **The authority which orders the transfer of a Government Servant as a penalty from a higher to a lower grade or post may allow him to draw any pay not exceeding the maximum of the lowergrade or post which it may think proper:**

[1][Provided that the pay allowed to be drawn by a Government servant under this rule shall not exceed the pay which he would have drawn by the operation of Rule 41 read with clause (b) or clause (d), as the case may be, of Rule 53.

Note - Once the pay is fixed in the lower post in the manner indicated above the regulation of increments in the lower post will be made under the normal rules unless the increment in the lower post also is withheld.]

59. **[2][(1)(a) Where a Government servant's pay is reduced as a measure of penalty to a lower stage in his time scale, the authority ordering such reduction shall indicate-**

(i) the date from which the penalty will take effect;

(ii) the period (in terms of years and months) for which the penalty shall be operative;

(iii) the stage in the time-scale (in terms of rupees) to which the pay of the Government servant is reduced;

(iv) whether the Government servant will earn increments during the period referred to at (ii) above, and

1. Inserted by No. FD 136 SRS 60 dated 30.12.1960 (wef 26.5.1960)

2. Substituted by No. FD 41 SRS 84 dated 29.1.1985)

(v) whether, on the expiry of the period referred to at (ii) above, the reduction will operate to postpone his future increments and if so the extent (in terms of years and months) to which it would operate to postpone future increments.

(b) The reduction of pay to a lower stage in a time scale is not permissible under the rules either for an unspecified period or as a permanent measure.

(c) the period to be specified under (v) in clause (a) above, should in no case exceed the period specified under (ii) ibid.

(d) The question as to what should be the pay of a Government servant on the expiry of the period of reduction shall be decided as follows:-

(i) If the order of reduction lays down that the period of reduction shall not operate to postpone future increments, the Government servant should be allowed the pay which he would have drawn in the normal course but for the reduction.

(ii) If the order of reduction specifies that the period of reduction shall operate to postpone future increments for any specified period, the pay of the Government servant shall be refixed in accordance with (i) above, but after treating the period for which the increments are postponed as not counting for increments.

(e) Where a Government servant who is reduced to a lower stage in his time scale for a specified period, is promoted to a higher post during the

period of such reduction, his pay on such promotion shall be regulated as follows:-

(i) The pay of the Government servant shall be fixed under the relevant rules regulating fixation of pay on the date he assume charge of the post to which he is promoted on the basis of the pay he is drawing as a result of the penalty.

(ii) The pay of the Government servant shall simul-taneously be fixed notionally on the basis of the pay he would have been entitled to, had the penalty not been imposed. This fixation will, however, be operative from the date following the date of expiry of the period of reduction.

(iii) The service rendered by the Government servant in the higher post shall count for increment from the date he took charge of the post.

(iv) The principles of fixation of pay laid down at (i) to (iii) above, shall be applicable also in cases where a Government servant is promoted during the currency of the penalty of withholding of increments.

(f) Where increments are allowed under clause (a) (iv) above, the Government servant shall draw during the period of penalty increments with reference to the reduced pay.]

(2) If a Government servant is reduced as a measure of penalty [1][to a lower service, grade or post, or to a lower time-scale] the authority ordering the reduction may or may not specify the period for which the reduction shall be effective, but where the period is specified, that authority shall also state whether, on restoration, the period of reduction shall operate to postpone future increments and, if so, to what extent.

[2][Note - Where the period of reduction is specified under sub-rule (2) of this rule, the Government servant concerned shall be automatically restored to his old post after the expiry of the specified period and his pay on such restoration shall be regulated as follows :-

(i) if the order of reduction lays down that the period shall not operate to postpone future increments, the Government servant shall be allowed the pay which he would have drawn in the normal course but for his reduction to the lower post. If the pay drawn by him immediately before reduction was below the efficiency bar, he shall not be allowed to cross the bar except in accordance with the provisions of Rule 52;

(ii) if the order lays down that the period of reduction shall operate to postpone his future increments for any specified period which shall not exceed the period of reduction to the lower post/ grade, the pay of the Government servant on restoration shall be fixed in accordance with (i)

1. Amended by No.FD 94 SRS 60 dated 7.7.1960 (wef 14.7.1960)

2. Inserted by No. FD 136 SRS 60 dated 30.12.1960 (wef 5.1.1961)

above but after treating the period for which increments are to be postponed as not counting for increments.

In cases where the reduction to the lower post/grade is for an unspecified period, if and when the Government servant is reappointed to the

higher post in the normal course the pay in the higher post will be regulated only in accordance with the normal rules relating to fixation of pay.]

[1][Instruction xxx]

[2][59-A. **Where an order of penalty of withholding of increment of a Government servant or his reduction to a lower service, grade or post, or to a lower time-scale, or to a lower stage in a time-scale is set aside or modified by a competent authority on appeal or review, the pay of the Government servant shall notwithstanding anything contained in these Rules, be regulated in the following manner:-**

(a) If the said order is set aside, he shall be given, for the period such order has been in force, the difference between the pay to which he would have been entitled had that order not been made and the pay that he had actually drawn.

(b) If the said order is modified, the pay shall be regulated as if the order as so modified had been made in the first instance.

Explanation - If the pay drawn by a Government servant in respect of any period prior to the issue of the orders of the competent authority under this rule is revised the leave salary and allowances (other than travelling allowance), if any, admissible to him during that period shall be revised on the basis of the revised pay.]

[3][Note - In respect of cases falling under sub-rule (a) of this Rule, service rendered by the Government servant in the lower service, grade or post and or lower time-scale or lower stage in the time-scale or at the stage the increment was withheld, from the date of imposition of such penalty by the

1. Omitted by No. FD 41 SRS 84 dated 29.1.1985

2. Inserted by No. FD 94 SRS 60 dated 7.7.1960 (wef 14.7.1960)

3. Inserted by No. FD 32 SRS 60 dated 4.8.1962 (wef 7.7.1960)

disciplinary authority to the date on which the order of penalty is set aside by the competent appellate or reviewing authority, shall count for increment or for other purposes in the post which he was holding immediately before the imposition of the penalty provided that he would have continued to hold that post but for the order of penalty.

In respect of cases falling under sub-rule (b), of this Rule such service from the date of imposition of the penalty by the disciplinary authority to the date on which the order is modified by the appellate or reviewing authority, shall be counted for the purpose of increment or for other purposes in the post which he was holding immediately before the imposition of the penalty or any other post which he would have held but for the order of penalty, to the extent the modified order permits such counting.

For example, if an officer of a Class I service in the senior scale (Rs. 900-1300) is reduced to a Class II service (Rs. 250-500) for a period of say, two years, and if after six months, the order is modified by the appellate authority as reduction to the Class I Service in the Junior Scale (Rs. 350-800) the period of six months will count for increment in the junior scale.

If on the other hand, the order of penalty is modified as reduction to a lower stage in the time-scale (Rs. 900-1300) for a specified period or withholding of increment, in that time-scale for a specified period, the period that has already elapsed since the date of imposition of the original penalty shall be taken into account only for the purpose of computing the specified period of penalty under the modified order.]

NEXT- BELOW- RULE

60. **When, a person in a post (whether within the cadre of his service or not) is for any reason prevented from officiating in his turn in a post on a higher scale or grade borne on the cadre of the service to which he belongs, he may be authorised by special order of the appropriate authority proforma officiating promotion into such scale or grade and thereupon be granted the pay of that scale or grade if that be more advantageous to him, on each occasion on which the person immediately junior to him in the cadre of his service (or if that person has been passed over for reasons of inefficiency or unsuitability or because he is on leave or serving outside the ordinary line or foregoes officiating promotion of his own volition to that scale or grade, then the person next junior to him not so passed over) draws officiating salary in that scale or grade;**

Provided that all persons senior to the person to whom the benefit under the substantive part of this rule is to be allowed are also drawing, unless they have been passed over for one or other of the reasons aforesaid, officiating salary in the said or some higher scale or grade within the cadre.

Provided further that not more than one person (either the senior most fit person in a series of adjacent persons outside the ordinary line, or, if such a person either foregoes the benefit of his own volition or does not require the benefit by virtue of his holding a post outside the ordinary line which secures him at least equivalent benefits in respect of salary and pension then the next below in the series) may be authorised to draw the salary of the higher scale or grade in respect of any one officiating vacancy within the cadre filled by his junior under this Rule.

Note 1 - A purely fortuitous officiating promotion given to a person who is junior to one outside the regular line does not in itself give rise to a claim under the 'Next Below' Rule.

[1][Note 2 - The benefit of officiating promotion under this Rule shall be allowed to Officers who are outside the cadre subject to the fulfillment of the conditions laid down therein, only against promotions in a cadre in vacancies of more than 120 day's duration. In other words, the initial vacancy as well as subsequent vacancies on the basis of which the benefit is to be continued should each be of more than 120 days' duration. The benefit should not be allowed in respect of promotions against a chain of vacancies which taken together extend beyond 120 days.]

1. Inserted by No.FD 96 SRS 68, dated 12.9.1968

[1][Exception - The provisions of this rule apply also to a Government servant deputed abroad on study leave concessions under rule 1 of the Appendix II to these ent servant who goes abroad for

higher studies at his own cost under Rule 10 of the said Appendix. The maximum period of leave which will be recognized for purposes of according pro-forma promotion shall be two years for post- graduate and other courses and 3 years for Ph.D. if the candidate is successful in all his examinations within that period. The monetary benefit of promotion will, however, have effect from the date he rejoins duty after the expiry of leave.]

[2][DEPUTATION FOR TRAINING OR STUDY WITHIN INDIA]

61. **(1) (a) The State Government may, with due regard to the exigencies of public service, depute or grant study leave to a Government servant for prosecution of a special course of study consisting of higher studies or specialized training in professional or technical subjects having a direct and close connection with the sphere of his duty.**

(b) The State Government may also grant study leave to a Government servant for prosecution of studies which may not be closely or directly connected with his work but which are capable of widening his mind in a manner likely to improve his abilities as a civil servant and to equip him better to collaborate with those employed in the other branches of public service.

(2) A Government servant who is deputed or granted study leave for higher studies or specialized training shall not be entitled to claim any monetary benefit or seniority by virtue of the higher qualification or training acquired.

(3) The deputation or grant of study leave to a Government servant for prosecution of higher studies or specialized training shall be regulated in accordance with the rules contained in Appendix-II-A.]

1. Inserted by No. FD 52 SRS 63,dated 5.7.1966

2. Substituted by No. FD 17 SRS 84, dated . 4.4.1985 (wef.16.5.1985)

[1][Provided that in respect of Group 'A' Officers the facility of deputation for prosecution of special course of study consisting of higher studies or Specialized training within or outside India shall be governed by the Karnataka Civil Services (Deputation for prosecution of higher studies and training leave to Group-'A' officers) Rules,2008.]

[2][62. xxx]

[3][62A. **Government servants who are members of the various Army, Navy and Air Force Reserves (excluding the Reserves of Officers), will, if called up for periodical training, be entitled to the following concessions in respect of their Civil employment:-**

(1) The entire period of training including the period of transit will count as duty in the Civil post for purposes of leave, increments and pension;

(2) During the transit period, they will be entitled to their Civil rates of pay and allowances to be met from the budget head to which such expenditure is normally debitable. No travelling allowance will, however be admissible to them because they would travel on railway warrants and would draw money in lieu of ration and mineral water and ice allowance during summer months.

(3) For the period of training (excluding periods of transit) if the pay and allowance (excluding concessions in kind, e.g. free ration, etc.)admissible as a reservist are less than the pay and allowances admissible in the Civil post, the difference will be paid and debited to the budget head to which the individual's Civil pay is normally debatable.]

1. Inserted by No. FD 5 SRA 08, dated 9.3.2009(wef.13.3.2009)

2. Deleted by No. FD 17 SRS 84 dated 4.4.1985.(w.e.f 16.5.1985)

3. Inserted by No. FD 30 SRS 77,dated 27.7.1978(wef.3.8.1978)

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PART-II
CHAPTER IV
DEPUTATION OUTSIDE INDIA

1[63 xxx]

64. **No Government servant may be deputed on duty outside India without, the specific sanction of Government.**

When a Government servant is so deputed his pay and allowances shall be regulated as follows:-

He shall receive –

(a) pay not exceeding the full amount of the pay which he would have drawn had he remained on duty in the State; and

(b) compensatory allowances in accordance with such special or general orders as Government may prescribe from time to time.

Note 1 - Rules in Appendix III regulate the grant of compensatory and travelling allowances.

2[Note 2 - Under no circumstances should a Government servant be placed on deputation outside India when the requirements of the case would be met sufficiently by the grant of Study leave. Study leave and other concessions applicable to Government servants of the several departments proceeding outside India for training or for study are detailed in Appendix II.]

Note 3 - The Sterling equivalent of the Pay granted under clause (a) to a Government servant on deputation shall be calculate at such rate of exchange as the Government of India may have prescribed in the case of deputation of officers of All India Services.

3[Note 4 - Wherever Government servants are permitted to go abroad,by air, the 'Passenger Service Fee' wherever levied may be reimbursed in respect of a Government

1. Deleted by No.FD 73 SRS 63,dated 5.12.1963 (wef 27.12.1963)

2. Substituted by No. FD 73 SRS 63 dated 5.12.1963 (wef 27.12.1963)

3. Inserted by No.FD 100 SRS 70 dated 7.6.1971

servant and members of his family while on transfer ex-India and, in respect of himself, if he travels abroad on tour/deputation and where the air passage is to be borne by the Government. The 'Fee' would, however, not be reimbursable in cases where officers go abroad on study leave or other kinds of leave.

The reimbursement of Passenger Service Fee may be classified under the same head of account under which the related travelling expenses of the Government servant concerned are originally debitable.]

65. **The period of deputation shall be from the date on which the Government servant makes over charge of his office in India, to the date on which he resumes it.**

1[65-A. **Notwithstanding anything contained in these Rules, the State Government may depute an Officer belonging to Group A or Group B cadres of State Civil Services other than All India Service, to foreign training with the assistance under the Foreign Exposure Grant Scheme subject to the following Terms and Conditions, namely:-**

TERMS AND CONDITIONS FOR DEPUTATION UNDER THE FOREIGN EXPOSURE GRANT SCHEME :

(1) A Governent Servant must,-

(a) have put in at least ten years of service in the Government;

(b) be within the age of forty five years;

(c) not have undergone a training under this scheme earlier or a course in any of the foreign countries at the Government expense for duration exceeding fourteen days.

(2) The Foreign Exposure Grant (FEG) shall be available for courses outside India and shall have elements including field visits, for which the Officer cannot be trained in India;

1. Inserted by No.FD 06 SRA 2008,dated 21.4.2010

(3) The course must be relevant to the official duties of the Officer.

(4) Courses must have duration of not less than two weeks.

(5) The Officer shall not be eligible for any other allowance except the Salary in addition to the Foreign Exposure Grant.

(6) The Officer may avail Ex-country Leave not exceeding half of the duration of the course and in no case for more than seven days.

(7) The Officer may make efforts to search the course of his choice and the Officer is free to meet out additional expenses if required, subject to the approval from the Government for such additional expenses.

(8) The Officer has to apply to DPAR-AR under intimation to the Head of the Department concerned and the Secretary to Government concerned to avail Foreign Exposure Grant with all details like institution organizing the course, content of the course, duration, the course fees, likely living expenses, the relevance to his field to work etc. The eligibility of the Officer, relevance course, the extent of admissibility of Foreign Exposure Grant shall be decided by the DPAR-AR and the application shall be sent to the concerned Secretary with its recommendations who in turn with the concurrence of the Finance Department issue appropriate orders to the Officer concerned.

(9) (1) The Foreign Exposure Grant under this scheme is subject to the maximum ceiling as under;

(a) For Group A Officers - Rs.2.00 Lakhs (Rupees two lakhs only)

(b) For Group B Officers -Rs.1.50 Lakhs(Rupees one lakh fifty thousand only)

(2) The Foreign Exposure Grant includes the following, namely;

(a) Course Fees;

(b) Travelling Expenses;

(c) Boarding (if not included in the Course Fees);

(d) Lodging (if not included in the Course Fees).

(3) The grant claimed to cover boarding, lodging and transportation within the foreign country shall not exceed 30 percent of the Foreign Exposure Grant:

Provided that if the Officer gets an exemption from the reputed foreign I nstitutions, which is organizing the course, the Government may decide to relax this provision on case-to-case basis.]

PART-II
CHAPTER -V
COMBINATION OF APPOINTMENTS

66. **Government may appoint one Government servant to hold substantively as a temporary measure, or to officiate in two or more independent posts at a time. In such cases his pay is regulated as follows:-**

(a) the highest pay, to which he would be entitled if his appointment to one of the posts stood alone, may be drawn on account of his tenure of that post;

(b) for each other post he draws such reasonable pay in no case exceeding half the presumptive pay of the post, as Government may fix; and

(c) if compensatory or other allowances are attached to one or more of the posts, he draws such allowances as Government may fix, provided that such allowances shall not exceed the total of the compensatory and sumptuary allowances attached to all the posts.

Note:- The minimum period prescribed for claiming increased pay or allowances for holding combined charges as above shall be fourteen days.

[1][67. **A Government servant discharging the duties of more than one appointment in the same office, or on the same establishment, in accordance with Rule 66 is entitled to the highest salary to which he would be entitled if he held or officiated in any one of the appointments alone, and to nothing more, but he may be granted the special pay attached to any of the posts he holds subject to the condition that not more than one special pay is drawn.**

Example:- A [2][Group-C] officer doing the duties of another [2][Group-C] officer in the same office.

1. Substituted by No. FD 302 SRS 58 dated 07.07.1959 (wef 16.07.1959).

2. Substituted by No. FD 05 SRA 2012 dated 29.01.2014(wef 30.01.2014).

Note:- A Government servant appointed to hold substantively as a temporary measure or to officiate in two posts, of which one is directly subordinate to the other is not, save in exceptional circumstances, entitled to any additional remuneration under Rule 66 (b) as it is undesirable that a Government servant doing the work of a subordinate in addition to his own should draw extra remuneration for that work.

Example - An Assistant Commissioner holding the post of a Tahsildar in addition. A First Division Assistant holding the post of a Second Division Assistant, in addition.

CHARGE OF CURRENT DUTIES

68.[1][When a Government servant is appointed to be in-charge of the current duties or independent charge of an office, in addition to his own duties and the charge entails a substantial increase of responsibility and some additional work, he shall be entitled to 7.5% of the minimum of the scale of pay applicable to the post in which he is placed in-charge or independent charge, as additional pay (Charge Allowance) to be fixed by the authority competent to appoint him as such;]

[2][Sanction of Government should be obtained where the incharge arrangement is proposed to be continued beyond] [3][the period stipulated in Note 8 under this rule.]

[4][Provided that in the case of Judicial Officers, including the District Judges in the Judicial Department, the High Court of Karnataka may make incharge arrangements, whenever vacancies arise for any reason and may sanction charge allowance in accordance with the provisions of rule 32 and this rule. The High Court shall also be the competent Authority for continuation of incharge arrangements beyond the period stipulated in Note-8 under this rule.]

[5][Note 1 - A Government servant holding an equivalent or higher post or if no such Government Servant is immediately available, a Government servant of the same office

1. Substituted by No.FD 5 SRA 2012 dated 29.01.2014 (wef 01.04.2012)

2. Inserted by No. FD 17 SRS 60 dated. 23.4.1960 (wef 17.4.1960)

3. Substituted by No.FD 2 SRA 2002 dated. 17.12.2002 (wef 20.12.2002)

4. Inserted by No.FD 5 SRA 2002 dated. 28.11.2002.(wef 30.11.2002)

5. Substituted by No.FD 11 SRA 96 dated 20.10.2001 (wef 21.3.2002)

who is immediately Junior to the Government servant handing over charge and who has completed the period of his probation or officiation, as the case may be, may be appointed under this rule to be in-charge of the current duties of an office or post in addition to his own duties.]

Note 2 - No charge allowance is admissible unless the

incumbent has actually given over charge of the office under the orders of the competent authority [1][and is absent on leave or deputation or is permitted to avail himself of vacation or is under suspension.] For instance, no charge allowance is admissible to a subordinat*e* officer empowered to dispose of routine business while his superior is on tour.

Note.3-The minimum period required for claiming charge allowance under this Rule shall be one month.

[2][xxxx]

[3][Explanation - In cases where a period of additional charge is interrupted by leave with allowances and the total period of additional charge immediately before and after such leave (excluding the period of leave) together exceed one month, charge allowance may be paid for the period of such additional charge even though each of the two spells of additional charge does not by itself exceed one month provided it is certified by the competent authority granting leave that but for the Government servant proceeding on leave, he would have continued to hold additional charge of the post which he held immediately before proceeding on leave.]

[4][Exception 1 – [XXX]

1. Substitued by No. FD 34 SRS 65, dated 30.12.1965 (wef 6.2.1966).

2. Deleted by No.FD 17 SRS 60 dated 25.4.1960 (wef 17.2.1960).

3. Inserted by No.FD 193 SRS 60 dated 3.3.1961 (wef 6.3.1961).

4. Omitted by No.FD 05 SRA 2012 dated 29.01.2014 (wef 30.01.2014).

[1][Exception 2 - The officials of the Treasury Department placed in additional charge of the duties of other officials of the same Department [6][xxx] in leave or other vacancies (other than casual leave) may be allowed charge allowance provided such in-charge arrangement lasts for a period of not less than 14 days and subject to the fulfilment of other conditions laid down in this Rule.]

[2][Note 4 - The Director of Treasuries is empowered to sanction charge allowance under this Rule for a period of twelve months.]

Note 5 - Government servants when deputed to places outside the State to attend conferences and technical committee meetings, for training, etc. treated as on duty and whenever sub-ordinate officers replaced in-charge of the current duties of such officers no charge allowance is admissible to the officers so placed in charge except in cases where the period of deputation, training etc. is not less than one month and the officer on deputation or training actually gives over charge before proceeding on deputation or training.

[3][Note 6 - No charge allowance is admissible under this rule to a Government servant who is placed in additional charge of the duties of a Dalayat, Daffedar, Jamedar or a Watchman.]

[4][Note 7 - The amount of charge allowance resulting in a fraction of a rupee shall be rounded off to the next rupee.]

[5][Note 8 :-The Authority competent to make incharge arrangements spe f the table below, may

make in-charge arrangements for vacant posts in respect of the sub-ordinate Government servants holding the posts Class or Group of services specified in column (2) thereof to the maximum duration specified therein.

1. Substituted by No.FD 6 SRS 69 dated 17.4.1969 (wef 2.5.1969).

2. Inserted by No.FD 79 SRS 75 dated 15.3.1977 (wef 16.6.1975).

3. Inserted by No. FD 51 SRS 68 dated 28.9.1968 (wef 8.10.1968).

4. Inserted by No. FD 46 SRS 85 dated 7.2.1986 (wef 5.6.1986).

5. Substituted by No.FD 3 SRA 2009 dated 23.9.2010 (wef 1-8-2008).

6. Omitted by No.FD 05 SRA 2012 dated 29.01.2014 (wef 30.01.2014)

TABLE

Authority Competent to make In- charge arrangement	Class or Group of Services		
(1)	(2)		
	Group- A Services	Group-B Services	Group- C and D Services
Head of Departments	4 Months	6 Months	Full Powers
Divisional level officers	3 Months	4 Months	Full Powers
District level officers	2 Months	3 Months	Full Powers
Sub divisional officers	-	2 Months	Full Powers
Taluk level officers.	-	-	Full Powers]

Instruction 1.- Charge allowance in respect of only one additional post is admissible even though a Government servant is placed in additional charge of the duties of more than one post concurrently.

(Letter No.FD 9654/S-1/58 dated 29th January 1959)

2. It is not clear whether the clarification issued in letter dated 29th January 1959 is applicable to cases where a Government servant appointed to be in independent charge of a post under rule 32 of Karnataka Civil Services Rules is placed in additional charge of duties of another post under rule 68 of Karnataka Civil Service Rules concurrently.

An actual case is given below.

A Senior Superintendent of the State Accounts Department has been placed in independent charge of the duties of one of the post of Assistant Accounts Officer in the Chief Accounts Office, Sharavathi Project, and is being paid charge allowance at 1/10th of the minimum pay of the post in accordance with rule 68 of Karnataka Civil Services Rules with effect from 3rd July 1961. He has been placed in additional charge of the duties of another Accounts Officer who has proceeded on leave.

(Letter No. TM/VI 2/61-62/D/371 dated 7th September, 1961 from the Accountant angalore to the

Secretary to Government of Karnataka, Finance Department, Bangalore.)

Charge allowance is admissible in the type of cases cited by you as the Government servant holds another post in addition to the post of which he is placed in independent charge.

(Letter No.FD.6111/S-I/61,dated 4th October,1961 from the Finance Secretary to the Accountant General, Karnataka, Bangalore.

Instructions:-

1[The following Delegation of powers to the Secretaries to the Administrative Departments of the Government is hereby ordered to be given effect to from 1st December 1974.

Nature of Power	Further Financial powers delegated to Secretaries to Government.
Continuation of in charge arrangements beyond six months and payment of charge allowance (Rule 68, KCSRs)	Full Powers

69. **The charge allowance is payable even in cases where the pay of the officer together with the charge allowance, exceeds the pay which he would have received if he had officiated in the office.**

Note - Charge allowance is admissible only in cases where a Government servant is placed in additional charge of the duties of another officer carrying almost the same or higher rate of pay. For example, when a First Division Assistant is placed in additional charge of the current duties of a Second Division Assistant, charge allowance is not payable to the former.

1. G.O. No. FD 3 REP 74 dated 27.11.1974.

70. **A Government servant placed in-charge of the current duties of an office is not entitled to any fixed travelling, tentage local or other allowances including 1[special allowance] attached to the office except under the special orders of Government.**

Exception 1- An officer of the Karnataka Revenue Survey Department when placed in charge of another survey establishment in addition to his own, may when the arrangement is sanctioned by the Heads of Departments draw the tentage allowance attached to that establishment.

2. A Government servant placed incharge of the current duties of a Tahsildar is entitled to the fixed travelling allowance admissible to a Tahsildar. Taluk Sheristedars placed in charge of Taluks shall be paid actual Travelling allowance admissible under the ordinary rules, subject to a Maximum of Rs. 4 per mensem for journeys performed by them.

2[3. A Government servant who is already in receipt of special allowance or an allowance when placed in charge of an appointment to which special allowance or shall not be entitled to draw the

special allowance or allowance attached to the post to which he is placed incharge/additional charge. However he is entitled to draw charge allowance in accordance with Rule 68.]

1. Substituted by No. FD 7 SRA 99, dated 29.4.2000 (wef 1.4.1998).

2. Substituted by No. FD 1 SRA 2004, dated 4.11.2004 (wef 9.11.2004).

PART-II

CHAPTER VI

COMPENSATORY ALLOWANCES

71. **The amount of a compensatory allowance should be so regulated that the allowance is not on the whole a source of profit to the recipient. All general or special orders are subject to this principle.**

1[72. **(1) Unless it is in any case otherwise expressly provided by these rules or by general or special orders of Government, a compensatory allowance attached to a post shall be drawn in full by the Government servant actually performing the duties of the post and shall not be drawn in whole or part by any one else.**

(2) Notwithstanding the provisions of sub-rule (1) above, any local allowance, including project allowance may be drawn by a Government servant engaged or deployed temporarily on special duty out of the project area during the period of such special duty.]

1[73. xxx]

1[74. **Where a Government servant in receipt of house rent allowance or city compensatory allowance is engaged or deployed temporarily on special duty, he is entitled to draw the said allowances during the period of such special duty at the rates at which he would have drawn them, but for such special duty.]**

1[74-A. xxx]

1.Amended by No.FD 66 SRS 79 dated 15.11.1980 (wef 27.11.1980).

75. **Government may make rules or issue orders laying down the principles governing the allotment to officers serving under its administrative control, for use by them as residences, of such buildings owned or taken on lease by it, or such portions thereof, as the Government may make available for the purpose. Such rules or orders may lay down different principles for observance in different localities or in respect of different classes of residences, and may prescribe the circumstances in which such officer shall be considered to be in occupation of a residence. Rules in Appendix IV govern the occupation of Government buildings.**

1[75.A **1[Provided that where separate rules or orders are issued for allotment of Government buildings or quarters to the Government Servants in the city of**

Bangalore or any other locality, the rules in APPENDIX-IV shall not govern the occupation of such buildings or quarters.]

1.Inserted by No. FD 1 SRA 98.dated16.10.2000(wef 16-11-2000).

PART-II
CHAPTER VII
JOINING TIME

1[76. Admissibility of Joining Time:- (1) Joining time shall be granted to a Government servant on transfer in public interest to enable him to join the new post either at the same or a new station.

(2) where a Government servant is engaged or deployed temporarily on special duty, he is not entitled to joining time but may be allowed only the actual transit time, as admissible in the case of journeys on tour.

(3) Where a Government servant is transferred at his request or for any reason other than public interest, no joining time, except that which may be granted under rule 85, is admissible and the actual period taken by him in transit shall be treated as dies non and shall not count for increment and pension. But such a Government servant may at his request be granted any kind of leave due and admissible to him as on the date of such transfer for a period not exceeding the joining time which would have been admissible to him, if the transfer had been made in public interest.

(4) Where a Government servant to whom these rules apply, is transferred on deputation to the control of Central Government or any other State Government or organisation, which has made separate rules prescribing the period of joining time his joining time for the journey to join his post under that Government or organisation and for the return journey, shall be governed by those rules, unless different provisions are expressly made in the terms of deputation / foreign service by mutual agreement between the lending and borrowing authorities.

(5) Where an employee of Central Government or any other State Government, Railway Board or any other organisation is appointed on deputation to the Civil Services of this State Government or any post therein, his joining time

1. Substituted by No. FD 66 SRS 79 dated. 15.11.1980 (wef 27.11.1980)**.**

for joining the said Civil Services or post and for return journey, shall be regulated in accordance with the provisions of these rules unless different provisions are expressly made in his terms of deputation to foreign service by mutual agreement between the lending and borrowing authorities.

(6) For appointment to Civil Services and posts of this State Government on the results of competitive examination and/or interview open to Government servants and others, joining time is admissible.

(a) to all Government servants to whom these rules apply, irrespective of whether they are permanent or temporary; and

(b) to employees of the Central Government or any other State Government, only if they are permanent or provisionally permanent.

(7) Where a Government servant, to whom these rules apply, is discharged due to reduction of establishment from one office and appointed

in another office, he shall be entitled to joining time, if the orders of appointment to the new post are received by him, while working in the old post. If such a Government servant is appointed to the new post after being discharged from the old post the period of break may be converted into joining time without pay by the Head of the Department, provided that the break does not exceed 30 days and the Government servant has rendered a continuous service of not less than 3 years on the date of his discharge.

(8) A Government servant deputed within the State or out side the State in India to undergo a course of instruction or training authorised by or under the orders of the competent authority is treated as on duty. The time reasonably required by such a Government servant for journeys between the place of training/instruction and his headquarters immediately before and after the period of training is treated as part of the period of training/instruction. Therefore, such a Government servant is not entitled to joining time.

Where, however, on completion of the training/ instruction, such a Government servant is posted to a station other than that from which he proceeded for the training/instruction, he is entitled to joining time.

(9) Where a Government servant who has been suspended is reinstated and posted to a station different from that at which –

(a) he was working immediately before his suspension or leave preceding the suspension, or

(b) he was permitted to reside during the period of his suspension, he is entitled to joining time from the date following the date of receipt of the orders of posting. No joining time is admissible to such a Government servant, if the posting does not involve change of station as mentioned above.

77. **Period of joining time where transfer does not involve change of station/residence:- Where the transfer of a Government servant is within the same station or does not involve change of residence from one station to another, his joining time shall be regulated as specified below :-**

(a) Where the Government servant makes over charge in the forenoon, he should take over charge in the afternoon of the same day;

(b) Where the Government servant makes over charge in the afternoon, he should take over charge in the forenoon of the succeeding day, unless it is a holiday;

(c) Where the Government servant makes over charge on the afternoon and the succeeding day(s) is (are) holiday(s), he should join duty in the forenoon of next working day;

(d) Where a Government office /institution functions in the forenoons, a Government servant who is expected to join duty in the forenoon should do so, as soon as the office/ institution commences work and a Government servant who is relieved at the close of the office /institution is treated as having been relieved in the afternoon;

(e) 12 noon is treated as forenoon except as otherwise in provided clause (d) above.

Explanation - The terms 'same station' used in this rule shall be interpreted to mean the area falling within the jurisdiction of a Village Panchayat/ Municipality /Municipal Corporation.

Explanation - Transfer of a Government servant from Hubli to Dharwad or vice versa shall be considered as transfer between two different stations.

78.Period of joining time, where transfer involves change of Station / residence:- (1) Where a Government servant is transferred from one station to another and the transfer involves change of residence, he should be allowed joining time with reference to the distance between the old headquarters and the new headquarters by the direct route and ordinary modes of travel as indicated in the following schedule :-

Distance between old headquarters and new headquarters	Joining time admissible
1000 Kms. or less	10 days
More than 1000 Kms.	12 days
More than 2000 Kms.	15 days, except in cases of travel by air for which

Explanation,- (1) Distance means the actual distance and not the weighted distance for which fare is charged by the Railways in certain ghat/hill stations.

(2) The joining time shall commence from the date of relinquishment of charge of the old post if the charge is made over in the forenoon or the following day, if the charge is made over in the afternoon. For this purpose 12 noon is considered as forenoon.

(3) The joining time shall be calculated from the old head quarters in all cases, including those wherein a Government servant receives his transfer orders or makes over charge of the old post at a place other than his old headquarters or wherein the headquarters of a Government servant on tour is changed to the tour station itself or some other station.

79. Joining time in respect of transfer while in transit:- If a Government servant in transit on transfer is directed to proceed to a station different from that indicated in the initial transfer orders, he shall be entitled to-

(i) joining time already availed of upto the date of receipt of the revised orders, and

(ii) fresh spell of joining time from the date following the date of receipt of the revised orders.

The fresh spell of joining time in such cases shall be calculated from the place at which he received the revised orders as if he were transferred from that place.

80. **Notwithstanding the provisions of rule 78, a Govern- ment servant returning from leave granted for prosecution of study/training abroad may avail himself of joining time not exceeding 7 days irrespective of the place of his posting or the duration of the leave.**

81. **Notwithstanding the provisions of rule 78, a Govern- ment servant, whose period of deputation abroad consists of only a period of duty under the rules in Annexure 'B' of Appendix II, may avail himself of joining time not exceeding 7 days irrespective of his place of posting.**

82. **Combination of holiday(s) with joining time:-**

When holiday(s) follow(s) joining time, the normal joining time admissible under these rules shall be deemed to have been extended to cover such holiday(s).

Explanation:- Holidays can only be suffixed to joining time, but not prefixed to it.

83. **Combination of leave or vacation with joining time:-**

(1) Joining time may be combined with vacation and/or leave of any kind or, duration except casual leave. But, where a Government servant applies for leave on transfer, no leave shall be granted to him except on medical grounds.

(2) Casual leave is not admissible in combination with or in continuation of joining time.

84. **Curtailment of joining time :- Notwithstanding the provisions of rules 78, 80 or 81, the authority under whose orders the transfer of charge takes place, may, in the exigencies of public service, direct a Government servant on his transfer to take charge of the post to which he is transferred by utilising only the transit time necessary for the journey or joining time for specified period shorter than the normal joining time admissible under these rules.**

85. **Additional joining time for taking over charge in certain cases :-**

Where assumption of charge by a relieving Government servant involves –

(a) verification of stores, or

(b) inspection of works,

together with the Government servant to be relieved, the former may be granted additional joining time as specified in the schedule given below, by the Head of the Department concerned or by any authority empowered by him:-

Designation of the relieving Government Servant	Charge to be Taken	Maximum period of extension of joining time.
1	2	3

P.W.D. Sub Divisional Officer Store-Keeper.	Sub-Division Divisional Stores Central Stores and Stores attached to Water Supply Division.	7 Days 7 Days 10 Days
Department of Health and Family Welfare : Superintendent Medical Stores.	Government Medical Stores	15 Days
Department of Prisons : Store Keeper	Prison Stores	7 days
Police Department : Store Keeper	Dist.Police Stores	3 days
Education Department : Government Servants in direct charge of Libraries and Laboratories	Libraries and Laboratories	10 Days
Department of Treasuries: Shroff	Treasury where there is no Treasury/ Deputy Accountant/ Stamp Clerk.	2 Days
Sub-Treasury Officer Deputy Accountant Stamp Head Clerk Treasurer District Treasury Officer Superintendent of Stamps, Bangalore. Treasury Officer, State Huzur Treasury	Treasury Stamps Stamps District Treasury District Treasury Stamps Treasury	3 Days 3 Days 3 Days 3 Days 4 Days 10 Days 1 Day
Department of Food and Civil Supplies and other Depart ments:- Government servants in direct charge of Godowns.	Godowns, where commodities are stored in standard or unstandard bags.	1 day for every 400 standard bags or fraction thereof or 300 unstandard bags or fraction thereof.
Forest Department: Government servants in direct charge of Timber/ Sandal wood Depots.	Timber/Sandalwood Depots.	I day for checking every 10,000 cft. of timber. 1 day for checking 20 tons of sandal wood stock or a fraction thereof exceeding 10 tons.

Explanation - Transfer of charge is not completed until the certificate of transfer of charge has been signed by both the relieving and the relieved Government servants. As soon as the transfer of charge is thus completed, the relieved Government servant is regarded as on joining time and must take charge of his new post before its expiry. Ordinarily the transfer of

charge should be completed before expiry of the joining time of the relieving Government servant and it is his duty to arrive at the new station in time to take charge within the joining time admissible to him. Where the relieving Government servant does not sign the transfer certificate within this period, he should be regarded as having exceeded his joining time.

86. **Extension of joining time :- Extension of Joining time beyond the limits specified in rule 78(1) may be granted upto a maximum of 15 days by the Head of the Department concerned**

and beyond 15 days by the Government, the guiding principle being that the total period of joining time should approximately be equal to 8 days for preparation, plus reasonable transit time, plus holidays, if any, following the

extended joining time. While computing the transit time, allowance should be made for the time unavoidable spent due to disruption of transport arrangements caused by strike or natural calamities or accidents.

87. **Unavailed portion of joining time to be credited to leave account as earned leave:- When a Government servant joins the new post without availing the full joining time as admissible, under sub-rule(1) of rule 78 or rules 80 or 81, the number of days of joining time admissible, reduced by the number of days actually availed of shall be credited to his Leave account as earned leave.**

88. **Over stayal of joining time:- Where a Government servant overstays his joining time the period of such absence shall be treated as unauthorized absence in accordance with the provisions of rules 106-A.**

89. **Pay during joining time:- A Government servant on joining time shall be treated as on duty and shall be entitled to be paid as follows:-**

(a) Where joining time is availed of by a Government servant immediately on relinquishment of charge of his old post without availment of any leave, he is entitled to draw pay equal to the pay which was drawn before relinquishment of charge of the old post and compensatory allowance like DA, CCA and HRA admissible thereon.

(b) Where joining time is availed of by a Government servant in continuation of leave of any kind, except casual leave, he is entitled to draw pay equal to the pay which was drawn before relinquishment of charge of the old post and the compensatory allowances like, DA,CCA and HRA admissible thereon.

(c) Where joining time is availed of by a Government servant under sub-rule (8) of rule 76 or rule 81, he is entitled to draw pay equal to the pay last drawn during the period of his deputation for training /study and compensatory allowances like DA, CCA and HRA admissible thereon.

(d) Where joining time is availed of by a Government servant under sub-rule (9) of rule 76 he is entitled to draw pay equal to the pay which he was in receipt of immediately prior to the date of suspension or which he would have received but for proceeding or being on leave immediately prior to the date of suspension and compensatory allowances like DA,CCA and HRA admissible the

(e) on the pay admissible for the period of joining time as specified as (a) to (d) above, Conveyance Allowance, Permanent Travelling Allowance and Project Allowance are not payable.

90. **Reckoning of Joining Time for increment :- Joining time counts for increment in accordance with the provisions of clause (d) of rule 53.]**

1[CHAPTER-VIII

SERVICE ON DEPUTATION UNDER THE GOVERNMENT OF INDIA, LOCAL AUTHORITY AND CO-OPERARTIVE INSTITUTIONS]

2[91 to 94 xxx]

1.Amended by No.FD 133 SRS 62, dated 20.12.1962 (w.e.f.7.1.1963).

2. Deleted by No.FD 86 SRS 66, dated 12.12.1966.

PART-II
CHAPTER IX
COMPULSORY RETIREMENT

1[95. **(1) Subject to the provisions relating to the protection of conditions of service prescribed by the Government of India, in respect of persons allotted or deemed to have been allotted to serve in connection with the affairs of the State under Section 115 of the States Re-organization Act, 1956, the date of compulsory retirement of a Government servant shall be the afternoon of the last day of the month in which he attains the age of 2[60] years.**

Provided that the date of compulsory retirement of a Government Servant whose date of birth is the first day of a month shall be the afternoon of the last day of the month preceding the month in which he attain the age of 2[60] years.

Provided further that where the date of compulsory retirement of a Government servant is a general holiday or the date of compulsory retirement and the day(s) preceding thereto are general holidays, he may be permitted to hand over charge on the afternoon of the last working day before the date of such retirement and may be allowed pay and allowances for the holiday or holidays.

(2) Notwithstanding anything contained in Sub-rule (1), Government may grant re-employment to any Government servant beyond the date of his compulsory retirement if he is physically fit, on public grounds, which must be recorded in writing subject to the condition that such re-employment shall not be granted beyond the age of 2[62] years except in very special circumstances. No Government servant shall be continued in service beyond the date of compulsory retirement, except with the prior and specific sanction of Government.

(3) Notwithstanding anything contained in sub-rule (1), a competent authority may remove or dismiss any Government servant from Government service or may require him to retire

1. Substituted by No.FD 42 SRS 84,dated 30.11.1984(w.e.f.2.8.1984)

2. Substituted by No.FD 4 SRA 2008,dated 15.9.2008(w.e.f.17.7.2008)

from it compulsorily on the ground of misconduct or insolvency or inefficiency, provided that before any such order is issued, the procedure laid

down in the Karnataka Civil Services (Classification, Control and Appeal)Rules 1957,shall be followed.

(4) Notwithstanding anything to the contrary contained in this rule or any other rule made under the proviso to Article 309 of the Constitution of India or in the contract, or the terms and conditions of retention of any Government servant in service after the date of compulsory retirement, the services of a Government servant so retained shall be liable for termination at any time by a notice in writing given either by the Government servant to the appointing authority or the appointing authority to the Government servant and the period of such notice shall be one month:

Provided that, the service of any such Government servant may be terminated forthwith and on such termination the Government servant shall be entitled to claim a sum equivalent to the amount of his pay plus allowance for the period of the notice at the same rates at which he was drawing them immediately before the termination of his services, or as the case may be, for the period by which such notice falls short of one month.]

1[95A.xxx]

2[96-(1) [xxx]

3[(2) The authority competent to sanction pension shall prepare every six months i.e. on the 1st January and the 1st July of each year a list indicating the name, designation, dates of birth and dates of retirement of all Gazetted and non-Gazetted Government servants who are due to retire within the next 12 to 18 months and of every Government servant who is on extension of service. He shall send the list to Government in the Finance Department and to the Audit Office not later than the 31st January and the 31st July respectively. In respect of Heads of Departments and Secretaries to Government, the list shall be prepared and sent by the Chief Secretary to Government.

Note - In the case of a Government servant retiring for reasons other than superannuation, the Head of the Department shall promptly inform the Audit Office as soon as the impending retirement becomes known to him.]

1.Deleted by No. FD 8 SRA 2008 dated 18.12.2008 (w.e.f 17.7.2008).

2.Deleted by No. FD 18 SRS 1977 dated 3.8.1978 (w.e.f 10.8.1978).

3.Substituted by No. FD 140 SRS 73 dated 30.8.1974 (w.e.f 19.9.1974).

PART-II
CHAPTER- X
DISMISSAL, REMOVAL AND SUSPENSION

97. **The pay and allowances of a Government servant who is dismissed or removed or compulsorily retired from service cease from the date of such dismissal or removal or compulsory retirement.**

1[97-A. **A Government servant under suspension shall not seek any employment, business, profession or vocation either in private or in institutions where Government have interest.]**

2[98 **(1) A Government servant who is placed or deemed to have been placed or continues to be under suspension shall be entitled to the following payments, namely:-**

(a) Subsistence allowance, at an amount equal to the leave salary which the Governme rawn if he had been on leave on

half pay and in addition, dearness allowance, if admissible on the basis of such leave salary, and

(b) House rent allowance and city compensatory allowance admissible from time to time on the basis of pay of which the Government servant was in receipt on the date of suspension subject to fulfilment of other conditions laid down for drawal of such allowances:

Provided that where the period of suspension exceeds six months, the authority which made or is deemed to have made, the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows:-

(i) The amount of subsistence allowance may be increased by a suitable amount not exceeding fifty per cent of the subsistence allowance admissible during the period of first six months, if, in the opinion of the said authority the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the Government servant.

1. Inserted by No. FD 123 SRS 68 dated 11.11.1968.

2. Substituted by No. FD 21 SRS 86 dated 8.7.1987.

(ii) The amount of subsistence allowance may be reduced by a suitable amount not exceeding fifty percent of the subsistence allowance admissible during the period of the first six months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing directly attributable to the Government servant.

(iii) The amount of dearness allowance shall be based on the increase or decrease in the amount of subsistence allowance, as the case may be, admissible under clauses (i) and (ii) above.

[3][Note :- Where the headquarters of Government Servants placed under suspension is changed by shifting the lien in public interest, the House Rent Allowance and City Compensatory Allowance admissible at the new place of posting shall be payable to the Government Servant][3]

(2) No payment under sub-rule (1) shall be made unless the Government servant furnishes a certificate that he is not engaged in any other employment, business, profession or vocation: Provided that in the case of a Government servant dismissed, removed or compulsorily retired from service, who is deemed to have been placed or to continue to be under suspension from the date of such dismissal or removal or compulsory retirement under sub-rule (3) or sub-rule (4) of rule 10 of the Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957 and who fails to produce such a certificate for any period or periods during which he is deemed to have been placed or to continue to be under suspension, he shall be entitled to the subsistence allowance and other allowances equal to the amount by which his earnings during such period or periods, as the case may be fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him but when the subsistence allowance and other allowances admissible to him are equal to or less than the amount earned by him nothing in this proviso shall apply to him.]

[1][99. **(1) When a Government servant who has been dismissed, removed or compulsorily retired, is reinstated as a result of appeal or review or would have been so reinstated [2][but for his retirement or superannuation while under suspension or not] the authority competent to order reinstatement shall consider and make a specific order –**

(a) regarding the pay and allowances to be paid to the Government servant for the period of his absence from

1. Amended by No. FD 39 SRS 73 dated 10.5.1974 (wef 1.8.1974).

2. Amended by No. FD 39 SRS 73 dated 22.12.1975 (wef 19.8.1976).

3. Inserted by No. FD 01 SRA 2016, dated 20-03-2017

duty including the period of suspension preceding his dismissal, removal or compulsory retirement , as the case may be; and

(b) whether or not said period shall be treated as a period spent on duty.

(2) Where the authority competent to order reinstatement, is of opinion that the Government servant who had been dismissed, removed or compulsorily retired has been fully exonerated the Government servant shall, subject to the provisions of sub rule (6), be paid the full pay and allowances to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be.

Provided that where such authority is of opinion that the termination of the proceedings instituted against the Government servant had been delayed due to reasons directly attributable to the Government servant, it may after giving him an opportunity to make his representation and after considering the representation, if any, submitted by him, direct, for reasons to be recorded in writing, that the Government servant shall, subject to the provisions of sub-rule (7), be paid for the period of such delay, only such proportion of such pay and allowances as it may determine.

(3) In a case falling under sub-rule (2), the period of absence from duty including the period of suspension preceding dismissal, removal or compulsory retirement, as the case may be, shall be treated as a period spent on duty for all purposes.

(4) In cases other than those covered by sub-rule (2) (including cases where the order of dismissal, removal or compulsory retirement from service is set aside by the appellate or reviewing authority solely on the ground of non-compliance with the requirements of [1][Clause (1) or Clause (2) of Article 311] of the Constitution and no further inquiry is proposed to be held) the Government servant, shall subject to

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1. Amended by No.FD 45 SRS 81 dated 8.2.1982 (wef 18.2.1982).

the provisions of sub-rules (6) and (7), be paid such proportion of the full pay and allowances to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the ca ent authority may

determine, after giving notice to the Government servant of the quantum proposed and after considering the representation, if any, submitted by him in that connection within such period as may be specified in the notice.

1[xxx]

(5) In cases falling under sub-rule (4), the period of absence from duty including the period of suspension preceding his dismissal,removal or compulsory retirement as the case may be, shall not be treated as a period spent on duty, unless the competent authority specifically directs that it shall be so treated for any specified purpose:

Provided that if the Government servant so desires such authority may direct that the period of absence from duty, including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be, shall be converted into leave of any kind due and admissible to the Government servant.

Note:- The order of the competent authority under the preceding proviso shall be absolute and no higher sanction shall be necessary for the grant of,-

(b) leave of any kind in excess of five years in the case of permanent or quasi-permanent Government servant.

(6) The payment of allowances under sub-rule (2) or sub-rule (4) shall be subject to all the other conditions under which such allowances are admissible.

(7) The proportion of the full pay and allowances determined under the proviso to sub-rule (2) or under sub-rule (4) shall not be less than the subsistence allowance and other allowances admissible under Rule 98.

1. Deleted by No.FD 45 SRS 81 dated 8.2.1982 (wef 18.2.1982).

(8) Any payment made under this rule to a Government servant on his reinstatement shall be subject to adjustment of the amount, if any, earned by him through an employment during the period between the date of removal, dismissal or compulsory retirement, as the case may be, and the date of reinstatement. Where the emoluments admissible under this rule are equal to or less than the amounts earned during the employment elsewhere, nothing shall be paid to the Government servant.

(9) No extra cost may ordinarily be imposed on the State by the grant of an allowance under this Rule without the permission of Government. This power is delegated to Heads of Departments in cases where the period during which the Government servant has remained unemployed through removal or dismissal 1[does not exceed one year.]

Note:- The grant of pay and allowances or a proportion of them does not cancel any officiating arrangements that may have been made while the Government servant was under removal or dismissal.

99A. **(1) Where the dismissal, removal or compulsory retirement of a Government servant is set aside by a Court of law and such Government servant is reinstated without holding any further enquiry, the period of**

absence from duty shall be regularized and the Government servant shall be paid pay and allowances in accordance with the provisions of sub-rule (2) or (3) subject to the directions, if any, of the Court.

(2) Where the dismissal, removal or compulsory retirement of a Government servant is set aside by the court solely on the ground of non-compliance with the requirements of 2[clause 1 or clause (2) of article 311] of the Constitution and where he is not exonerated on merits, the pay and allowances to be paid to the Government servant for the period intervening between the date of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal, removal or compulsory retirement, as the case may be and the date of reinstatement shall be

1.Amended by No. FD 34 SRS 75 dated 7.7.1975 (wef 27.11.1974).

2.Amended by No.FD 45 SRS 81 dated 8.2.1982 (wef 18.2.1982).

determined by the competent authority and the said period shall be regularized, in accordance with the provisions contained in sub-rules (4), (5) and (7) of rule 99.

(3) If the dismissal, removal or compulsory retirement of a Government servant is set aside by the court on the merits of the case, the period intervening between the date of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal, removal or compulsory retirement, as the case may be and the date of reinstatement shall be treated as duty for all purposes and he shall be paid for the period the full pay and allowances to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be.

(4) The payment of allowances under sub-rule (2) or sub-rule (3) shall be subject to all other conditions under which such allowances are admissible.

(5) Any payment made under this rule to a Government servant on his reinstatement shall be subject to adjustment of the amount if any, earned by him through an employment during the period between the date of dismissal, removal or compulsory retirement and the date of reinstatement. Where the emoluments admissible under this rule are equal to or less than those earned during the employment elsewhere, nothing shall be paid to the Government servant.

100. **(1) When a Government servant who has been suspended is reinstated or would have been so reinstated but for his retirement on superannuation while under suspension, the authority competent to order reinstatement shall consider and make a specific order –**

(a) regarding the pay and allowances to be paid to the Government servant for the period of suspension ending with reinstatement or the date of his retirement on superannuation, as the case may be; and

(b) whether or not the said period shall be treated as a period spent on duty.

(2) Notwithstanding anything contained in Rule 98, where a Government servant under suspension dies before the disciplinary or court proceedings instituted against him are concluded, the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid for that period the full pay and allowances to which he would have been entitled had he not been suspended subject to adjustment in respect of subsistence allowances already paid.

(3) Where the authority competent to order reinstatement is of the opinion that the suspension was wholly unjustified the Government servant shall, subject to the provisions of sub-rule (8), be paid the full pay and allowances to which he would have been entitled, had he not been suspended:

Provided that where such authority is of the opinion that termination of the proceedings instituted against the Government servant had been delayed due to reasons directly attributable to the Government servant, it may, after giving him an opportunity to make his representation, and after considering the representation, if any, submitted by him, direct, for reasons to be recorded in writing, that the Government servant shall be paid for the period of such delay only such proportion of such pay and allowance as it may determine.

Note 1- Allowances such as permanent travelling allowance, conveyance allowance and 1[special allowance] which are paid for the performance of specific duties and which the Government servant was in receipt of immediately prior to the date of his suspension shall not be payable for the period of suspension which is subsequently treated as duty under this clause.

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1. Substituted by No.FD 7 SRA 99,dated 29.4.2000(w.e.f. 1.4.1998).

Note 2 - Where a Government servant who is not considered for promotion on account of his being under suspension, is fully exonerated on the conclusion of the enquiry, he may be promoted in the next available vacancy or, if there is no vacancy, by reversing the officiating arrangement made previously. His pay, on the date of actual promotion, may be fixed at a stage which he would have reached had he been promoted on the date his junior was promoted and took charge, the order of fixation of pay being issued under rule 57.

(4) In a case falling under sub-rule (3) the period of suspension shall be treated as a period spent on duty for all purposes.

(5) In cases other than those falling under sub-rules (2) and(3), the Government servant shall subject to the provisions of sub-rules (8) and (9) be paid such proportion of the full pay and allowances to which he would have been entitled had he not been suspended, as the competent authority may determine, after giving notice to the Government servant of the quantum proposed and after considering the representation, if any, submitted by him in that connection within such period as may be specified in the notice.

(6) Where suspension is revoked pending finalization of the disciplinary or court proceedings, any order passed under sub-rule (1) before the conclusion of the proceedings against the Government servant, shall be reviewed on its own motion after the conclusion of the proceedings by the authority mentioned in sub-rule (1), who shall make an order according to the provisions of sub-rule (3) or sub-rule (5), as the case may be.

(7) In a case falling under sub-rule (5) the period of suspension shall not be treated as a period spent on duty unless the competent authority specifically directs that it shall be so treated for any specified purpose;

Provided that if the Government servant so desires, such authority may order that the period of suspension shall be converted into leave of any kind due and admissible to the Government servant.

Note:- The order of the competent authority under the preceding proviso shall be absolute and no higher sanction shall benecessary forthe grant of extraordinary leave in excess of three months in the case of temporary Government servant.

(8) The payment of allowances under sub-rule (2), sub-rule (3) or sub-rule (5) shall be subject to all other conditions under which such allowances are admissible.

(9) The proportion of full pay and allowances determined under the proviso to sub-rule (3) or under sub-rule (5) shall not be less than the subsistence allowance and other allowances admissible under Rule 98.]

Instruction 1:- A permanent post vacated by the dismissal, removal or compulsory retirement of a Government servant should not be filled up substantively, until the period of one year from the date of such dismissal, removal or compulsory retirement, as the case may be. Where, on the expiry of the period of one year, the permanent post is filled and the original incumbent of the post is reinstated thereafter, he should be accommodated against any post which may be substantively vacant in the grade to which his, previous substantive post belonged. If there is no such vacant post, he should be accommodated against a supernumerary post which should be created in this grade with proper sanction and with the stipulation that it would be terminated on the occurrence of the first substantive vacancy in that grade. (0.M. No. FD 49 SRS 61 dated 16.6.1961)

Instruction 2:- Government have had under their consideration the circumstances in which supernumerary posts may be created and what should be the general principles governing the creation of such posts. Instructions have also been issued regarding the creation of supernumerary posts to accommodate the following categories of officials:-

(1) Permanent Government servants who are substantively reduced to a lower post on account of inefficiency or misbehavior and for whom permanent posts in the lower service/ grade/time-scales, etc., are not available (vide OM No. FD 148 SRS 60, dated 26th October 1960).

(2) Permanent Government servants who vacate their posts as a result of dismissal, removal or compulsory retirement but are later reinstated after the expiry of a period of more than one year. (Vide Instruction below Rule 100 of Karnataka Civil Services Rules, issued in OM NO. FD 49 SRS 61,

dated 16th June 1961). It is however, not possible to give an exhaustive list of the circumstances in which supernumerary posts may be created. Government are therefore, pleased to lay down the following broad principles governing the creation of such post :-

(i) A supernumerary post is normally created to accommodate the lien of a Government servant, who, in the opinion of the authority competent to create such a post is entitled to hold a lien against a regular permanent post but who due to non-availability of a regular permanent post cannot have his lien against such a post.

(ii) It is a shadow post, i.e., no duties are attached to such a post. The Government servant whose lien is maintained against such post, generally performs duties in some other vacant temporary or permanent post.

(iii) It can be created only if another vacant permanent or temporary post is available to provide work for the person whose lien is retained by the creation of the supernumerary post. In other words, it should not be created in circumstances which, at the time of the creation of the post or thereafter, would lead to an excess of the working strength.

(iv) It is always a permanent post. Since, however, it is a post created for accommodating a permanent Government servant till he is absorbed in a regular permanent post. It should not be created for an indefinite period as other permanent posts are but should normally be created for a definite and fixed period sufficient for the purpose in view.

(v) It is personal to the Government servant for whom it is created and no other Government servant can be appointed against such a post. It stands abolished as soon as the Government servant for whom it was created vacates it on

account of retirement or confirmation in another regular permanent post or for any other reason. In other words, no officiating arrangements can be made against such a post. Since a supernumerary post is not a working post the number of working posts in a cadre will continue to be regulated in a manner that, if a permanent incumbent of one of the regular posts returns to the cadre and all the posts are manned, one of the Government servants of the cadre will have to make room for him. He should be shown against a supernumerary post.

(vi) There should be no extra financial commitment involved in the creation of such posts in the shape of increased pay and allowances, pensionary benefits, etc.,

2. Subject to the observance of the principles set out in the previous paragraph, supernumerary posts may be created only in consultation with the Finance Department.

3. The Heads of Departments should maintain a record of the supernumerary posts, the particulars of the individuals who hold liens against them and the progressive abolition of such posts as and when the holders of the posts retire or are absorbed in regular permanent posts, for the purpose of verification of service pension.

(0.M. No. FD 49 SRS 61 dated 17th June 1961)

COMMITTALS TO PRISON
SUSPENSION DURING PENDENCY OF CRIMINAL PROCEEDINGS- OR PROCEEDINGS FOR ARREST FOR DEBT OR DURING DETENTION UNDER A LAW PROVIDING FOR PREVENTIVE DETENTION.

101. **A Government servant against whom proceedings have been taken either for his arrest for debt or on a criminal charge or who is detained under any law providing for preventive detention, should be considered as under suspension for any periods during which he is detained in custody or is undergoing imprisonment and not allowed to draw any pay and allowances other than any subsistence allowance that may be granted in accordance with the principles laid down in Rule 98 for such periods until the termination of the proceedings taken against him or until he is released from detention and allowed to rejoin duty, as the case may be. An adjustment of his allowances for such periods should thereafter be made according to the circumstances of the case, the full amount being given only in the event of the officer being acquitted of the blame or (if the proceedings taken against him were for his arrest for debt) of its being proved that the officer's liability arose from circumstances beyond his control. In cases where the arrest is for detention under a law providing for preventive detention the full amount of allowances for the period of detention, shall be given only when such detention is held by any competent authority to be unjustified.**

102. **A Government servant against whom a criminal charge or a proceeding for arrest for debt is pending should also be placed under suspension by the issue of specific orders to this effect during periods when he is not actually detained in custody or imprisoned (i.e., whilst released on bail), of the charge made or proceeding taken against him is connected with his position as a Government servant or is likely to embarass him in the discharge of his duties as such or involves moral turpitude. In regard to his pay and allowances, the provisions of Rule 101 above shall apply.**

Note 1 - A subsistence allowance not exceeding the prescribed rate may, however, be granted even in cases of committals to prison at the discretion of the suspending authority.

[1][Note 2- Each claim for subsistence and compensatory allowances should be supported by a certificate by the Government servant concerned to the effect that he was not engaged in any employment, business, profession or vocation during the period to which the claim relates.]

CONVICTIONS

103. **Whenever a Government servant is judicially convicted of any offence, a copy of the decision should be sent to the Head of the Department under whom he is employed in order that such action in the case as may be deemed proper may be taken at once.**

LEAVE WHILE UNDER SUSPENSION

104. **(1) Leave of absence for a definite period is not admissible to a Government servant who has been suspended from duty and, without obtaining the**

permission of the authority competent to fill up the appointment, a Government servant under suspension should not leave the station where his office is situated.

[2][(2) No payment under Rule 98 shall be made unless the Government servant continues to reside in the station where his office is situated or in the station in which he is permitted to reside by the authority which made or which is deemed to have made the order of suspension.]

1. Substituted by No. FD 19 SRS 70 dated 21-9-1970 (wef 19.10.1970).

2. Inserted by No. FD 216 SRS 71 dated 13-3-1972.

PART III – LEAVE

CHAPTER XI - MAIN RULES

SECTION 1 - GENERAL RULES

[1][105. [xxx]

106. **In these rules:-**

(i) "Leave" includes Earned leave, Half pay leave,

(ii) "Earned Leave" means leave earned in respect of periods spent on duty.

(iii) "Half pay Leave" means leave earned in respect of completed years of service.

(iv) "Earned Leave Due" means the amount of earned leave and privilege leave on full pay to the credit of an officer on the 30th September, 1957 under the Old Rules in force on that day, plus the amount of earned leave calculated, as prescribed in Rule 112, Rule 113 or Rule 115 as the case may be, diminished by the amount of the earned leave taken after the 30th September 1957.

[2][Provided that in respect of persons who elected to opt for the new rules with effect from 1st August 1962 "Earned Leave Due" means the amount of Earned Leave and privilege leave on full pay to the credit of an officer on the 31st July 1962 under the old rules, in force on that day, plus the amount of earned leave calculated, as prescribed in Rule 112, Rule 113 or Rule 114 as the case may be, diminished by the amount of the earned leave taken after the 31st July 1962:

Provided further in respect of persons who elected to opt for the new rules with effect from 1st September 1972 "Earned Leave Due" means the amount of earned leave and privilege leave on full pay to the credit of an officer on 31st August 1972 under the old rules in force on that day, plus the amount of earned leave calculated, as prescribed in Rule 112, Rule 113 or Rule 114 as the case may be, diminished by the amount of earned leave taken after 31st August 1972:

1. Omitted by No. FD 05 SRA 2012 dated 29-01-2014 (wef 30-01-2014).

2. Inserted by No. FD 91 SRS 78 dated 08-02-80 (wef 28-02-80).

Provided also that in respet of persons who elected to opt for the new rules with effect from 1st January 1978 "Earned Leave Due" means the amount of earned leave and privilege leave on full pay to the credit of an officer on 31st December 1977 under the old rules in force on that day, plus the amount of earned leave calculated as prescribed in Rule 112, Rule 113 or

Rule 114 as the case may be, diminished by the amount of the earned leave taken after 31st December 1977.]

1[Provided further that in respect of persons who elected to opt for the new rules with effect from 1st July, 1985 "Earned Leave Due" means the amount of earned leave and privilege leave on full pay to the credit of a Government servant on 30th June 1985 under the old rules in force on that day, plus the amount of earned leave calculated as prescribed in Rules 112 or 113 as the case may be, diminished by the amount of the earned leave taken after 30th June 1985.]

2[Provided further that in respect of persons who elected to opt for the new rules with effect from 1st April 1991 "Earned Leave Due" means the amount of Earned Leave and Privilege Leave on full pay to the credit of a Government Servant on 31st March 1991 under the old rules in force on that day, plus the amount of earned leave calculated as prescribed in Rule 112 or 113 as the case may be, diminished by the amount of the earned leave taken after 31st March 1991.]

(v) "Government" means the Government of Karnataka.

(vi) "Commuted Leave" means leave taken under sub-rule(c) of Rule 114.

(vii) "Half-Pay Leave Due" means the amount of leave on half-pay or half-average salary at credit on 30th September, 1957 under the Old Rules Plus the amount of half-pay leave calculated as prescribed in Rule 114 for the service after the 30th September, 1957, diminished by half-pay leave (both due and not due) taken after 30th September, 1957.

1. Inserted by No. FD 25 SRS 85 dated 15-7-85 (wef 1-7-1985).

2. Inserted by No. FD 43 SRS 90 dated 1-4-1991 (wef 1-4-1991).

1[Provided that in respect of persons who elected to opt for the new leave rules with effect from Ist August 1962, "Half pay leave Due' means the amount of leave on half average salary at credit on 31st July 1962 under the old rules plus the amount of half pay leave calculated as prescribed in Rule 114 for the service after 31st July 1962, diminished by the half pay leave (both due and not due) taken after 31st July 1962:

Provided further that in respect of persons who elected to opt for the new leave rules with effect from 1st September 1972, "Half-pay leave due" means the amount of leave on half average salary at credit on 31st August 1972 under the old rules plus the amount of half pay leave calculated as prescribed in rule 114 for the service after 31st August 1972 diminished by the half pay leave (both due and not due) taken after 31st August 1972:

Provided also that in respect of persons who opt for the new leave rules with effect from 1st January 1978, "Half pay leave due" means the amount of leave on half average salary at credit on 31st December 1977 under the old rules plus the amount of half pay leave calculated as prescribed in rule 114 for the service after 31st December 1977 diminished by the half pay leave (both due and not due) taken after 31st December 1977.]

2[Provided further that in respect of persons who opt for the new rules with effect from 1st July 1985 "Half pay leave due" means the amount of leave on half average salary at credit on 30th June 1985 under the old rules

plus the amount of half pay leave calculated as prescribed in rule 114 for the service after 30th June 1985 diminished by the half pay leave (both due and not due) taken after 30th June 1985.]

[3][Provided further that in respect of persons who opt for the new rules with effect from 1st April 1991 "Half pay leave due" means the amount of leave on half average salary at credit on 31st March 1991 under the old rules plus the amount of half pay leave calculated as prescribed in rule 114 for the service after 31st March 1991 diminished by the half pay leave (both due and not due) taken after 31st March 1991.]

(viii) "Completed years of service" and "One Year's Continuous Service" means continuous service of the specified duration and includes periods spent on duty as well as on leave including extraordinary leave.

1. Inserted by No. FD 91 SRS 78 dated 8-2-1980 (wef 28-2-1980).

2. Inserted by No. FD 25 SRS 85 dated 15-7-1985(wef 1.7.1985).

3. Inserted by No. FD 43 SRS 90 dated 1-4-1991 (wef 1-4-1991).

(ix) "Old Rules" means the leave rules applicable to a Government servant immediately before 1st day of October, 1957.

[1][(x) 'Vacation Department' means a department or a part of the department to which regular vacations are allowed.]

[2][106-A. **[3][A Government servant who absents himself from duty without leave will not be entitled to any salary for the days of absence and the period of such absence shall be debited to his leave account as though it were half-payleave to the extent such leave is due and as extra-ordinary leave to the extent the period of half pay leave falls short of the period of such absence unless leave is granted by a competent authority for the days of such absence. Absence from duty of a Government servant without leave granted by a competent authority, will also render such Government servant liable to disciplinary action for misconduct except where the Government servant establishes to the satisfaction of the authority competent to sanction leave that he was unable to join duty for reasons beyond his control.]**

[4][Provided that the Disciplinary Authority shall have the discretion to treat the period of unauthorized absence as dies- non or as admissible leave keeping in view the facts and circumstances of the case.]

[5][Note 1- when a Government servant has attended office late after the expiry of the grace period of [6][ten minutes] from the appointed time of commencement of office but before 2.00 p.m.he shall forfeit casual leave for half-a-day on each day of such late attendance. If however, the Government servant concerned has no casual leave at his credit, he shall forfeit a day's earned leave or any other kind of leave due and admissible to him for each day of such late attendance.]

[7][Note 2- Where a day's duty of a Government servant is divided into two parts, unauthorized absence for any one part shall entail forfeiture of half a day's pay and allowance.]

1. Inserted by No. FD 91 SRS 78 dated 8-2-1980 (wef 28-2-1980)

2. Inserted by No.FD 178 SRS 59, dated 26.8.1959 (wef.3.9.1959)

3. Amended by No. FD 178 SRS 59, dated 13.11.1959 (wef.19.11.1959)

4. Inserted by No.FD 8 SRA 2004,dated 20.10.2004,(wef 28.10.2004)

5. Substituted by No.FD 166 SRS 74 dated 18-3-1975 (wef 17-4-1975).

6. Amended by No.FD 14 SRS 82 dated 1-5-1982 (wef 13-5-1982)

7. Inserted by No. FD 12 SRS 65 dated 5-8-65 (wef 28-1-64)

1[106-B. (1) No Government servant shall be entitled to any leave under these Rules in respect of absence from duty in pursuance of a strike.

(2) Absence from or cessation of duty by a Government servant on account of participation in a strike shall entail lapse of all kinds of leave at his credit.

Explanation:- For purposes of this rule, the expression "strike" shall have the same meaning as in the Karnataka State Civil Services (Prevention of Strikes) Act, 1966 and includes refusal or abstention from doing work though physically present at the place of duty by resort to pendown strike or stay-in- strike or other method].

107. Leave cannot be claimed as of right. Discretion is reserved to the authority empowered to grant leave to refuse or revoke leave at any time according to the exigencies of the Public Service.

2[108. Unless Government, in view of the special circumstances of the case, determines otherwise, an officer who remains absent from duty without leave 3[for a period of four months or more] may be liable to be dismissed or removed from service 4[after following the procedure laid down in the Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957.]

109. Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave (except casual leave).

5[110 xxx]

6[111. Subject to the provisions of Rule 107 and subject to the limitations specified in sub-rule (9) of Rule 112 an officer may at any time be granted the whole or any part of the earned leave due to him.]

1. Inserted by No. FD 32 SRS 65 dated 18-1-1967.

2. Substituted by No.FD 57 SRS 65 dated 15.6.68(wef 11.7.68).

3. Amended by No.FD 57 SRS 65 dated 12-11-1968.

4. Amended by No.FD 38 SRS 69 dated 21-5-1969.

5 Deleted by No.FD 42 SRS 84 dated 30.11.1984 (wef 2.8.84).

6. Substituted by No. FD 8 SRA 2004 dated 20-10-2004 (wef 28-10-2004).

1[112. (1) A Government servant other than a person serving in an vacation Department shall be entitled to earned leave of thirty days in a calendar year.

(2) The leave account of every Government servant shall be credited with earned leave in advance in two installments of fifteen days each on the 1st January and 1st July every year.

2[(3) The leave at credit of a Government servant at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year does not exceed 4[three hundred days].

3[Provided that where the earned leave at the credit of a Government servant as on the last day of December or June, is 4[300 days] or less but more than 4[285 days], the s earned leave on first day of

January or July to be afforded in the manner indicated under sub-rule (2) shall instead of being credited in their account be kept separately and first adjusted against the earned leave that the Government servant avails during that half year and the balance, if any, shall be credited to the leave account at the close of the half year, subject to the condition that balance of said earned leave plus leave already at credit do not exceed the maximum of [4][300 days.]

(4) Earned leave shall be credited to the leave account of a Government servant at the rate of two and a half days for each completed calendar month of service in the half of the calendar year in which he is appointed.

(5)(i) The credit for the half year in which a Government servant is due to retire or resigns from service shall be afforded at the rate of two and a half days for each completed calendar month of service upto the date of retirement or resignation.

(ii) When a Government servant is removed or dismissed from service or dies while in service, the credit of earned leave shall be allowed at the rate of two and a half days for each completed calendar month of service upto the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies while in service.

1. Substituted by No.FD 91 SRS 78 dated 8.2.80 (wef 28.2.80).

2. Substituted by No.FD 9 SRS 87 dated 15.5.87 (wef 21.5.87).

3. Inserted by No. FD 2 SRA 93 dated 22-2-1995 (wef 1-7-1995.

4. Substituted by No.FD 05 SRA 2012,dated 29.1.2014 (wef.1.4.2012).

[1][(6) If a Government servant has taken any Extraordinary Leave and/or some period of his absence like suspension has been treated as dies non or non-duty in a half year, the credit to be afforded to his earned leave account at the commencement of the next half year shall be reduced by 1/10th of the period of such Extraordinary Leave and/or dies-non or, non-duty, subject to a maximum of 15 days.

Explanation:- In the case of the Government servant who is placed under suspension, the credit to be afforded to his earned leave account at the commencement of the next half year shall be reduced by 1/10th of the period of suspension. If the period of suspension is subsequently treated as duty or leave other than extraordinary leave, the earned leave account shall be recast.]

(7) While affording credit of earned leave fractions of a day shall be rounded off to the nearest day.

(8) If a Government servant is on leave on the last day of any half year he shall be entitled to the credit of earned leave on the first day of the succeeding half year provided the authority competent to grant him leave has reason to believe that the Government servant will return to duty on its expiry.

(9) Subject to the provisions of rule 107 [2][xxx] the maximum earned leave that may be granted at a time shall be-

(a) One hundred and twenty days to a Government servant employed in India, or

(b) One hundred and eighty days to a Gazetted Officer if the entire leave so granted or a portion thereof which is not less than sixty days is spent outside India.

(c) [3][Three hundred days] leave preparatory to retirement.

[4][Note-xxx]

1. Substituted by No.FD 12 SRS 85 dated 10.6.1985 (wef 11.7.1985)

2. Omitted by No.FD 03 SRA 2012 dated 28.1.2013 (wef 28.1.2013)

3. Substituted by No. FD 05 SRA 2012 dated 29.1.2014 (wef 1.4.2012)

4. Omitted by No.FD 05 SRA 2012 dated 29.1.2014 (wef 30.01.2014)

[1][(d) A Government servant may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding [2][three hundred days.]

(10) Between the 1st July 1976 and 30th June 1978, the foregoing provisions of this rule shall be applicable with the following modifications, namely:-

(a) the credit of earned leave afforded shall be 30 days and 31 days in alternate calendar years. This shall be done in two instalments 15 days on the 1st January and 1st July every year except that on 1st July of an even year the credit shall be sixteen days.

(b) If a Government servant has during any half year taken leave other than earned leave, the credit to be, afforded to his earned leave account at the commencement of the next half year shall be reduced by one-eleventh of such leave.]

[3][113. Earned Leave to Government servants serving in Vacation Department- **(1)(a) The leave account of a Government servant serving in vacation department shall be credited in advance with earned leave in two instalments of 5 days each on the first day of January and July of every Calendar year.**

(b) If a Government servant serving in vacation Department has availed of any extraordinary leave and/or some period of absence has been treated as dies-non during a half year the credit to be afforded to his leave account at the commencement of the next half year shall be reduced by 1/30th of the period of such leave and/or dies-non subject to a maximum of 5 days.

(c) The credit for the half year in which a Government servant serving in vacation Department is appointed/ceases to be in service shall be allowed at the rate of 5/6th day for each completed month of service which he had rendered or is likely to render in the half year in which he is appointed/ceases to be in service.

(2) Subject to provisions of sub-rule (1), a Government servant serving in vacation Department shall not be entitled to any earned leave in respect of duty performed in any year in which he avails himself of the full vacation.

1. Substituted by No.FD 9 SRS 87 dated 15.5.87 (wef 21.5.87)

2. Substituted by No.FD 05 SRA2012 dated 29.1.2014 (wef 1.4.2012)

3. Inserted by No. FD 2 SRA 93 dated 22.2.1995 (wef 1.7.1995).

(3)(a) In respect of any year in which a Government servant avails himself of a portion of vacation, he shall be entitled to earned leave in such proportion of 30 days as the number of days of vacation not taken bears to the full vacation:

Provided that no such leave shall be admissible to a Government servant not in permanent employ or quasi-permanent employ in respect of the first year of service.

(b) If, in any year a Government servant does not avail himself for any vacation, earned leave shall be admissible to him in respect of that year under rule 112.

Explanation *:*-For the purpose of this rule, the term 'year' shall be construed as a period of twelve months of actual duty in a vacation Department.

Note 1*:*-A Government servant entitled to vacation shall be considered to have availed himself of a vacation or a portion of a vacation unless he has been required by general or special order of a higher authority to forego such vacation or portion of a vacation.

Provided that if he has been prevented by such order from enjoying more than fifteen days of the vacation, he shall be considered to have availed himself of no portion of the vacation.

Note *2:*-When a Government servant serving in a vacation department proceeds on leave before completing a full year of duty, the earned leave admissible to him shall be calculated not with reference to the vacations which fall during the period of actual duty rendered before proceeding on leave but with reference to the vacation that falls during the year commencing from the date on which he completes the previous year of duty.

Note 3:-In the case of a Government servant serving in vacation Department the earned leave if any, admissible under sub-rule (3) will be in addition to the earned leave admissible under sub-rule (1).

(4) Vacation may be taken in combination with or in continuation of any kind of leave under these rules ;

Provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissibleto the Government servant at a time under rule 112.

(5) The earned leave under this rule at the credit of a Government servant at the close of the previous half year, shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit for the half year does not exceed the maximum limit of 1[300 days].

(6)(a) A Government servant transferred from a vacation Department to a Non-vacation department shall be entitled to earned leave at the rate of 5/6th day for every completed month of service from the half calendar year preceding such transfer till the date of transfer, from the date of transfer, he shall be entitled to earned leave under the rules applicable to the employees of Non-vacation Department.

(b) The credit of half pay leave for the half year in which a Government servant is transferred from a vacation department to Non-vacation Department shall be at the rate of 5/3 days per completed calendar month upto the end of the calendar year. From the commencement of the next half calendar year, the half pay leave shall be credited in advance in two instalments of ten days each on the first day of January and July of every calendar year, as the case may be.

7(a) A Government servant transferred from a Non-vacation Department to a vacation department shall be entitled to earned leave under the rules as applicable to persons of Non-vacation Department till the date of such transfer. From the date of transfer till the end of half calendar year, he shall be entitled to earned leave at the rate of 5/6th day for every completed month of service.

1. Substituted by No.FD 05 SRA 2012 dated 29.1.2014 (wef 01.04.2012)

(b) If a Government servant is transferred before rendering a completed year of service in the Non-vacation Department from the date of last anniversary till the date of transfer, he shall be entitled to half pay leave at the rate of 5/3 days for every completed month of service.]

1**[114.**2**(1) The half pay leave account of every Government servant (other than a Government servant serving in a vacation department covered by rule 113 of the said rules) shall be credited with half pay leave in advance, in two instalments of ten days each on the first day of January and July of every calendar year.]**

3**[Provided that if any period of absence of Government servant has been treated as Dies-Non or Non-Duty in a half year, the credit to be afforded to his half pay leave account at the commencement of the next half year, shall be reduced by 1/18th of such period of Dies-Non subject to a maximum of 10 days.]**

(2)(a) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half year of the calendar year in which he is appointed.

(b) The credit for the half year in which a Government servant is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month up to the date of retirement or resignation.

(c) When a Government servant is removed or dismissed from service or dies while in service, credit of half pay leave shall be allowed at the rate of 5/3rd days per completed calendar month upto the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.

1.Substituted by No.FD 91 SRS 78 dated 8-2-80 (wef 28-2-80).

2.Amended by No. FD 2 SRA 93 dated 22-2-95 (wef 1-7-95).

3.Inserted by No. FD 21 SRA 99 dated 3.11.2000 (wef 04-01-2001).

1**[(d) The period of suspension treated as Dies-Non or Non-**

Duty and any other period treated as Dies-Non shall not be reckoned as service for the purpose of these rules.]

(3) The leave under this rule may be granted on medical certificate or on private affairs.

Provided that in the case of Government servant not in permanent employ or quasi-permanent employ, no half pay leave shall be granted unless the authority competent to grant leave has reasons to believe that the Government servant will return to duty on its expiry except in the case of a Government servant who has been declared completely and permanently incapacitated for further service by a medical authority.]

(4) Commuted leave not exceeding half the amount of half pay leave due may be granted on a medical certificate or on private affairs subject to the following conditions namely.-

(a) the authority competent to grant leave is satisfied that there is reasonable prospect of the Government servant returning to duty on its expiry;

(b) when, commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;

(c) the maximum commuted leave on private affairs that may be granted at a time shall be 120 days. If commuted leave on private affairs is combined with earned leave, the total period should not exceed 180 days.

(5) Where a Government servant who has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered:

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the Government servant for further service, or in the event of his death.

1. Substituted by No. FD 21 SRA 99 dated 3.11.2000 (wef 04.01.2001)

(6) Save in the case of leave preparatory to retirement, leave not due may be granted to a Government servant in permanent employ subject to the following conditions, namely.- (a) the authority competent to grant leave is satisfied that there is reasonable prospect of the Government servant returning to duty on its expiry;

(b) leave not due shall be limited to half pay leave he is likely to earn afterwards;

(c) leave not due during the entire service shall be limited to a maximum of 360 days out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate;

(d) leave not due shall be debited against the half pay leave the Government servant may earn subsequently:

Provided that in case of a temporary Government servant who is suffering from tuberculosis, leprosy, cancer or mental illness, leave not due may be granted for 60 days during his entire service

subject to fulfillment of conditions in clauses (a), (b) and (d) of this rule and following further condition, namely.-

(i) the Government servant has put in a continuous service of not less than one year;

(ii) the post from which the Government servant proceeds on leave is likely to last till his return to duty; and

(iii) that the request for grant of such leave is supported by a medical certificate in the form prescribed in rule 182 issued by the Civil Surgeon of the District or the District Medical Officer or a Specialist in the concerned disease, not lower in rank than a Civil Surgeon/District Medical Officer and the certificate specifies that the Government servant has reasonable chances of recovery on the expiry of the leave recommended;

(7)(a) Where a Government servant who has been granted leave not due resigns from service or at his request is permitted to retire voluntarily from service without returning to duty the leave not due shall be cancelled, his resignation or retirement taking effect from the date on which such leave commenced and the leave salary already paid shall be recovered;

(b) Where a Government servant who having availed himself of leave not due returns to duty but resigns or retires from service before he has earned such leave he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently:

Provided that no leave salary shall be recovered under the foregoing clauses of this sub-rule if the retirement is by reason of ill-health incapacitating the Government servant for further service or the Government servant is compulsorily retired under rule 285 or in the event of his death.

(8) For the purpose of this rule and rule 117, a Government servant who has rendered not less than five years of continuous service excluding the service as a local candidate and periods of suspension adjudged as penalty shall be considered as belonging to Permanent employ provided the Departmental Competent authority certifies that there is no prospect of his reversion or discharge.

1[115, 116 xxx]

117 2[1] (a) Extra-ordinary leave may be granted to any officer in special circumstances-

(i) when no other leave is by rule admissible; or

(ii) when other leave is admissible but the officer concerned applies in writing for the grant of extra-ordinary leave.

1.Deleted by No.FD 91 SRS 78 dated 8.2.1980 (w.e.f. 28.2.1980).

2. Amended by No.FD 8 SRA 2004,dated 20.10.2004 (w.e.f.28.10.2004).

1[(b) unless Government in view of the exceptional circumstances of the case otherwise determines, no Government servant who is not in permanent employ or quasi-permanent employ shall be granted extra-ordinary leave on any one occasion in excess of the follo

(i) three months without medical certificate;

(ii) six months for common ailment where the Government servant has completed a continuous service of not less than one year on the date of expiry of leave of the kind due and admissible under these rules, including extra-ordinary leave of three months under clause (1) above and his request for such leave is supported by a medical certificate as required by these rules;

(iii) eighteen months, where the Government servant, who has completed a continuous service of not less than one year, including extra-ordinary leave of three months under clause (i) is undergoing treatment for cancer/mental illness/ pulmonary tuberculosis /pleurisy of tubercular origin/ tuberculosis of any part of the body /leprosy, in Government institution or at his residence through such institution and his request for such leave is supported by a medical certificate in the form prescribed in rule 182 issued by the Civil surgeon of the District or the District Medical Officer, or a Specialist in the concerned disease, not lower in rank than a Civil Surgeon/ District Medical Officer and the certificate specifies that the Government servant has reasonable chances of recovery on the expiry of the leave recommended.]

[2][(iv)xxx]

(c) Where a Government servant, who is not in permanent employ or quasi permanent employ, fails to resume duty on the expiry of the maximum period of extra-ordinary leave granted to him or where such a Government servant who is amount admissible remains absent from duty for any period, which together with the extra-ordinary leave granted exceeds three months. He shall, unless Government in view of the exceptional circumstances of the case otherwise

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1.Substituted by No. FD 91 SRS 78 dated 8.2.1980 (w.e.f. 28.2.1980).

2.Omitted by No.FD 1 SRA 2004,dated 4.11.2004 (w.e.f.9.11.2004).

determine, [1][be liable to be dismissed or removed from service][2][after following the procedure laid down in the Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957.]

(d) The authority empowered to grant leave may commute retrospectively periods of absence without leave into

[3][(2) The maximum amount of leave to be granted to a Government Servant for a continuous period shall not exceed five years and this is subject to the limitations specified in sub rule (9) of Rule 112 and sub rule (4) of Rule 114.]

[4][118. (1) A Government servant who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before

proceeding on such leave.

Note:- 'Pay' for this purpose means the pay as defined in sub-rule (32) of rule 8 of these rules and the rate at which it is admissible immediately before the date of commencement of leave.

[5][(2)(i) A Government servant may surrender not exceeding 15 days of Earned Leave and avail the cash equivalent to the leave salary in each calendar year for the year beginning from January 1st to December 31st .]

[6][(ii) A Government servant may apply for surrender of Earned Leave while on duty or in combination with or in continuation of any kind of leave due and admissible under the rules, except leave preparatory to retirement.

1.Substituted by No. FD 57 SRS 65 dated 15.06.1968

2. Substituted by No. FD 38 SRS 69 dated 21.05.1969

3. Inserted by No.FD 8 SRA 2004,dated 20.10.2004 (wef 28.10.2004)

4. Substituted by No.FD 91 SRS 78, dated 8.2.1980 (wef 28.2.1980)

5. Substituted by No.FD 05 SRA 2012, dated 29.1.2014 (wef 01.01.2013)

6. Substituted by No.FD 8 SRA 2000, dated 12.8.2003 (wef 18.08.2003)

(iii) An application for surrender of Earned Leave shall be made in Form 1-A appended to these rules one month in advance of the intended date of surrender. The date of surrender shall be specifically indicated in the application.

(iv) The authority competent to sanction Earned Leave shall also be competent to accept the surrender of leave for encashment. For the purpose of determining the authority competent sanction leave, the Earned Leave surrendered for the purpose of encashment shall be excluded where such surrender is made in combination with or in continuation of any kind of leave due and admissible under the rules.

(v) The total Earned Leave actually availed of and the Earned Leave surrendered or combined with commuted leave shall not exceed the maximum period of leave that may be granted to a Government Servant at a time under sub-rule (9) of rule 112 and sub-rule (4) of rule 114 respectively of the rules or the corresponding leave rules applicable to the Government Servant.

(vi) The order sanctioning the surrender of Earned Leave shall specifically indicate the date on which the Government Servant concerned is permitted to surrender Earned Leave so that entries could be made in his Service Book. The number of days of Earned Leave surrendered shall be reckoned as surrendered on that date.

(vii) The cash equivalent for the leave surrendered shall be calculated at the rate of 1/30th of the salary for each day of surrender irrespective of the number of days in the month of which the leave is surrendered. This shall be calculated with reference to the salary of the Government Servant on the date immediately preceding the date of surrender.

(viii) For the purpose of this rule salary means Basic Pay which a Government Servant is entitled to receive on the date immediately preceding the date of surrender, inclusive of any additional increment; or stagnation increment granted to him above the maximum of the scale of pay applicable

to him, special allowance if admissible and dearness allowance, house rent allowance and city compensatory allowance 1[and out of State Allowance] admissible on the basic pay.

(ix) The leave salary for the period of surrendered leave shall be paid expeditiously. It is not liable to any deductions on account of Provident Fund subscriptions, Insurance

1. inserted by No. FD 01 SRA 2016, dated 20.03.2017

Premia, House rent and repayment of any advances etc., due to Government and repayment of any dues to Co-Operative Societies etc.

(x) The benefit of these rules shall be admissible to:

(a) A Government Servant who is in foreign service or on deputation to the Government of India or any other State Government.

(b) A pensioner re-employed in Government Service for a period exceeding one year.

Note:- The authority competent to grant leave may grant cash equivalent of Earned Leave earned by the re-employed pensioner during the period of re-employment and at his credit on the date of termination of the period of re-employment. The cash equivalent payable under this rule shall be calculated in the manner indicated in sub-rule(3) of Rule 118-A of the said rules.

(xi) In order to guard against any omission in posting a debit of the leave surrendered in the leave account of a Government Servant belonging to Groups "C" and "D" details of the surrendered leave shall be noted in his Service Book and in the Leave account at the time of drawing leave salary. A certificate shall be recorded to that effect, that necessary entries have been made in the Service Book and the leave account shall be recorded by the Drawing Officer in the bill in which the leave salary for the surrendered leave is drawn and that the official has not availed this concession previously during the block period (……) in respect of which this concession is claimed.

(xii) The benefit of Encashment of Earned Leave shall not be admissible to a Government Servant who is un-authorisedly absent or under suspension.

(xiii) The benefit of Encashment of Earned Leave shall not be admissible to Local Candidates.]

(3) A Government servant on half pay leave or leave not due shall be entitled to leave salary equal to half the amount specified in sub-rule(1).

(4) A Government servant on commuted leave shall be entitled to leave salary equal to the amount specified in sub-rule(1).

(5) A Government servant on extra-ordinary leave is not entitled to any leave salary.

1[118-A (1) Where a Government servant retires on attaining the normal age of retirement under the terms and conditions governing his service, the authority competent to grant leave shall suo-moto grant cash y for earned leave, if

any, at the credit of the Government Servant as on the date of his/her retirement subject to a maximum of 2[300 days,] indicating therein that the said benefit is sanctioned keeping in view the provisions of sub-rule (4) of this Rule. However, in the case of Gazetted Government servants, the Accountant General shall issue authorization to draw the cash only after verifying the leave title in each case.

2. The provisions of sub-rule (1) above are also applicable to:-

(a) a Government Servant who retires by giving notice to Government or who is retired by Government by giving him notice or pay and allowances in lieu of such notice in accordance with the provisions of rule 285.

(b) a Government Servant who is compulsorily retired as a measure of penalty under the provisions of Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957 and the Disciplinary Authority has not imposed any reduction in the amount of his pension (including gratuity) under rule 218 of the said rules.

(c) a Government Servant who dies while in service; the cash equivalent of the leave salary in respect of earned leave at the credit of the deceased Government Servant on the date of his death, subject to a maximum of 2[300 days] shall be paid to his family.

1.Substituted by No.FD 8 SRA 2000, dated12.8.2003(w.e.f.18.8.2003).

2. Substituted by No. FD 05 SRA 2012 dt. 29-01-2014 (w.e.f. 01-04-2012).

3[Explanation:-For the purpose of terminal leave benefit in case of death while in service, the word 'family' shall have the same meaning as defined in Rule 302(i).]

(d) a Government Servant who is declared by a medical authority to be completely and permanently incapacitated for further service.

3.The cash equivalent under sub-rule(1) shall be calculated as follows and shall be payable in one lumpsum as a one-time settlement. No House rent allowance or City compensatory allowance shall be payable.

Cash equivalent =	**Basic pay admissible on the date of Retirement + Dearness Allowance admissible thereon on that date**	**X**	**No.of days of un-utilized earned leave at credit on the date of retirement subject to a maximum of 5[300 days].**
	30		

4. The authority competent to grant leave may withhold whole or part of the cash a equivalent of Earned Leave in the case of a Government Servant who retires from Service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings

against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of Government dues, if any.]

119. **[1][In respect of Government servants governed by these rules, leave account should be maintained in Form 1.] [2][xxx]**

[2][120. xxx]

[4][121 to 129]

1. Substituted by No. FD 91 SRS 78 dt. 08-02-1980 (w.e.f. 28-02-1980)
2. Omitted by No. FD 05 SRA 2012 dt. 29-01-2014 (w.e.f 30-01-2014)
3. Inserted by No. FD 03 SRA 2012 dt. 28-1-2013 (w.e.f. 28-01-2013)
4. Deleted by No. FD 163 SRS 58 dt. 04-12-1958 (w.e.f. 01-01-1959)
5. Substituted by No.FD 05 SRA 2012, dt. 29-01-2014 (wef 01-04-2012)

SECTION III

EXAMINATION LEAVE

130. **The rules in this Section regulate the grant of leave to enable Government servants to appear at examinations.**

131. **Examination leave may be affixed or prefixed to earned leave; except as herein provided, no kind of leave, except half pay leave on medical certificate, may be granted in continuation of Examination leave.**

132. **A Government servant while absent from his office or from his station to attend an obligatory Departmental Examination is, considered to be on duty.**

133. **Leave may not be given to a Government servant to prepare for examination or for recreation after examination. A reasonable time including the day or days of examination, should be allowed for the journey to and from the place of examination and nothing more.**

134. **A Government servant permitted to present himself at any examination which must be passed before he is eligible for higher appointment in any branch of the public service, may under the orders of his immediate departmental superior be allowed leave of absence for the number of days which is actually necessary to enable him to attend the examination, that is, the number of days required for travelling from his station to the place of examination and back, and the number of days which the examination itself will occupy. During this absence no deduction will be made from the allowances of the Government servant unless the Head of the Office finds such deduction necessary to enable him to make arrangements for carrying on the work. Such leave should not be allowed more than twice for each standard of examination.**

[1][Exception:-A Government Servant appearing for the examinations like Subordinate Accounts Service and Treasury Head Accountants, Examination held only at Bangalore Centre, may be allowed leave of absence for the number of days which is actually necessary to enable him to attend the examination and

for the period required for travelling to Bangalore and back to his place of duty. for the first three attempts irrespective of whether he appears for the whole examination or a particular part or parts comprised therein.]

1. Inserted by No. FD 97 SRS 68, dated 2-9-68.

[1][134-A. For purposes of the rules contained in this section as well as clause (d) of sub-rule (15) of rule 8 of these rules, an examination or test is deemed to be obligatory, if it is prescribed as a condition precedent for allowing increments or promotion, or for confirmation. Examination Leave is not leave in the normal sense. To get the benefit of duty to appear for an obligatory examination, the Government servant concerned shall obtain permission to be away from office. Such permission shall be given only twice in respect of each such obligatory test or departmental examination, subject to the provisions of the Exception below rule 134 of these rules. Where such absence cannot be treated as duty, the Government servant has to apply for such kind of leave as is due and admissible to him.]

SECTION IV - MATERNITY LEAVE

[2][135. (1) A female Government servant may be granted maternity leave by an authority competent to grant leave for a period of [3][180 days] from the date of its commencement. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(2) Maternity leave may also be granted in case of miscarriage or abortion including abortion induced under the Medical Termination of Pregnancy Act 1971 (but not threatened abortion), subject to the conditions that:

(a) the leave does not exceed six weeks; and

(b) the application for leave is supported by a medical certificate from a Registered Medical Practitioner.

(3) Maternity leave under sub-rule (l) or (2) above shall not be admissible to a female Government servant who has two or more living children.

(4)(a) Maternity leave may be combined with vacation or any other kind of leave. Such leave not exceeding sixty days may be granted without production of medical certificate. (b) Leave in further continuation of leave granted under clause (a) of sub-rule (4) may be granted in the case of illness of the female Government servant subject to production of a

1. Inserted by No. FD 55 SRS 79, dated 30.10.1979 (wef. 8.11.1979).

2. Substituted by No. FD 9 SRS 86 dated 19-9-86 (wef.25-9-86).

3. Substituted by No. FD 05 SRA 2012 dt. 29-1-2014 (w.e.f. 01-04-2012).

medical certificate from the Authorised Medical Attendant. Such leave may also be granted in case of illness of a newly born baby, subject to production of a medical certificate from the Authorised Medical Attendant to the effect that the condition of ailing baby warrants personal attention and that her presence by the baby's side is absolutely necessary.

(5) The maternity leave shall not be debited against the leave account]

1[135A. Leave to female Government servant on adoption of a child :- A female Government servant on her adopting a child, may be granted leave of the kind due and admissible (including commuted leave without production of Medical Certificate for a period not exceeding 60 days and leave not due) upto one year or till the adopted child attains the age of one year whichever is less subject to the condition that such female Government servant should not have two living children at the time of adoption.]

2[SECTION IV-A - PATERNITY LEAVE

135B. (1) A male Government servant may be granted paternity leave during the confinement of his wife by an authority competent to grant leave for a period of fifteen days from the date of its commencement.

(2) During such leave period, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(3) It shall not be admissible to a male Government servant who has two or more living children.

(4) It shall not be debited to the leave account; it may be combined with any other kind of leave except casual leave.

(5) It cannot be encashed or merged with earned leave.

(6) It may not be normally refused.]

1.Inserted by No. FD 2 SRA 93 dt. 22-2-95 (wef 1-7-95).

2. Inserted by No. FD 4 SRA 99 dated 2-6-2000 (wef 1.1.1999).

SECTION IV-B - CHILD CARE LEAVE

1[135 C The Competent Authority to sanction leave may grant 'Child Care Leave' only to the benign woman Government employee to look after her such special children with Autism, Blindness, Mental illness, cerebral palsy, Mental Retardation and Multiple Disabilities which are laid down under The Person with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 and the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 for a period of two years i.e. 730 days in their entire service, not exceeding three times in a year and not less than 15 days in an occasion to take care, to correct and improve the behavior of such children, to create self confidence among them and also for their rehabilitation and improvement of their learning skills and for fostering, subject to the following conditions on the basis of the certificate issued by the Medical Board:

(i) The woman Government employee may submit the request for sanction of such leave only for two living children and the age of such children shall not exceed 18 years;

(ii) During such leave period, the employee shall be paid leave salary equivalent to the salary which she was drawing immediately before going on leave;

(iii) It shall not be debited to earned leave account. To avail such leave, it may be combined with any other leave available in the account of the applicant a e leave is required for the

period of more than two years, extraordinary leave may also be sanctioned;

(iv) Such leave shall not exceed three times in a calendar year and if shall not be less than 15 days in each occasion;

(v) Except under special circumstances, such leave shall not be sanctioned to the women Government employees who are under probationary period;

1.Inserted by No. FD 05 SRA 2012, dt. 29-1-2014 (w.e.f 29-06-2011).

(vi) In cases, where the Medical Board has Certified that the children who are suffering from uncured and permanent Physical Disability/ Mental Retardness and "re-assessment is not required" in such cases Women Government employees would submit the Original Medical Certificate issued by the Medical Board once in five years and in that five years period, such leave may be got sanctioned three times in a year under clause (iv) above. In cases, where the Medical Board has certified that the disability and Mental Retardness can be cured and "re-assessment is required", in such cases, the Original Medical Certificate issued by the Medical Board should be submitted once in a year and in that one year period, leave may be got sanctioned three times in a year as per Para (iv) above;

(vii) The Competent Authority to sanction this leave shall enter the sanction of child care leave in service book and maintain the account in the following Form, namely:-

Form

For Maintaining Child Care Leave Account For Special Children

Sl.No.	Period of Leave taken for child care		Balance of Child Care Leave		Sign and seal of the competent authority who sanctioned the leave
	From	To	Balance	Date	
1					
2					
3					
4					
5					
6					]

SECTION V - SPECIAL DISABILITY LEAVE

136. **(1) Subject to the conditions hereinafter specified, Government may grant special disability leave to a Government servant. 1[whether permanent or temporary] who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position.**

1.Inserted by No. FD 04 SRA 99 dated 2-6-2000 (wef 01-01-1999).

(2) Such leave shall not be granted unless the disability manifests itself within three months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice. But the Government if they are satisfied as to the cause of the disability may permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

[1][(3) The period of leave granted shall be such as is certified by the Authorized Medical Attendant of the Government servant concerned to be necessary. It shall not be extended except with the certificate of that authority and shall in no case exceed 24 months.]

(4) Such leave may be combined with leave of any other kind.

(5) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than twenty-four months of such leave shall be granted in consequence of any one disability.

(6) Special disability leave will count as duty in calculating service for pension but it will not count as service for leave. It will not be regarded as interrupting service for leave under the ordinary rules, nor as diminishing the amount of such leave at the Government servant's credit nor as part of the maximum leave admissible to him except that communed leave taken under Rule 114 (c) will be reckoned as half-pay leave.

[2][(7) Leave salary during such leave shall-

(a) for the first 120 days of any period of such leave, including a period of such leave granted under sub-rule(5), be equal to leave salary while on earned leave; and

(b) for the remaining period of such leave, be equal to the leave salary during half pay leave:

Provided that a Government servant may at his option

1.Amended by No. FD 18 SRS 61 dated 6-5-61 (wef 18-5-1961).

2.Substituted by No. FD 65 SRS 80 dated 18-11-1980 (wef 27-11-1980).

be allowed leave salary as in clause (a) for a period not exceeding another 120 days, and in that event the period of such leave shall be debited to his half pay leave account.]

(8) In the case of a person to whom the Workmen's Compensation Act applies, the amount of leave allowance payable under this Rule shall be reduced by the amount of compensation payable under that Act.

137 **Government may extend the application of the provisions of Rule 136 to a Government servant [1][whether permanent or temporary] who is disabled by injury accidentally incurred in or in consequence of the due performance of his official duties or in consequence of his official position or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the civil post which he holds. The grant of this concession is subject to the following further conditions:-**

(a) that the disability, if due to disease must be certified by [2][the Authorised Medical Attendant of the Government servant concerned] to be directly due to the performance of the particular duty, and

[2][(b) that if the Government servant has contracted such disability during service otherwise than with a Military force, it must be in the opinion of Government so exceptional in character [3][xxx.....] and

[1][(c) that the period of absence recommended by an Authorised Medical Attendant may be covered in part by leave under this rule and in part by any other kind of leave, and that the amount of special disability leave granted on leave salary equal to that admissible on earned leave shall not exceed 120 days.]

138 **Temporary employees of the Live stock Farms of the Veterinary Department who are incapacitated for work from injuries received in the execution of their legitimate duties (provided the injuries are not due to any negligence on their**

1.Substituted by No. FD 65 SRS 80 dated 18-11-1980 (wef 27-11-80).

2.Inserted by No. FD 18 SRS 61 dated 6-5-61 (wef 18.5.61).

3.Deleted by No. FD 18 SRS 61 dated 6-5-61 (wef 18.5.61).

part) may be granted leave with allowance upto 30 days by the Director of Animal Husbandry in Karnataka on the strength of a medical certificate granted by a District Medical Officer.

SECTION VI - OTHER KINDS OF LEAVE

139. **Special leave not exceeding 15 days for every half-year may be granted to a Government servant of the Medical Department who handles radium. The interval between two such periods of special leave should not be less than six months. The leave is not allowed to accumulate.**

The leave allowances payable during this special leave are those admissible during earned leave. The period spent on special leave counts for half-pay leave but not for earned leave.

[1][Note-1:- xxx]

[2][Note-2:- The above leave may be treated as similar to earned leave for purposes of increme

3[Note 3:- The following staff of the Virus Diagnostic Laboratory, Shimoga and the Kyasanur Forest Disease Control Unit, Sagar who have to handle infectious material and are subject to risk may be allowed Special Leave under this rule.

1. Virus Diagnostic Laboratory, Shimoga

(i) Assistant Director of Public Health (ii) Research Assistant
(iii) Scientific Assistants (Two)
(iv) Senior Laboratory Technicians (Two) (v) Animal Attendants (Seven)
(vi) Peons

2. Kyasanur Forest Disease Control Unit, Sagar (i) Medical Officer of Health
(ii) Junior Health Inspectors
(iii) Driver
(iv) Cleaner]

1.Deleted by No.FD241 SRS 1971,dated 28.12.1971.

2. Inserted by No. FD 153 SRS 59, dated 7-7-59 (wef 1-4-58).

3. Inserted by No. FD 135 SRS 68, dated 2-9-68 (wef 13-6-61).

140. **Rangers and Foresters, forest Guards and Clerks of the Forest Department working in the Ranges mentioned below may be given a special locality leave of one month on full pay for every year in addition to earned leave to enable them to have a change of place to recoup their health. The grant of this leave should not involve extra cost and the work of officers on leave should be arranged to be looked after by those of a neighbouring Range:-**

[Range Offices.]

01. Kakankote
02. Ainurmarigudi
03. Begur
04. Heggadadevanakote
05. Muthodi
06. Thadasa
07. Manjarabad
08. Sivesvar
09. Sacrebyle
10. Umblebyle
11. Choradi
12. Koppa Range (Chikmagalur District)
13. Kallurkatte
14. Agumbe Range
15. Mudigere
16. Lakkavalli
17. Narasimharajapura
18. Hebbe Range

FORESTERS ONLY

01. Maddur (Gundlupet Range)
02. Bandipur
03. Anechowkur
04. Veeranahosahalli
05. Koppa(Mys

06. Settihalli
07. Hanagere
08. Kumbi Forester
09. Talaguppa

Note 1:- The above leave may be treated as similar to earned leave for purposes of leave salary, increments, half-pay leave and pensions.

Note 2:- The leave may not be combined with leave other than earned leave but the grant of special locality leave should not result in extra cost.

Note 3:- The leave may not be accumulated beyond a period of one month.

[1][141 and 142 xxx]

1. Deleted by No FD 9l SRS 78 dated 8-2-80 (wef 28-2-80).

PART-III
CHAPTER XII
SUBSIDIARY RULES
Conditions of Grant

143. **If in the interest of the Public Service, all applications for leave cannot be complied with, authority competent to sanction leave will have full discretion in deciding which should be granted, and in so doing, it may take into consideration the following circumstances:-**

(1) The Government Servants who can, for the time being, be conveniently spared.

(2) The leave due to various competing applicants.

(3) The amount and character of the previous continuous service that they have rendered.

(4) The fact that a Government servant was compulsorily recalled from the leave last enjoyed by him.

(5) The fact that a Government servant has been refused leave in the public interests.

[1][144. **Leave shall not be granted to a Government servant whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from Government Service].**

[2][145. **A Government servant appointed as a probationer is entitled to leave as a temporary Government servant].**

146.“Apprentice” means a person deputed for training in a trade or business with a view to employment in Govenment service who draws pay at monthly rates from Government during such training but is not employed in or against a substantive vacancy in the cadre of a department.

Leave on Medical Certificate on half average pay not exceeding one month may be given to an apprentice in each year of apprenticeship.

1. Substituted by No. FD 58 SRS 58 dated 8-4-1958 (wef 1-4-1958).

2. Inserted by No. FD 55 SRS 80 dated 23-5-1980 (wef 5-6-1980).

Extraordinary leave without allowance may be given for a period not exceeding two months on each occasion and this may be combined with leave on half average pay.

147. **Part-time Government servants are not entitled to any other kind of leave except casual leave which shall be limited to fifteen days in each calendar year in non-vacation departments and ten days in vacation departments.**

148. **A Section-writer or a Press servant paid under the piece work system will come under the service rules of the Press.**

149. **Earned leave is not allowed to a Government servant employed in an establishment the duties of which are not continuous, but are restricted to certain fixed periods in each year.**

150. **Re-employed pensioners who are granted either salary or honorarium may be allowed earned leave [1][as per rule 112.]**

[2][Note xxx]

Service Counting for Leave

151. **A Government Servant who is discharged on reduction of establishment from, or resigns the Public Service, and is reemployed after an interval, cannot without the permission of the authority sanctioning the re-employment, count his former service towards leave.**

152. **A Government servant who is dismissed or removed from the Public Service but is reinstated on appeal or revision is entitled to count his former service for leave.**

[3][152-A. xxx]

1.Substituted by No. FD 91 SRS 78, dated 8-2-1980 (wef 28-2-1980).

2.Omitted by No. FD 8 SRA 2000, dated 12-8-2003 (wef 18-8-2003).

3. Omitted by No. FD 03 SRA 2012, dated 28-01-2003.

Earned Leave (Vacation Department)

[1][153-xxx]

154.[2][A Judicial Officer (Gazetted) who is exercising jurisdiction in both Civil and Criminal cases in a combined court, may be permitted to avail himself of the summer vacation. If he does not avail of the summer vacation, he will be entitled to earn earned leave under the ordinary rules.

Exception:-A Judicial Officer (Gazetted or Non-Gazetted) exercising jurisdiction only in criminal cases is not entitled to avail himself of summer vacation. He is entitled to earn earned leave under the ordinary rules].

[1][155, 156 and 157 xxx].

Commencement and end of Leave.

158. **Ordinarily, leave begins on the day on which the transfer of charge is effected, or if charge is transferred afternoon, on the following days. Similarly, such leave ordinarily ends on the day preceding that on which charge is resumed, or if charge is resumed afternoon, on that day. But if a Sunday or one or s fall on the day immediately**

preceding that on which the leave begins or on the day on which the leave [3][xxx] between two appointments ends, a Government servant may leave his station at the close of the day before or return to it at the end of such holidays, provided his departure or return does not involve: -

(i) the immediate transfer of a Government servant from or to another station, or the loss of his appointment by a Government servant appointed temporarily to the service.

1. Deleted by No. FD 2 SRA 93 dated 22-2-1995 (wef 1-7-1995).

2. Amended by No. FD 48 SRS 60 dated 23-8-1960 (wef 1-9-1960).

3. Deleted by No. FD 87 SRS 59 dated 5-8-1959 (wef 13-8-1959).

(ii) the taking over of money, unless, subject to the condition that the departing Government servant remains responsible for the money in his charge. Government specially allows transfer of charge to take place before or after the holidays .

[1][If holidays are as above prefixed to leave, the leave and the consequent re-arrange*m*ent of allowances, if any, take effect from first day after the holidays on which the office is open for business, and if holidays are affixed to leave, the leave is treated as having terminated on, and the re-arrangement of allowances, if any, takes effect from the day on which the Government servant would have resumed charge had holidays not followed the leave].

Note 1 - In cases in which the application of the above rules as to prefixing and affixing holidays to leave is doubtful or inequitable, Government shall decide which Government servant shall be held to have been in charge and to whom the salary of the office for the Sunday or holiday shall be paid.

Note 2 - For the purpose of this Rule, the office is regarded as closed for business only on Sundays and Gazetted holidays.

Explanatory Note:- The intention of the above Rule is that Sunday and Gazetted holidays may be affixed and suffixed [1][xxx] to leave [1][xxx].

As regards the regulation of pay and allowance during holidays prefixed and /or suffixed to leave, pay and allowances during such holidays are to be granted as if the Government servant concerned is on duty.

[2][Note 3 - Prefixing and suffixing holidays to leave under this rule shall be allowed automatically except in cases where for administrative reasons permission for prefixing or suffixing any holiday to leave is specifically with-held and mentioned in the order sanctioning the leave.

Note 4 - In the case of leave on medical certificate, the prefixing/suffixing of leave shall be determined with reference to the date of issue of Medical Certificate keeping in view the instructions issued in O.M. No. FD 178 SRS 68, dated 23rd November 1968.]

1. Amended by No. FD 87 SRS 59 dated 5-8-1959 (wef 13-8-1959).

2. Amended by No. FD 91 SRS 78 dated 8-2-1980 (wef 28-2-1980).

Return to Duty

159.(a) A Government servant on leave may not return to duty more than fourteen days before the expiry of the period, leave granted to him unless he is permitted to do so by the authority which grant

(b) Notwithstanding anything contained in sub-rule (a) a Government servant on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the authority empowered to appoint him.

160.No Government servant who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the prescribed form. The authority sanctioning leave, may require a similar certificate in the case of any Government servant who has been granted leave for reasons of health, even though such leave was not actually granted on a medical certificate [1][The medical certificate of fitness may be in the following form:-

We the members of the Medical Board

I.....Civil Surgeon /Staff Surgeon/Authorised Medical Attendant / Registered Medical Practitioner of ..... do hereby certify that We/I have carefully examined Shri /Smt /Kumari .....whose signature is given below, and find that he/she has recovered from his/her illness and is now fit to resume duties in Government Service. We/I also certify that before arriving at this decision, We/I have examined the original medical certificate(s) and statement(s)of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at our/my decision.

Members of the Medical Board

Signature of the Government Servant.

(1).....
(2).....
(3).....

Civil Surgeon / Staff Surgeon/
Authorised Medical Attendant/
Registered Medical Practitioner.]

1. Inserted by No.FD 76 SRS 75, dated 18/22-3-1976 (wef 19.8.1976).

[1][161. A Government servant on leave may be recalled by the authority sanctioning leave to duty before the expiry of his leave only if such recall is considered necessary in public interest. Such recall shall be compulsory and the Government servant shall be entitled, if the leave from which he is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered and to draw -

(a) Travelling Allowance in accordance with the provisions of rule 554 for the journey, and

(b) leave salary until he joins the post at the same rate at which he would have drawn it but for the recall to duty.']

Over Staying Leave

[2][162. [3][A Government servant who remains absent after the end of his leave is entitled to no leave salary for the period of such absence and extended by a competent authority]. Absence from duty after the expiry of leave, will render a Government servant liable to disciplinary action for misconduct except where the Government servant establishes to the satisfaction of the authority competent to sanction leave that he was unable to join duty for reasons beyond his control.]

[4][xxx]

2[163 & 164 xxx]

Combination, Extension and Commutation of Leave

165. **The authority competent to sanction leave may.-**

(1) grant to a Government servant any kind of leave admissible under these Rules (incuding Extraordinary leave without allowance) in combination with any other kind of leave so admissible or in continuation of leave of any other kind already taken.

1.Substituted by No.FD 91 SRS 78, dated 8-2-1980 (wef 28-2-1980).

2.Amended by No.FD 178 SRS 59, dated 26-8- 1959 (wef 3-9-1959).

3.Amended by No.FD 178 SRS 59, dated 13-11-1959 (wef 19-11-1959).

4. Deleted by No.FD 44 SRS 77, dated 31-5-1978 (wef 19-9-1974).

1[Note 1 - xxx]

2[Note 2 - Earned leave already sanctioned and availed of on and after 29th January 1971 shall not be permitted to be converted into commuted leave/half pay leave.]

(2) commute the whole or any portion of any leave granted under these rules retrospectively into any other kind of leave which was admissible when the original leave was granted, and

(3) commute retrospectively periods of absence without leave into leave without allowances.

Note- Extraordinary leave without allowances cannot be converted retrospectively into leave on medical certificate, but leave may be given on medical certificate in continuation of extraordinary leave without allowances.

Explanatory Note - Casual leave once utilised cannot be commuted retrospectively into leave of any other kind at a later date after the return of the Government servant to duty. In the case, however, of a Government servant who avails of casual leave and before return to duty applies for earned leave or other leave, the casual leave already applied for should be treated as cancelled, and the leave sanctioned will have effect from the date the Government servant concerned ceased to perform his duties.

Leave after the date of Compulsory Retirement

3[166. xxx]

3[167. xxx]

1. Omitted by No. FD 05 SRA 2012, dt. 29-01-2014.(wef.30-01-2014)

2. Inserted by No.FD 55 SRS 77, dated 7.11.1977.

and No.FD 73 SRS 79 dated 12.2.1980 (wef 8.12.1977).

3. Omitted by No. FD 03 SRA 2012, dated 28-1-2013.

Employment, during Leave

168. **Save in very exceptional circumstances, no Govern- ment servant should be granted leave whether with or without allowances, to allow of his practicing at the Bar or pursuing any other profession or calling.**

169. **A Government servant who is already on leave may not take service or accept any employment 1[(including the setting up of a private professional practice as accountant, consultant or legal or medical practitioner eipt of a fee or honorarium,**

without obtaining the previous sanction of Government, provided that when the Government servant is non-gazetted, the special permission of the authority empowered to appoint him is sufficient authority for the acceptance of such temporary employment.

Note 1. - This Rule does not apply to the acceptance of fees for literacy work or for service as an examiner or to similar employment, nor does it apply to acceptance of foreign service which is governed by the Rules in Chapter XXVI.

2[Note 2. - This Rule does not also apply where a Government servant has been allowed to take up a limited amount of private practice and receives fees therefore as part of his conditions of service e.g., where a right of private practice has been granted to a Medical Officer.]

3[Note. 3 - xxx]

1.Inserted by No. FD 228 SRS 59 dated 6-10-1959 (wef 15-10-1959).

2.Substituted by No. FD 85 SRS 59 dated 8-4-1959 (wef 30-4-1959).

3.Omitted by No. FD 03 SRA 2012, dated 28-01-2013.

Allowances

170. Fixed Travelling Allowance is not admissible during leave and may be drawn by the substitute.

1[171. The drawal of 2[House Rent Allowance, Compensatory- cum- House Rent Allowance or City Compensatory Allowance] by a Government Servant during leave shall be regulated as stated below:-

(1) A Government servant shall be entitled to draw 2[House Rent Allowance, Compensatory-cum-House Rent Allowance or City Compensatory Allowance] during the leave at the same rate at which he was drawing this allowance before he proceeded on leave. For this purpose leave means the entire leave (including extraordinary leave) if it does not exceed four months and the first four months of leave if the actual duration of the leave exceeds that period. 3[(A Government servant on leave preparatory to retirement and/or refused leave shall also be entitled to draw these allowances at the same rate at which he was drawing before proceeding on leave, for the duration of such leave not exceeding 120 days/four months, or for the first 120 days/four months, if the duration of such leave exceeds this limit. When vacation or holidays are combined with leave, the entire period of vacation or holidays and leave shall be taken as one spell of leave. Unless in any case it be otherwise expressly provided in these rules joining time shall be added to the period of four months.)]

4[Note-1 XXX]

Note 2 - The drawal of this allowance during periods of vacations whether combined with leave or not shall be regulated in the same manner as during leave.

5[Note 3 - The grant of House Rent Allowance, Compen satory-cum-House Rent Allowance or City Compensatory allowance to the Government servants who are originally granted leave on medical grounds or otherwise but do not join

1. Amended by No. FD 22 SRS 67. dated 7-12-1967.

2. Amended by No. FD 82 SRS 69, dated 24-9-1969, (wef 1-4-1969).

3. Amended by No. FD 119 SRS 75, dated 13/16-2-1976 (wef 19-2-76).

4. Deleted by No. FD 119 SRS 75, dated 13/16-2-1976 (wef 19-2-76).

5. Inserted by No. FD 206 SRS 74, dated 7-7-1975 (wef 7-8-1975).

duty after expiry of such leave owing to death /invalidation during such leave, shall be regulated under Note- 1].

(2) The limit of four months shall be extended to eight months for the purpose of grant of this allowance in the case of Government servants suffering from 1[T.B., Cancer, Mental illness, Leprosy, and Maternity leave] during the period of their leave taken on medical certificates when such certificates are in the form prescribed under Rules 179, 182 and 189 of these rules. It is immaterial whether the leave is on medical certificate from the very commencement or is in continuation of other leave as defined in sub-rule (1). The question whether this allowance may be paid to an officer suffering from 1[T.B., Cancer, Mental illness, Leprosy, and Maternity leave] during leave on medical certificates exceeding eight months shall be decided by Government.

1[Provided that drawal of the allowance during the period of leave in excess of four months, other than in the case of Government servants suffering from T.B. Failure, T.B. seriously ill, T.B.(M.D.R) cases, Cancer, Mental illness and Special cases of Leprosy like Maintenance of Lepro reaction Apscess, reconstruction surgery shall be subject to production of a certificate to the effect that, during the period, for which House Rent Allowance and City Compensatory Allowance are claimed by the Government servant concerned continued to reside at the same station from where he proceeded on leave]

2[(3) XXX]

172. **A Government servant on earned leave may draw his tentage on the conditions prescribed for House Rent in Rule 171.**

173. **Local Allowance granted for the unhealthiness of the locality may be drawn during the period of earned leave. Local allowance granted for other purposes may be drawn during the period of earned leave provided there is no extra cost to Government.**

3[XXX]

1.Substituted by No.FD 9 SRA 2004,dated 22.12.2005 (wef 28.12.2005).

2. Omitted by.FD 12 SRA 2002,dated 28.03.2003 (wef 3.4.2003). 3. Deleted by No FD 53 SRS 62 dated 12-2-1963 (wef 1-8- 1961).

1[173-A. **Non - practising allowance sanctioned to Resident Medical Officers and the teaching staff in the M awn during the periods of leave with**

allowances not exceeding 4 months or 120 days or during the first 4 months or 120 days of leave in excess of 4 months or 120 days taken at a time provided that the Government servant is likely to return after the expiry of the leave, to the same post or to another post carrying non-practising allowance and provided further that he is not engaged in any private practice during the period of the leave and there is no extra cost to Government by payment of the allowance to the Government servant on leave].

[2][This allowance is also admissible during leave to the doctors, the Administrative Medical Officer and the Superintendent of the Employees' State Insurance Hospital working under the Employees' State Insurance Scheme].

[3][173-B. Project Allowance may be drawn during leave not exceed ing two months or during the first two months of leave exceeding two months at a time;

Provided that the allowance may be drawn for a further period of two months if the leave taken in excess of the first two months is on Medical Certificate.

Note 1 - For purposes of this Rule, leave means leave with allowance of any kind but does not leave preparatory to retirement].

[4][Note 2 - Project allowance may be drawn during leave if the Government servant certifies that he continued to incur the whole or a considerable part of the expenditure for which the allowance is granted for the period for which the allowance is claimed].

[5][173-C. **Nursing Superintendents, Grade I and II, Theatre Sisters, Sister Tutors and Nurses and Midwives including Probationery Nurses may be allowed to draw Uniform and Ration allowance during any kind of leave except leave preparatory to retirement for a period not exceeding 120 days or 4 months as the case may be.**

173-D. **The subordinate staff (of and below the rank of Inspectors) in several branches including the Fire Services of the Police Department, who are in receipt of Dress/Uniform Allowance may be allowed to draw such allowance during earned leave except leave preparatory to retirement].**

1. Inserted by No. FD 123 SRS 62 dated 16-1-1963 (wef 4-2-1963).

2. Inserted by No.FD 169 SRS 71 dated 23-2-1972.

3.Inserted by No.FD 197 SRS 59 dated 27-5-1964 (wef 1-8-1961).

4. Substituted by No.FD 27 SRS 68 dated 15-6-1968 (wef 11-7-1968).

5. Inserted by No.FD 91 SRS 78 dated 8-2-1980 (wef 28-2-1980).

PART-III
CHAPTER- XIII
PROCEDURE RELATING TO LEAVE GENERAL RULES

174 **(a) The leave account of a Gazetted Government servant shall be maintained by, or under the direction, of the Audit Officer responsible for the audit of his pay.**

(b) The leave account of non-gazetted Government servants shall be maintained, and the entires therein attested, by the Head of the Office in which he is employed.

175. **An application for leave or for an extension of leave must be made through the immediate departmental superiors (if any) to the authority competent to grant such leave or extension [1][in**

Form 1-A.]

[2][Provided that no such application shall be necessary-

(1) When a Government servant makes a request for extension of leave, by a letter with necessary particulars, or

(2) When the authority competent to sanction leave comes to know that a Government servant is absent from duty due to illness or that a Government servant has died]

176. **A Government servant returning from leave is not entitled in the absence of specific orders to that effect to resume as a matter of course the post which he had before going on leave. [3][He must return to the station from where he proceeded on leave and report to the authority under whom he was serving before he proceeded on leave unless there are any orders to the contrary.] He must if necessary also submit to such delay as may be unavoidable in the interest of public service.**

Note- Controlling Officers should provide for the expected return of Government servant from leave by seeing that the Government servant to be relieved are at headquarters in due time to give over charge.

1. Inserted by No. FD 151 SRS 61, dated 5-1-1962.

2.Inserted by No.FD3 6 SRS 81 dated 11-5-1982 (wef 20-5-1982).

3. Substituted by No.FD 41 SRS 65 dated 22-1-1966 (wef 15-3-1966).

177. **Medical officers must not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Government servant concerned will ever be fit to resume his duties. In such cases the opinion that the Government servant is permanently unfit for Government service should be recorded in the medical certificate.**

178. **Every certificate of a Medical Committee or a Medical Officer recommending the grant of leave to a Government servant must contain a proviso that no recommendation contained in it shall be deemed to be evidence of a claim to any leave not admissible to the Government servant under terms of his contract or of the rules to which he is subject.**

Note:- In all cases where half pay leave 'not due' is granted to a Government servant, the Medical Officer granting the Medical certificate should specifically state therein that as far as can be reasonably foreseen by him there is every likelihood of the Government servant returning to duty and continuing in service for a specified number of years. Such a certificate is necessary to enable the sanctioning authority to grant or refuse leave 'not due' basing his judgement on the medical opinion so furnished.

In the case of Government servants suffering from tuberculosis not admitted to a Sanatorium, the medical certificates as above granted by the Medical Officers may be accepted and in the case of those admitted to a Sanatorium, the certificate granted by the Medical Officer in charge of the Sanatorium may be accepted.

MEDICAL CERTIFICATE-GAZETTED GOVERNMENT SERVANTS

179. **An application from a Government servant for leave or extension of leave on medical certificate must be accompanied by a certificate in the following form: -**

Medical certificate for Gazetted Government servants

1[Statement in the case of Shri /Smt .....(who is/not under orders of transfer)]

(Name to be filled in by the applicant in the presence of the Surgeon or authorised medical attendant).

Appointment.....

Age.....

Service.....

Previous periods of leave of absence on Medical Certificate.....

Habits.....

Disease.....

I, Surgeon at (or of ..... attending the ..... Medical Officer. Case hereby certify that…….is in a bad state of health, and I ..... solemnly and sincerely declare that, according to the best of my judgement, a period of absence from duty is essentially necessary for the recovery of his health and recommend that he may be granted ..... months' leave with effect from .....2[In my opinion it is/it is not necessary for the Officer to appear before a Medical Board.]

Date..... **Surgeon or Medical Attendant.**

Place.....

2[Note:- This sentence should either be modified by scoring out the irrelevant words or altogether scored out according as the period of leave recommended is upto two months exceeds that period.]

1. Substituted by No. FD 126 SRS 75 dated 18/23-3-1976 (wef 19-8-1976).

2. Inserted by No. FD 74 SRS 63 dated 30-11-1963 (wef 18-12-1963).

180. **With the cognizance of the Head of his office or, if he is himself the Head of his office, of the Head of his department, the applicant must, except in the cases provided for in Rules 182 and 183, present himself with two copies of the statement of his case at the seat of Government or at such other place as may be appointed by Government where a Committee of Medical Officers can be assembled under the orders of the Director of Medical Services and when practicable, presided over by him, and obtain a certificate as follows:-**

'We do hereby certify that, according to the best of our professional judgement, after careful personal examination of the case, we consider the health of C.D. to be such as to render leave of absence for a period of ..... months absolutely necessary for his recovery.'

181. **Be for a deciding whether to grant or refuse the certificate, the Committee may, in a doubtful case, detain him under professional observation during a period not exceeding fourteen days. In that case it should grant to him a certificate to the following effect:**

'C.D. having applied to us for a Medical Certificate recommending the grant to him of leave we consider it expedient, before granting or refusing such a certificate, to detain C.D. under professional observation for days.'

182. **In cases in which Heads of departments are satisfied that the grant of leave to a Gazetted account of illness is necessary, a**

certificate from the Civil Surgeon of the District or the District Medical Officer in the following form will suffice:-

"I, A. B. Civil Surgeon, District/District Medical Officer, after careful personal examination of the case hereby certify that.....is in a bad state of health and I solemnly and sincerely declare that according to the best of my judgment the leave of absence for a period of.....months from.....(date) to.....(date)..... from the date of relief is essentially necessary for the recovery of his health and recommend that he may be granted .....months' leave."

183. **If the state of the applicant's health is certified by a Medical Officer in charge of a station to be such as to make it inexpedient to present himself at any place in which the Medical examination is to be conducted, the authority competent to grant the leave may accept in lieu of the certificate prescribed in Rule 180, a certificate from any two Medical Officers. The certifying officers need not belong to the State.**

Note 1 - A Medical certificate from the District Medical Officer of the Station countersigned by the Deputy commissioner of the district may be accepted in exceptional cases in which Government considers it impracticable or undesirable to insist on the production of a certificate signed by two Medical Officers.

[1][Note 2 - Notwithstanding anything contained in this Rule, the authority competent to sanction leave may dispense with the procedure laid down in Rule 180.

(i) When the leave recommended by the Authorized Medical Attendant is for a period not exceeding two months, or

(ii) the applicant is undergoing treatment in a Hospital as an indoor patient and the leave is recommended by the Medical Officer in charge of the case in the Hospital not below the rank of Civil Surgeon or Surgeon for the period of hospitalization or convalescence, provided that such a Medical Officer certifies that in his opinion it is unnecessary for the applicant to appear before a Medical Committee.]

184. **Gazetted Government servant serving in places outside district headquarters may be granted leave on medical certificate on the strength of certificate of a registered medical practitioner countersigned by the Civil Surgeon or the District Medical Officer, who may visit the patient if for any reason he considers this course advisable. This Rule will be only applicable when the Government servant requiring leave is too ill, or unable for other reasons regarded as sufficient by his immediate superior to come to headquarters to undergo examination by the Civil Surgeon or the District Medical Officer.**

1. Substituted by No. FD 135 SRS 61 dated 15/16-12-1961.

185. **The grant of a Medical certificate does not in itself confer upon the Government servant concerned any right to leave. The certificate should be forwarded to the authority competent to grant the leave, and the orders of that authority should be awaited.**

186. **When any Government servant is granted leave on medical certificate, the authority granting the leave should specify the fact in its order to enable the Audit Officer to make the necessary entry in the leave salary certificates.**

Medical Certificates - Non-Gazetted Government servants

187. **Application for leave on Medical certificate must be accompanied by a certificate from the applicant's medical attendant. The certificate should distinctly state the nature of the illness, its symptoms, causes and duration and the period of absence from duty considered to be absolutely necessary for the restoration of the applicant's health. It should be countersigned by the District Medical Officer of the District where the applicant resides.**

Subject, however, to the following rules; the authority sanctioning the leave may accept a certificate from the applicant's Medical Attendant without such countersignature.

1[1.The term'Medical Attendant'in this Rule includes Honorary Medical Officers, Honorary Assistant Medical Officers, Vaidyas and Hakims].

2.Certificates given by a Vaidya or a Hakim may be accepted for short periods of leave not exceeding fifteen days, at the discretion of the Head of the office.

3.Certificates given by Assistant Surgeons Class-II in Government service and Registered Medical Practitioners whose names are entered in the Register of the Medical Council may be accepted for periods of leave not exceeding two months.

1.Substituted by No. FD 132 SRS 61, dated 19/22-12-1961.

4. Certificates given by Medical Graduates in Government service and Registered Medical Practitioners who hold any of the following qualifications may be accepted for periods of leave exceeding two months but not exceeding six months: -

M.B.B.S. of the Mysore or any other University.

L.R.C.P.

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M.D.

1[B.S.A.M. (Bangalore, Mysore & Karnataka Universities.)
B.A.M.S. (Bangalore, Mysore & Karnataka Universities.)
B.U.M.S. (Bangalore University) , (Unani).
M.D (Ayurveda)(Bangalore University & Gujarat University).
D. Ay.M. (Mysore and Banaras Hindu University).
H.P.A/M.S.A.M. (Gujarat University)]

5. For periods of leave in excess of six months, the countersignature of the District Medical Officer should ordinarily be obtained except in cases where the authority sanctioning the leave does not think it necessary on account of the certificate having been given by a medical attendant holding high qualification such as F.R.C.S., M.R.C.P. and M.D.

Note - In the case of female officers, Government may either dispense with countersignature of the District Medical Officer or authorise such countersignature by doctors of their own sex.

1. Inserted by No. FD 5 SRS 80 dated 14-5-1980 (wef 22-5-1980).

188. The countersigning officer may, at his discretion require the applicant to a countersign the certificate or refuse to do so, as he thinks fit. In such a case, he may get the Government servant concerned examined by the nearest medical subordinate and obtain a report before he decides on countersigning the certificate. No certificate should be department.

1[189. The Certificate shall be in the following form:

I .....after careful personal examination of the case hereby certify that 2[Shri/Smt (who is/is not under orders of transfer)whose signature/thumb impression is given below] is suffering from.....and I consider that a period of absence from duty of.....with effect from.....to.....is absolutely necessary for the restoration of his/ her health.

Signature and Designation

of Medical Attendant.

(Government Medical officer of the rank of the Civil Surgeon/ Gazetted Assistant Surgeon/ Registered Medical Practitioner with his Registration number)

Signature of the Applicant .....

Left hand thumb impression of the Applicant.....
(in the case of illiterates)……
Taken in my presence this.....day of ……... 20.....

Signature and Designation of Medical Attendant.

1. Substituted by No. FD 87 SRS 62 dated 20-11-1962 (wef 6-12-1962).

2. Amended by No. FD 126 SRS 75 dated 18/22-3-1976 (wef 19-8- 1976).

Medical History

(The nature of illness, symptoms, causes and duration should be specified)

Signature and Designation of Medical Attendant.

Note-The Head of the Office should, before sanctioning or recommending leave, satisfy himself that the thumb impression recorded in the Certificate and the Service Register do not differ in the case of illiterates.]

SANCTION OF LEAVE
GAZETTED GOVERNMENT SERVANTS

190. **In cases of emergency, a Gazetted Government servant may be allowed to proceed on leave by the authority competent to grant him leave, but leave may not be finally sanctioned to him until a report as to the admissibility of the leave has been obtained from the Audit Officer.**

191. **Any leave, other than special disability leave, admissible under these rules may be granted to a Gazetted Government servant by a competent authority on receipt of the report referred to in Rule 190.**

1. A Gazetted Government servant applying for leave should quote the Rules under which he considers himself entitiled to the leave.

2. Application of a Gazetted Government servant for leave of absence should be sent through the Controlling Authority to the Audit Office which will forward it to the authority competent to sanction the leave with the necessary certificate regarding the title to the leave applied for, recorded on the application, which will be [1]**[in**

form I-A].

1.Substituted by No. FD 131 SRS 58 dated 11-9-1958.

Note- A Non-Gazetted Government servant who is proceeding or has proceeded on leave while officiating in a Gazetted post should be treated as a Gazetted Government servant irrespective of whether, but for his going on leave, he would have continued to officiate in the Gazetted post, or not, and whether on the expiry of his leave he would return to his Gazetted post or not.

[1][The application should be sent in duplicate to the Audit Office in order that it may retain one copy in its office for reference at a later date].

192. (a) After obtaining a report from the Audit Officer upon the title of the applicant to the leave applied for, Government may grant any leave admissible under these Rules.

[2][Note -The High Court of Karnataka may grant leave [3][(including leave preparatory to retirement)] to Officers in the cadre of District Judges and other Sub-ordinate Judicial Officers, after ascertaining the title to leave from the Accountant General, Karnataka, Bangalore.]

(b) In the case of Gazetted Government servants Government may, with or without restrictions, delegate its powers of granting leave conferred by sub-rule (a), to any officer who, in its opinion, can judge of the expediency of granting the leave and can without reference to higher authority make the necessary arrangements during the leave.

Note- Government may at any time withdraw the powers delegated under this sub-rule.

(c) A Government servant acting under sub-rule(b) must first obtain a report from the Audit Officer that the leave is admissible. If he grants the leave, he must communicate his orders to the Audit Officer by insertion in the Gazette or otherwise. In delegating its powers of granting leave in accordance with sub-rule (b),Government will decide whether either the grant or the refusal of the leave should be reported to it.

[4][(d) The Authority competent to sanction leave other than special disability leave specified in column (1) of the table below, may sanction leave other than special disability leave in respect of sub-ordinate Government servants holding the posts in the Class or Group of Services specified in column(2) thereof to the maximum duration specified therein.

1. Inserted by No.FD 131 SRS 58 dated 11-9-1958.

2. Inserted by No. FD 72 SRS 69 dated 22-8-1969.

3. Amended by No. FD 72 SRS 69 dated 14-10-1969.

4. Substituted by No. FD 3 SRA 2009 dated 23-9-2010.(wef.24.9.2010)

TABLE

Authority competent to sanction leave other than Special disability leave	Class or Group of Services

1	2		
	Group A Services	Group B Services	Group C and D Services
Heads of Departments	4 months	6 months	Full Powers
Divisional level officers	3 months	4 months	Full Powers
District level officers	2 months	3 months	Full Powers
Sub Divisional officers	-	2 months	Full Powers
Taluk level officers	-	-	Full Powers]

Note 1 – Superintending Engineers of Circles in the Public Works Department are empowered to grant earned leave to Assistant Engineers and Sub-Engineers up-to a period of one month if no substitute is required.

Note 2 - Deputy Commissioners of Sales Tax are empowered to grant earned leave upto one month to assistant Sales-Tax Officers, subject to the condition that no substitute is required.

[1][Note 3 - The minimum period required or claiming charge allowance shall be one month [2][XXX].

1.Inserted by No.FD 58 SRS 58 dated 8-4-1958 (wef 1-4-1958).

2. Amended by No.FD 17 SRS 60 dated 25-4-1960 (wef 1-4-1958).

[1][Note 4 - In the case of leave on average pay of earned leave, the authority competent to sanction leave may calculate the amount of leave admissible to the officer with reference to the eligibility certificate received from the Audit Officer on the previous occasions and the leave earned and utilised thereafter and issue provisional sanction without waiting for the admissibility report from the Audit Officer. The Audit Officer on receipt of the provisional sanction shall after verification issue leave salary slip in respect of leave due and for the rest of the period, if any, request the authority competent to sanction leave to modify the sanction, if necessary. He shall also immediately send to the authority competent to sanction leave, a leave eligibility certificate in respect of that Officer].

[2][Note 5 - In determining the authority competent to sanction leave under this rule, the period of earned leave surrendered for purposes of encashment shall not be taken into account].

[3][Note 6 - Leave not availed, within thirty days of its sanction expires and a fresh sanction is necessary for availing the leave].

193. **Leave to a Government servant appointed by the High Court is granted by the Chief Justice subject, in the case of Gazetted Government servants, to the report of the Audit Officer, that the officer is entitled to the leave.**

1. Inserted by No.FD 52 SRS 66 dated 22-8-1967.

2. Inserted by No.FD 55 SRS 73 dated 4-11-1974 (wef 2-6-1973).

3. Inserted by No.FD 91 SRS 78 dated 8-2-1980 (wef 28-2-1980).

overnment Servants

194. **Any leave, other than special disability leave, admissible under these rules may be granted to a Non-Gazetted Government servant by the authority whose duty it would be to fill up his post if it were vacant or by any other competent authority.**

195. **Before leave is sanctioned to a Non- Gazetted Government servant, the authority sanctioning the leave should either consult the leave account or his service book, and satisfy himself that the leave is admissible, or obtain a certificate to that effect from the officer entrusted with the attestation of the entries in the leave account or the service book.**

196 **(a) Government have delegated to the Heads of Departments the power of granting leave to Non-Gazetted Government servants of their departments. [1][as specified in rule 192 (d)] They are also empowered to fill up temporarily leave vacancies of Non-Gazetted Government servants.**

(b) Acting or in-charge arrangements may also be made in such vacancies. No acting allowance will be admissible in such arrangements when the period of leave does not exceed ten days. The minimum period required for claiming charge allowance shall be one month.

[2][xxx]

[3][Note - Sanction of Government should be obtained where the in charge arrangement is proposed to be continued beyond four months].

(c) The Audit Officer is not required to furnish any report on the title to leave of an applicant who is not a Gazetted Government Servant.

1. Amended by No.FD 4 SRA 99 dated 2-6-2000.

2. Deleted by No.FD 17 SRS 60, dated 25-4-1960 (wef 1-4-1958).

3. Inserted by No.FD 17 SRS 60, dated 23-4-1960 (wef 17-2-1960).

[1][Note 1 - Leave (earned leave, half pay leave, commuted leave and extraordinary leave) up to two months may be sanctioned by the Head of the Office (Gazetted). Heads of Offices (Gazetted) may also make incharge or acting arrangements in vacancies caused due to the grant of leave upto two months, provided the period of leave granted is not less than one month.

In other cases (where there are non-gazetted Heads of Offices) leave upto two months, and leave in excess of two months in all cases may be sanctioned either by the Appointing Authority for that category of posts or by the authority who is empowered to fill up such leave vacancies.

Large powers delegated to individual officers under Special Orders of Government will continue to be in force]

[2][Note 2 - When the application is for study leave out of India or other leave specifically granted for purposes of study out of India, the authority sanctioning the leave should obtain a certificate of admissibility from the Accountant General before sanctioning the leave].

[3][Note 3 - In determining the authority competent to sanction leave under this rule, the period of earned leave surrendered for purpose of encashment shall not be taken into account].

1. Substituted by No.FD 100 SRS 59, dated 20-10-1959 (wef 29-10-1959).

2. Inserted by No.FD 134 SRS 59 dated 8-9-1959(wef.14.9.1959).

3. Inserted by No.FD 33 SRS 79, dated 5-9-1979 (wef 13-9-1979).

PART-III

CHAPTER XIV
PAYMENT OF LEAVE ALLOWANCES
When payable

197. **Leave allowances are payable after the end of each calender month.**

1[Exception-1 xxx]

1[Exception-2 xxx]

198. **When leave is sanctioned with retrospective effect or when one kind of leave is commuted retrospectively into any other kind of leave admissible under these rules after the lapse of one year from the date of relief, the leave allowances shall not become payable without the sanction of Government.**

Note:- **Government have delegated to Heads of Departments the power of sanctioning the disbursement of leave allowance under this rule to non-gazetted Government servants of their departments.**

Instructions:-**A question has been raised as to whether the concurrence of the Finance Department should be obtained to sanction the payment of leave allowances when leave is sanctioned with retrospective effect to the Gazetted Officers. The question has been examined and it has been decided that the Administrative Secretariat Departments may sanction such payments without the concurrence of the Finance Department. They should however ensure that the delay in sanctioning leave was unavoidable and the sanction of leave is in accordance with the rules. (0.M. No. FD 110 SRS 68 dt. 9-7-1968)**

1.Omitted by No. FD 03 SRA 2012, dated 28.01.2013.

GAZETTED GOVERNMENT SERVANTS

1[199. **(a) The leave salary of a Gazetted Government servant should be drawn from the treasury from which his pay was being drawn immediately before proceeding on leave, but 2[where the leave exceeds one hundred and twenty days,] he cannot begin to draw it without producing a leave salary certificate from the Audit Officer who audited his pay before he proceeded on leave. The officer concerned should make his own arrangements, where necessary, for getting his leave salary remitted to him.**

(b) In a case, where a period of leave is followed by transfer, such portion of the leave salary as could not be drawn at the old station may be drawn at the treasury from which the pay in respect of the new post is drawn.]

2[Exception :- The cash equivalent of leave salary payable to the beneficiary specified in sub-rule (3) of Rule 118-A shall not be paid without an authorisation from the Audit office.]

200. **If a Gazetted Government servant signs his bill himself, he must either appear in person at the place of payment, or furnish a life certificate signed by a responsible officer of Government, or some other well-known and**

trustworthy person. If he draws his allowances through an authorised agent, the agent whether he has or has not a power of attorney, must either furnish a life certificate as aforesaid, or execute a duly stamped bond to refund overpayments. A life certificate may be given periodically, a duly stamped bond being given to cover intermediate payments not supported by the life certificate.

3[Exception :- In all such cases, as explained below, life certificate as contemplated in this rule, need not be insisted upon:-

(i) When the arrears of leave salary are drawn by Gazetted officer after he has resumed duty.

1.Substituted by No. FD 69 SRS 61 dated 23-10-1961.

2.Amended by No. FD 91 SRS 78 dated 8-2-1980 (w.e.f. 28-2-1980.

3.Inserted by No. FD 91 SRS 60 dated 12-8-1960 (w.e.f. 25-8-1960).

(ii) When the leave salary is claimed in the same bill as the duty pay of the period following that of leave salary, and

(iii) When the report of taking over charge after the expiry of leave has already been sent to the Treasury Officer.]

1[Note :- When separate bills for leave salary, vacation pay, etc., relating to different periods are presented and paid simultaneously, it is not necessary to furnish separate 'Life Certificate' for the different periods but only one certificate in respect of date of presentation of the bills should be enough.]

201. **The production of a life certificate is not required when leave salary is drawn through agents who have executed a general bond of indemnity with Government for drawing the leave-salary, pension, etc., of their constituents.**

Note 1 :-A Government servant or any other individual cannot be constituted an "agent" for the purposes of this rule.

Note 2 :-The proper stamp duty upon bonds executed under this Rule is that chargeable upon indemnity bonds according to the law relating to stamp duty in force in the area in which the bond is executed.

2[202. **The leave salary shall be drawn in rupees in India, except in the case of Government servants proceeding outside India on study leave or any other type of leave granted specially for the purpose of study.**

When payment of leave allowance is made outside India, rupees are converted into sterling at current rates of exchange fixed for the adjustment of financial transactions. If any payment is made, at a different rate, or otherwise erroneously, it should be adjusted in subsequent payments.

Note :- Payment of leave salary outside India will be arranged for through the Accountant General, Karnataka.]

1. Inserted by No. FD 52 SRS 65 dt. 30-12-1965 (w.e.f. 7-2-1966).

2. Substituted by No. FD 279 SRS 59 dt. 15-7-1960 (w.e.f. 21-7-1960).

203. **If the leave of a Gazetted Government servant is extended or commuted, the Head of the Department must communicate it to the Audit Officer. He should also communicate any other circumstances connected with the leave which may be required to be known to the Audit Officer who passes the leave allowances of the Go**

[1][204 to 205 - x x x]

NON-GAZETTED GOVERNMENT SERVANTS

206. **The leave allowances of a non-gazetted Government servant on leave can be drawn only at the treasury where his salary is paid, and under the signature of the Head of his office who is responsible for any over charges; no other security is required.**

[2][In a case where a period of leave is followed by transfer, such portion of the leave salary as could not be drawn at the old station, may be drawn at the treasury from which the pay in respect of the new post is drawn.]

1. Deleted by No. FD 69 SRS 61 dt. 23-10.1961.

2. Amended by No. FD 69 SRS 61 dated 23-10-1961.

PART-IV - ORDINARY PENSION

CHAPTER XV

GENERAL RULES

The rules in this part supersede the Karnataka Pension Rules 1957 and the Karnataka Commutation of Pension Rules 1957, which came into force from 1st September 1957, and all claims under the above said Rules pending on the date of coming into force of this Part, will be dealt with in accordance with the corresponding provisions of this Part.

[1][207 xxx]

208. **Pension includes a gratuity. Except where the term "Pension" is used in contradistinction to "Death cum Retirement Gratuity", "Pension" includes "Death cum Retirement Gratuity" also.**

209. **Unless in any case it be otherwise expressly provided in these rules, an authority competent to grant a pension may sanction the grant of any pension admissible under these rules to any Government servant who is borne on its establishment.**

210. **In any case in which a pension is not admissible under any specific provision of these rules, Government may sanction the grant of a pension, which shall not, save in the most exceptional circumstances, exceed Rs.[2][4800] a month or of a gratuity not exceeding the equivalent of the value of such pension, if the grant is not inconsistent with the general spirit of these rules.**

211. **A Government servant transferred to foreign service shall not be permitted, while he remains in the foreign service to receive a pension on voluntary retirement from Government service. For the purpose of this Rule, retirement shall be considered to be voluntary if the Government servant is not required to retire but retires on retiring pension before he is compelled to retire under the rules relating to compulsory retirement.**

[3][212. xxx]

1.Omitted by No. FD 05 SRA 2012, dated 29.1.2014 (wef.30.1.2014)

2.Substituted by No.FD 02 SRA 12)

3.Omitted by No. FD 100 SRS 83 dated 3-1-1985.

1[213 **(1). Future good conduct shall be an implied condition of every grant of pension. The pension sanctioning authority may, by order in writing withhold or withdraw a pension or part thereof whether permanently or for a specified period, if the pensioner is convicted of a serious crime or is found guilty of grave misconduct:**

Provided that no order shall be passed under this clause by an authority subordinate to the authority competent to make an appointment to the post held by the pensioner immediately before his retirement from service.

(2) Where a pensioner is convicted of a serious crime by a court of law, action under clause(1) shall be taken in the light of the judgment of the court relating to such conviction.

(3) In a case not falling under clause (2), if the competent authority under clause (1) considers that the pensioner is prima facie guilty of grave misconduct, it shall, before passing an order under clause(1).

(a) Serve upon the pensioner a notice specifying the action proposed to be taken against him and the ground on which it is proposed to be taken and calling upon him to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days as may be allowed by the said authority, such representation as he may wish to make against the proposals; and

(b) take the representation, if any, submitted by the pensioner under clause(a) into consideration.

(4) Where the authority competent to pass an order under clause(1) is the Government, the Public Service Commission shall be consulted before passing the order.

(5) An appeal against an order under clause(1) passed by any authority other than the Governor, shall lie to the Governor and the Governor shall, in consultation with the Public Service Commission, pass such orders on the appeal as he deems fit.

1. Substituted by No. FD 117 SRS 68, dated 27-11-1968.

Explanation:- In this rule, the expression "Serious Crime" includes a Crime involving an offence under the Official Secrets Act,1923(Central Act 19 of 1923) and the expression "Grave Misconduct" includes the communication or disclosure of any secret official code or password or any sketch, plan, model, article, note, document or information such as is mentioned in Section 5 of the said Act (which was obtained while holding office under the Government) so as to prejudicially affect the interests of the general public or the security of the State]

1[214. 2[(1) (a) Withholding or withdrawing pension for misconduct or negligence.-

The Government reserve to themselves the right of either withholding or withdrawing a pension or part thereof, whether permanently or for a specified period, if in any departmental or judi sioner is found

guilty of grave misconduct or negligence during the period of his service including the service under a foreign employer and the service rendered upon re-employment after retirement.

(b) Recovery of pecuniary loss from pension:

The Government reserve to themselves the right of ordering recovery from a pension, the whole or part of any pecuniary loss caused to the Government or to a foreign employer under whom the Government servant has worked on deputation or otherwise [3][along with interest at eight percent per annum from the date of occurrence of pecuniary loss to government] If in any departmental or judicial proceedings, the pensioner is found guilty of grave negligence during the period of his service, including the service rendered upon re-employment after retirement:

Provided that the Public Service Commission shall be consulted before any final orders are passed:

Provided further that where a part of pension is withheld or withdrawn, the amount of pension shall not be reduced below the amount of minimum pension prescribed under the rules.]

1. Substituted by No. FD 100 SRS 83 dated 3-1-1985 (w.e.f. 10-1-1985)
2. Substituted by No. FD 36 SRS 90 dated 10-10-1990 (w.e.f. 18-10-90)
3. Inserted by No. FD 08 SRA 2002, dated 11-11-2003 (w.e.f. 20-11-2003)

(2)(a) The departmental proceedings referred to in sub-rule (1), if instituted while the Government servant was in service whether before his retirement or during his re-employment, shall, after the final retirement of the Government servant, be deemed to be proceedings under this rule and shall be continued and concluded by the authority by which they were commenced in the same manner as if the Government servant had continued in service :

Provided that where the departmental proceedings are instituted by an authority other than Government, that authority shall submit a report recording its findings to the Government.

(b) The departmental proceedings, if not instituted while the Government Servant was in service, whether before his retirement or during his re-employment,-

(i) shall not be instituted save with the sanction of the Government.

(ii) shall not be in respect of any event which took place more than four years before such institution, and

(iii) shall be conducted by such authority and in such place as the Government may direct and in accordance with the procedure applicable to departmental proceedings in which an order of dismissal from service could be made in relation to the Government servant during his service.

(3) No judicial proceedings, if not instituted while the Government servant was in service, whether before his retirement or during his re-employment, shall be instituted in respect of a cause of action which arose or

in respect of an event which took place, more than four years before such institution.

(4) In the case of a Government servant who has retired on attaining the age of superannuation or otherwise and against whom any departmental or judicial proceedings are instituted or where departmental proceedings are continued under sub-rule (2), a provisional pension as provided in Rule 214A shall be sanctioned.

(5) Where the Government decided not to withhold or withdraw pension but orders recovery of pecuniary loss from pension, the recovery shall not ordinarily be made at a rate exceeding one third of the pension admissible on the date of retirement of a Government servant.

(6) For the purpose of this rule,-

(a) departmental proceedings shall be deemed to be instituted on the date on which the statement of charges is issued to the Government Servant or pensioner, or if the Government servant has been placed under suspension from an earlier date, on such date: and

(b) judicial proceedings shall be deemed to be instituted-

(i) in the case of criminal proceedings, on the date on which the complaint or report of a police officer, of which the Magistrate takes congnisance is made; and

(ii) in the case of civil proceedings, on the date the plaint is presented in the Court]

1[214A. (1) Where any departmental or judicial proceedings is instituted under rule 214, or where a departmental proceedings is continued under clause (a) of the proviso thereto against an officer who has retired on attaining the age of compulsory retirement or otherwise, he shall be paid during the period commencing from the date of his retirement to the date on which, upon conclusion of such proceeding, final orders are passed, a provisional pension not exceeding the maximum pension which would have been admissible on the basis of his qualifying service upto the date of retirement, or if he was under suspension on the date of retirement upto the date immediately preceding the date on which he was placed under suspension; but no gratuity or death-cum-retirement gratuity shall be paid to him until the conclusion of such proceeding and the issue of final orders thereon.

(2) Payment of provisional pension made under clause(1)shall be adjusted against the final retirement benefits sanctioned to such officer upon conclusion of the aforesaid

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1. Inserted by No. FD 105 SRS 62 dated 2-3-1965.

proceeding but no recovery shall be made where the pension finally sanctioned is less than the provisional pension or the pension is reduced or withheld either permanently or for a specified period.

1[Note: xxx]

215. In cases not governed by the provisions of Rule 214, the following rules shall govern the recoveries from pension and compassionate allowances:-

(1) A claim may become known and the question of recovery may arise:

(A) When the calculation of pension is being made and before the pension is actually sanctioned: or (B) after the pension has been sanctioned.

(2) The claim and the recovery may be one or other of the following:-

(a) Recovery as a punitive measure in order to make good the loss caused to Government as a result of negligence or fraud on the part of the person concerned while he was in service.

(b) Recovery of other Government dues such as over issues of pay, allowances, or leave salary or admitted and obvious dues such as house rent, life insurance premia, outstanding motor car, house building, travelling and other advances.

(c) Recovery of non-Government dues.

(3) In cases falling under clause (1)(A) above, none of the recoveries mentioned in clause (2) (a) to (c) above may be effected by a reduction of the pension about to be sanctioned except in the following circumstances:-

(a) When the service of a Government servant can be held to have been not thoroughly satisfactory, a reduction in the amount of pension may be made 1[xxx] by a competent authority although no direct penal recovery from pension is permissible.

1. Deleted by No. FD 100 SRS 83 dated 3-1-1985 (w.e.f. 10-1-1985).

(b) When the pensioner by request made or consent given has agreed that the recovery may be made 1[provided such recovery is restricted to the amount of pension which has already become payable on the date of the agreement or consent.]If such request is not made or consent is not given by the pensioner, even sums admittedly due to Government such as house rent, outstanding advances, etc., may not be recovered from pension.

In such cases, however, the executive authorities concerned would have to consider whether they should not try to effect the recovery otherwise than from pension, for example, by going to a Court of Law, if necessary.

(4) In cases falling under clause (1)(B) above, none of the recoveries mentioned in clause (2) (a) to (c) above may be effected by deduction from the pension already sanctioned except at the request or with the express consent of the pensioner:

1[Provided such recovery is restricted to the amount of pension which has already become payable on the date of such agreement or consent.]In cases where the pensioner does not agree to recovery being made even of sums admittedly due to Government, action as indicated in the last sentence of clause (3) may be taken.

[2][215-A. [3][Notwithstanding the pension rules applicable to a Government servant,] it is permissible to make recovery of Government dues [4][and any pecuniary loss found to have been caused to Government in any departmental or judicial proceedings instituted against such Government servant under rule 214] [5][along with interest at eight percent per annum from the date of occurence of pecuniary loss to Government or from the date on which the Government dues actually fall due, as the case may be] from Death-cum-Retirement Gratuity or any other gratuity payable to a Government servant without obtaining his consent and when the Government servant is dead without obtaining the consent of the members of his family.]

1.Inserted by No.FD 38 SRS 64 dated 2-12-1964.

2.Substituted by No.FD 58 SRS 61 dated 16-6-1961

3. Amended by No.FD 161 SRS 61 dated 13/16-12-1961

4. Amended by No.FD 77 SRS 68 dated 15-7-1968

5. Inserted by No.FD 8 SRA 2002, dated 11-11-2003 (w.e.f. 20-11-2003).

[1][*Note* :- Where Government dues or the amount of any pecuniary loss assessed against a retired Government servant under rule 214, is recoverable under the above rule from the death-cum-retirement gratuity or any other gratuity payable to him, the pension sanctioning authority may order and draw the death-cum-retirement gratuity to the extent of Government dues pending recovery and remit the amount so drawn to the proper head of account by debit to the Head of account under which death-cum-retirement gratuity would have been debited in the normal course, even though the retired Government servant or in the event of his death, the person eligible to claim to death- cum-retirement gratuity or any other gratuity does not prefer his claim.]

216. **In the following cases, no claim to pension is admitted:-**

(a) When a Government servant is appointed for a limited time only, or for a specified duty, on the completion of which he is to be discharged;

(b) When a person is employed temporarily on monthly wages without specified limit of time or duty; but a month's notice of discharge should be given to such a person, and his wages must be paid for any period by which such notice falls short of a month;

(c) When a person's whole time is not retained for the Public Service but he is merely paid for work done for the State.

Note:- This clause applies, among others, to the following Government servants, viz., Advocate-General, Administrator General, Official Trustee, Government Pleaders and Public Prosecutors not debarred from private practice.

(d) When a Government servant holds some other pensionable office he earns no pension in respect of an office of the kind mentioned in clause (c) or in respect of duties paid for by a local allowance:

(e) When a Government servant serves under a covenant which contains no stipulati

1. Inserted by No.FD 21 SRS 81 dated 24-8-1981 (w.e.f. 3-9-1981)

217. **No pension may be granted to a Government servant dismissed or removed for misconduct, insolvency, or inefficiency,but in cases in which the Government servants so dismissed or removed are deserving of special consideration, compassionate allowances may be granted provided that the allowance granted to any Government servant shall not exceed two-thirds of the pension which would have been admissible to him if he had been retired on medical certificate.**

Note 1:- Compassionate Grant may be made on the basis of the maximum of 2/3 of the invalid pension and Death-cum-Retirement Gratuity admissible under the rules, and it need not be limited to 2/3 of invalid pension only. The Compassionate Grant would automatically cease when a Government servant dies and would be replaced by Family Pension.

Note 2:-[1][The compassionate allowance granted to a Government servant under the above rule shall be treated as pension for the purpose of commutation under these rules.]

[2][Note 3:- The amount of compassionate allowance to be granted under this rule, shall be in whole rupees only.]

218. **A Government servant compulsorily retired from service as a penalty may be granted by the authority competent to impose such penalty, pension at a rate not less than two-thirds of the invalid pension and not more than full invalid pension admissible to him on the date of his compulsory retirement.**

[3][Note]:- The intention, is that persons on whom the penalty of compulsory retirement is imposed should ordinarily be granted the full invalid pension and Death-cum-Retirement Gratuity, if any, admissible on the date of compulsory retirement. Where, however, the circumstances of a particular case so warrant, the authority, competent to impose the penalty of compulsory retirement, may subject to the orders of the appellate or revising authority, make such reductions in the pensionary benefits within the limits prescribed, as it may think appropriate. A reduction may be made either in the Death-cum-Retirement Gratuity or in the Pension or in both. [2][The reduction to be made in the pension shall be in whole rupees only.]

1. Substituted by No. FD 77 SRS 78 dated 21-12-1978 w.e.f.(4-1-1979).

2. Inserted by No. FD 85 SRS 67, dated 19-10-1967.

3. Amended by No. FD 72 SRS 71, dated 23-9-1972.

[Note 2:- Provisional pension may be authorised immediately after Government servants are compulsorily retired under this rule, withholding, however, the D.C.R.G. till the final pension order is issued.]

219.(a) A Government servant cannot earn two pensions in the same office at the same time, or by the same continuous service.

(b) Two Government servants may not simultaneously count service in respect of the same office, except as provided for in [1][Note 2 to Rule 226.]

[2][219-A. **(a) Service rendered by an employee belonging to one of the classes mentioned in Note 2 below, after attaining the age of 18 years, which is**

pensionable under the Military Rules but which terminates before a pension has been earned in respect of it, may at the discretion of Government, be allowed to count, when followed by service qualifying for pension under these rules as part of such service, provided that any bonus or gratuity received in lieu of pension on, or since, discharge from Military Service, shall be, refunded in such number of monthly instalments not normally exceeding 36 and beginning from such date, as in each case the Government may decide. Service so allowed to count shall, however, be restricted to service, within or outside the employees unit or department, in India, or elsewhere, which has been paid for from Indian Revenues or for which a pensionery contribution has been received by the Indian Revenues.

(b) Service pensionable under Military Rules which does not terminate before a pension has been earned in respect of it shall not be allowed to count for pension under these rules without the sanction of Government.

Note 1:- An officer, Ex-soldier or Ex-airman will not be brought under the operation of this Rule as a matter of course. Each case will be decided on its merits, e.g., there may be cases in which it may be open to a claimant for pension to add military service during the Great War to former non-pensionable service in the Army in order to claim the benefit of a Military pension. In such cases it may be to the advantage of the claimant that he should not be brought under the operation of this Rule. The bearing of paragraph 574 of the Pay and Allowance Regulations of the Army in, India, Part II, on the position of soldiers of the Indian Army who re-entered during the Great War deserves consideration in this connection.

1.Substituted by No.FD 227 SRS 58, dated 4.10.1958 (wef 1.4.1958).

2.Substituted by No.FD 60 SRS 63, dated 5.12.1963.

Note 2 :- This Rule applies to Indian Commissioned Officers, Non-Commissioned Officers and Men of the Indian Army and of the Frontier Constabulary and Militias and to Non-combatant departmental and Regimental employees and followers of the supplemental services. It also applies to Warrant and Non-commissioned officers and Men of the British Service and to Warrant Officers and departmental officers of Commissary and Assistant Surgeon classes.

Note 3:- To be eligible for concession in this Rule, the individual concerned should take his discharge from the Army or Royal Air Force within 12 months from the date of his confirmation in the appointment pensionable under these rules.

This limit may in special cases, be relaxed by the Government.

Note 4:- Employees in the Military Police have the option of counting service under any other rules which would give them a similar or more liberal concession.

[1][Note 5:- xxx]

[2][Note 6:- The pensionary liability in respect of Military Service (other than War-Service) devolves on the Defence Authorities. Any bonus or

gratuity refunded under sub-rule (a) shall, therefore, be credited to the Defence Estimates.]

3[Note 7:- The Military service rendered prior to appointment in the State Civil Services shall not be taken into account in determining service qualifying for pension if the benefit under rule 41-C is already allowed.]

1[219-B xxx]

1.Omitted by No.FD 05 SRA 2012, dated 29.1.2014. (wef.30.1.2014)

2.Inserted by No.FD 167 SRS 67, dated 27.11.1968.

3.Inserted by No.FD 14 SRA 99 dated 13-10-2000 (wef 16.11.2000).

PART-IV
CHAPTER –XVI
CONDITIONS OF QUALIFYING SERVICE
SECTION 1 - DEFINITIONS OF QUALIFYING SERVICE

220. **A Government servant's service does not qualify till he has completed eighteen years of age.**

221. **In cases other than those referred to in Rule 220, unless it be otherwise provided by special rule or contract, the service of every Government servant begins when he takes charge of the office to which he is first appointed.**

222. **The service of a Government servant does not qualify for pension unless it conforms to the following three conditions,-**

Second - The employment must be substantive and . permanent.

Third - The service must be paid for by Government.

These three conditions are fully explained in the following sections.

[1][Note:- Service of Government Servants deputed to work under the Tungabhadra Board is deemed to be service qualifying for pension under this rule.]

[2][Provided minimum qualifying service required for a Government servant for earning pension is [3][10 years]

[4][Provided further that Government servants retired between 1.9.2003 and 8.9.2006 shall be eligible for notional fixation but not for any arrears upto 22nd October, 2007.]

1. Inserted by No. FD 69 SRS 62 dated 6-3-1968 (Deemed to have been always inserted).

2. Inserted by No.FD 12 SRA 2000,dated 3.2.2003 (wef 15.2.2003).

3.Substituted by No.FD 3 SRA 2009,dated 23.9.2010 (wef 1.9.2003).

4. Inserted by No.FD 3 SRA 2009,dated 23.9.2010 (wef 24.09.2010).

SECTION II - FIRST CONDITION

223. **The service of a Government servant does not qualify unless he is appointed and his duties and pay are regulated by the Government, or under conditions determined by the Governor. The following are examples of persons excluded from pension by this rule:**

(1) Servants of a Municipality or a Local Board.

(2) Servants of Grant-in-aid Schools and Institutions.

SECTION III – SECOND CONDITION

224. **Service does not qualify unless the Government servant holds a substantive office on a permanent establishment but temporary service will count to the extent indicated in Rule 226.**

[1][Note-1:- In the case of a Government servant retiring from service after 31st December,1959, temporary and / or officiating service under the Government followed without interruption by confirmation in the same or another post, shall count in full as qualifying service provided he held a substantive appointment on a permanent establishment on the date of his retirement except in respect of :-

(i) Periods of temporary or officiating service in non- pensionable establishments;

(ii) Periods of service in work-charged establishment;

(iii) Periods of service paid from contingencies.

The proviso that temporary and/ or officiating service, should be followed by confirmation may be relaxed by Government in Special cases where for valid reasons a Government servant is not confirmed before his retirement or death while in service.]

1.Inserted by FD 41SRS 60,dated 6.7.1960.

[1][Note - 2 xxx]

[2][224-A. **In respect of retirement or death while in service of Government Servants on or after 1st September,1968, all service under Government whether temporary t.]**

[3][Explanation:-For the purpose of this rule "Temporary Service" means, the service rendered in any temporary post or as local candidate or service rendered on probation.]

[4][224-B. Request for counting of qualifying service pension

(1) Notwithstanding anything contained in rules 219-A, 224-A, 235, 235-A, 235-B, [5][xxx] 248, 248-A, 248-AA, 252(b), 416, 417 every employee desires to have benefit of counting their previous service of additional years as qualifying service for pension, as the case may be under these rules shall make a request in writing to the appointing Authority within three years from the date of joining the Government service or [6][within 31st July 2014] as the case may be. No claim made after the above specified time limit shall be entertained by the appointing authority.

(2) The Appointing Authority in turn shall, with requisite records in support of the claim,obtain the approval of the Government before passing the appropriate order.]

225. An establishment, the duties of which are not continuous, but are limited to certain fixed periods in each year, is not a temporary establishment. Service in such an establishment including the period during which the establishment is not employed, qualifies; but the concession of counting as service the period during which the establishment is not employed, does not apply to a Government servant who was not on actual duty when the establishment was discharged, after

1.Omitted by FD 05 SRA 2012, dated 29.01.2014 (wef.30.01.2014)

2.Inserted by No.FD 69 SRS 66,dated10.10.1968

3.Inserted by FD 03 SRA 2012, dated 28.01.2013

4.Inserted by No. FD 06 SRA 2004,dated 8.5.2006(w.e.f.12.5.2006)

5.Omitted by No.FD 4 SRA 2010, dated15.2.2012

6.Substituted by No.FD 1 SRA 2014,dated 29.3.2014.

completion of its work, or to a Government servant who was not on actual duty on the first day on which the establishment was again re-employed.

[1][226.xxx]

[1][227.xxx]

[2][228.xxx]

229. If a Government servant on a permanent establish ment is detached on temporary duty, on the understanding that, when the temporary duty ceases, he will return to the permanent establishment, he counts his detached service.

230. The preceding Rule permits the temporary suspension of the second condition of qualifying service which forms the subject of this Section; it does not authorize any relaxation of the first condition (which is the subject of Section II), or the third condition (which is the subject of Section IV) and in particular, must not be understood to countenance any modification of therules applicable to a Government servant on Foreign Service.

231. **A Government servant whose lien on his permanent appointment is suspended counts service in the quasi-permanent appointment he holds at that time for pension and his locum tenens counts service in the provisionally permanent appointment that he holds. The case of a Government servant on Foreign service is governed by rules relating to Foreign Service.**

232. **If the substantive office of a Government servant is abolished, but the Government servant is, at the time on special duty, or is, on abolition of his office, deputed on special duty, his service on special duty qualifies, but the duty must be special; mere employment in continuation of permanent employment, in a temporary appointment which happens at the time to be vacant, does not qualify.**

1. Omitted by No.FD 03 SRA 2012, dated 28.01.2013.

2. Omitted by No.FD 25 SRS 80 dated 23-5-1980 (w.e.f. 5-6-1980).

[1]**[233. xxx]**

[1]**[234. xxx]**

[1]**[234-A. xxx]**

235. **Government may by general or special order permit service other than pensionable service, for performing which a Government servant is paid from the Consolidated Fund of the State or from a Local Fund, to be treated as, duty counting for pension. In issuing such an order, Government shall specify the method by which the amount of duty shall be calculated and may impose any condition which it thinks fit.**

[2]**[Note:- Wherever pensionable service under Govern- ment has been rendered in continuation of service in local authority or autonomous institutions receiving grants from State Government, the services rendered in such local authority or State autonomous institutions shall count as qualifying service for pension subject to the following conditions, namely:-**

(i) While deciding the factor of continuity in service the break in service caused due performing of the journey from the place of duty immediately after his/her relief to the place of duty in Government may be condoned.]

[3]**[(ii) Where the service rendered under the institutions referred to above is covered by the contributory Provident Fund Scheme and the Contribution of such institutions with interest has been drawn by the Government Servant, the amount so drawn shall be credited to Government with interest calculated at 3 per cent per annum for the period from thedate ofdrawing of the Contribution to the date of credit to Government. In case the amount is credited after the retirement of the Government servant concerned, interest shall be calculated upto the date of retirement of the Government Servant.**

(iii) Where the service rendered under such institutions is covered by the Contributory Provident Fund Scheme and contribution of the such institution with interest is continued in the Contributory Provident Fund and transferred to government account after the absorption of the employee in Government Service, the amount of such contribution with

1. Omitted by No.FD 05 SRA 2012, dated 29.01.2014 (wef. 30.01.2014)

2. Amended by No.FD 84 SRS 68, dated 05-08-1968 (wef. 01-11-1956)

3. Substituted by No.FD 10 SRA 2001,dated 10.10.2003(wef 17.10.2003)

interest accumulated in the Fund shall be credited to Government without calculating any further interest on the aggregate amount (of contribution and interest) as the amount would have been with Government.

(iv) Where the service rendered under the institutions referred to above is not covered by the Contributory Provident Fund Scheme, the Government Servant shall credit to Government Pension Contribution at 1/8th of the pay drawn by him from time to time under such institutions together with interest at 3 per cent per annum calculated on the aggregate of such contribution for the period from the date of his absorption in Government Service to the date of credit to Government. In case the amount is credited after the retirement of the Government Servant, the interest shall be payable for the period from the date of absorption of the Government servant to the date of his retirement.

Provided that the service to be counted as qualifying service [1][under clause (ii),(iii) and (iv)] above shall be restricted to the period for which the Government servant was subscribing to the Contributory Provident Fund or for which pension contribution is received.

(v) The Controller, State Accounts Department, in the case of employees who had rendered service in Local Bodies and a responsible Departmental Officer in the case of employees who had rendered service in other institutions prior to their service in Government, shall certify the correctness of the amounts credited to the Government. Based on these certificates (to be recorded in the Service Books in the case of non-gazetted Government Servants) the Accountant General will admit the service rendered in the Local Bodies or other Institutions for purposes of granting the retirement benefits.]

[1][Explanation:- For the purpose of this rule State Autonomous Institution means a body which is financed wholly or substantially from State Government grants. Substantially means that more than fifty percent of the expenditure of the autonomous body is met through State Government grants. State Autonomous body includes a State Statutory Body or a State University but excludes public undertaking or State aided educational instituti

1. Substituted by No.FD 10 SRA 2001,dated 10.10.2003 (wef 17.10.2003).

1[**235-A.** **(i) A Government servant on permanent transfer to, or absorption in a Board or Corporation or Public Under taking or Government Industrial concern (hereinafter referred to as the said Organizations) shall be eligible for Pro-rata Pension and Death-cum-Retirement Gratuity, as the case may be, with reference to the pension rules by which he was governed immediately before such transfer or absorption. If, at the time of such transfer or absorption, the employee has put in less than ten years of qualifying service, he is not entitled to pension and therefore the question of proportionate pension will not arise. He will be eligible for only the proportionate service gratuity in lieu of pension and for Death-cum-Retirement Gratuity based on the length of his service.**

(ii) The amount of pension/ gratuity and the Death-cum- Retirement Gratuity shall be worked out and intimated to the employee as well as to the said organizations as and when he is so transferred or absorbed.

(iii) The Pro-rata Pension, Gratuity, and Death-cum-Retirement Gratuity admissible in respect of the service rendered under Government would be disbursable only from -

(a) the date on which the employee would have normally superannuated if he had continued in Government Service;

Or

(b) the date on which he actually retired from the service of the said organization whichever is later.

Provided that in cases of voluntary retirement from the service of the said organizations as under rule 285 of the Karnataka Civil Services Rules and those of retirement on Invalid Pension as under rules 273 to 283 of the Karnataka Civil Services Rules, the Pro-rata Pension, Gratuity etc., admissible in respect of the service rendered in the Government will be disbursable on the date on which the employee actually retires from the service of the said organization.

(iv) Resignation from the service of the said organization will, for the purpose of these rules, be treated as resignation from Government Service, entailing forfeiture of the earlier service under Government and the loss of the pensionery benefits under these rules.

1. Substituted by No.FD 10 SRA 2001,dated 10.10.2003(wef 17.10.2003).

(v) Any further liberalization of pension rules decided upon by Government with effect from a date after the permanent absorption of the employee in the said organizations will not be extended to him.

(vi) Where an employee receives pension under clause (iii) above, and wishes to commute a portion of the pension, such commutation will be regulated in accordance with the rules in force at the time of such commutation.

(vii) In respect of the deputationist Government employee who opts for absorption in any of the said organizations such organization should take over the liability in ge pay or earned leave that the

Officer has to his credit at the time of leaving Government service and, in return, the Government shall pay to the said organization a lumpsum equal to leave salary for the leave on average pay/earned leave due to the Government employee on the date of his permanent absorption in the said organization.

(viii) The conditions mentioned in this rule will apply only where the permanent transfer from Government service to or absorption in the said organization is in public interest. In all other cases, Government will not accept the liability to pay any retirement benefits for the period of service rendered by the employee before his transfer.

(ix) If a Government Servant permanently absorbed in the said organization is continued in service or re-employed after the date mentioned in condition (iii) above, his pay shall be refixed as re-employed pensioner with effect from the date from which he becomes entitled to draw the Pro-rata retirement benefits.

(x) The parent Department of the Government servant shall be consulted before the issue of the order of absorption

(xi) It is not necessary to tender formal resignation in cases where it is declared by Government that the absorption of the employee is in public interest and the employee in turn gives his consent to such absorption.

1[(xii)(a) The family of the Government servant, who has been permanently absorbed in the said organization shall also be eligible for family pension from the date following the date of death of the employee in addition to the benefit of family pension, if any, admissible under the rules of the organization:

1. Substituted by No.FD 02 SRA 2014,dated 20.6.2014(wef.21.6.2014)

Provided that, the benefit under this rule is also available to the eligible past cases of death while in service or after retirement, where the family pension has been settled as per the then existing rules. However, the financial benefits in past cases will be eligible with effect from the first of the month following the date of publication of this rules in the Official Gazette.]

(b) The benefit of Family Pension will be admissible only to the families of those who were/are actually entitled to pension from the Government after their absorption in the said organization. This benefit will not be admissible to the families of those who get only the service gratuity, i.e., who are absorbed before rendering ten years of qualifying service under the Government.

1[(c) XXX]

(d) The family pension admissible under the provisions of the Karnataka Government Servants' (Family Pensions) Rules, 1964 2[or Karnataka Government Servants' (Family Pension) Rules,2002 as the case may be] as in force on the date of absorption taking into account the pay as on the date of transfer/ absorption.1[xxx]

(e) It will be the responsibility of the pension sanctioning authority to process the claim for family pension and forward it to the Audit Office for issue of necessary authority. [1]**[xxx]**

(xiii) In all cases of absorption with the benefits of Pro-rata retirement benefits, the Finance Department should be counsulted before the issue of orders.]

[3]**[235-B.** **(1) In the cases of employees of Central Autonomous Institutions who have been allowed to be absorbed in the State Government and vice-versa their cases shall be decided in accordance with the following provisions namely:-**

(a) Where a State Government employee borne on the pensionable establishment is allowed to be absorbed in a Central Autonomous Institution the service rendered by him under the Government shall be allowed to be counted under the autonomous institution irrespective of whether the employee was temporary or permanent in Government. The Pensionary benefits will, however accrue only if the temporary service is followed by confirmation. If he retires as a temporary employees in the Autonomous Institution he will

1.Omitted by No.FD 2 SRA 2014,dated 20.6.2014 (wef 21.6.2014)

2.Inserted by No.FD 10 SRA 2001,dated 3.1.2004 (wef.17.10.2003)

3.Inserted by No.FD 10 SRA 2001,dated 10.10.2003 (wef.17.10.2003)

get terminal benefits as are normally available to temporary employees under the Government. The same procedure will apply in the case of employees of Central Autonomous Institutions who are permanently absorbed under the State Government.

The Government / Autonomous Institution will discharge its pension liability by paying in lumpsum as a one time payment, the Pro-rata Pension / Service Gratuity / Terminal Gratuity and DCRG for the service upto the date of absorption in the Autonomous Institution or Government, as the case may be. Lumpsum amount of the Pro-rata Pension will be determined with reference to commutation table laid down in the Karnataka Civil Service Rules as amended from time to time.

(b) In case of Autonomous Institution where Pension Scheme is not in operation, the following Provisions shall apply:-

(i) A permanent State Government Employee borne on pensionable establishment on absorption under Central Autonomous Institution will be eligible for Pro-rata retirement benefits in accordance with the provisions of the Karnataka Civil Service Rules, existing at the time of absorption.

[1]**[The family of the Government servant, who has been permanently absorbed in the said organisation shall also be eligible for family pension from the date following the date of death of the employee, in addition to the benefit of family pension, if any, admissible under the rules of the Organisation. The benefit of family pension shall be admissible only to the families of those who are actually entitled to pension from the Government after their absorption in the said organisation. The benefit shall not be admissible to the fa nly the service gratuity i.e., who**

are absorbed before rendering ten years of qualifying service under the Government.

Provided that the benefit under this rule is also available to the eligible past cases of death while in service or after retirement, where the family pension has been settled as per the then existing rules. However, the financial benefits in past cases shall be eligible with effect from the first of the month following the date of publication of this rules in the Official Gazette.]

(ii) An employee of a Central Autonomous Institution on permanent absorption under the State Government will have the option either to receive Contributory Provident Fund

1.Inserted by No.FD 02 SRA 2014,dated 20.6.2014(wef.21.6.2014)

benefits which have accrued to him from the Autonomous Institution and start his service afresh in Government or choose to count service rendered in that Institution as qualifying service for pension in Government by foregoing employer's share of Contributory Provident Fund contri- butions with interest thereon, which will be paid to the concerned Government Department by the Autonomous Institution. The Option shall be exercised within one year from the date of absorption. If no option is exercised within stipulated period employee shall be deemed to have opted (to receive Contributory Provident Fund benefits. The Option once exercised shall be final.

(2) The above procedure will be followed Mutatis Mutandis in respect of employees going from State Government to Central Autonomous Institution and vice versa.

Note:- "Central Autonomous Institution" means an Institution which is financed wholly or substantially from cess or Central Government Grants. "Substantially" means that more than fifty percent of the expenditure of the Autonomous Institution is met through cess or Central Government Grants. Autonomous Institution includes a Central Statutory Institution or a Central University but does not include a public undertaking.

(3) Only such service which qualifies for pension under the relevant rules of Government/ Autonomous Institution shall be taken into account for this purpose

(4)The employees of a Central Autonomous Institution or State Government as the case may be who have already been sanctioned or have received Pro-rata retirement benefits or other terminal benefits for their past service will have the option either:-

(a) to retain such benefits and in that event their past service will not qualify for pension under the Central Autonomous Institution or the State Government, as the case may be; or

(b) to have the past service counted as qualifying service for pension under the new Organization in which case the Pro-rata retirement or other terminal benefits, if already received by them, d along with interest

thereon from the date of receipt of those benefits till the date of deposit with the Central Autonomous Institution or the State Government as the case may be. The right to count previous service as qualifying service shall not revive until the whole amount has been refunded. In other cases, where Pro-rata retirement benefits have already been sanctioned but have not yet become payable, the concerned authorities shall cancel the sanction as soon as the individual concerned opts for counting of his previous service for pension and inform the individual in writing about accepting his option and cancellation of the sanction. The option shall be exercised within a period of one year from the date of issue of those orders. If no option is exercised by such employees within the prescribed time limits, they will be deemed to have opted for retention of the benefits already received by them. The option once exercised shall be final.

(5) Where no terminal benefits for the previous service have been received, the previous service in such cases will be counted as qualifying service for pension only, if the previous employer accepts pension liability for the service in accordance with the principles laid down in these rules. In no case pension contribution liability shall be accepted from employee concerned.

(6) These rules will be applicable only where the transfer of the employee from one Organization to another was/ is with the consent of the Organization under which he was serving earlier, including cases where the individual had secured employment directly on his own volition provided he has applied through proper channel/ with proper permission of the administrative authority concerned.

(7) These rules do not provide for counting of combined service in the case of mobilityof personnel from Reserve Bank of India and Nationalized Banks as well as other financial Institutions including Life Insurance Corporation of India / General Insurance Corporation to State Government and Vice-versa for the purpose of pensionery benefits.

(8) These rules will be effective from seventh day of February 1986 and will apply to the employees who were in service on that date, irrespective of the date of their absorption.]

SECTION IV - THIRD CONDITION

Sources of Remuneration

236. **Service which satisfies the conditions prescribed in Sections II and III qualifies or does not qualify, according to the source from which it is paid; with reference to this Rule, service is classified as follows:-**

(a) paid from the Consolidated Fund of the State.

(b) paid from Local or other Funds specified by Government from time to time.

(c) paid from funds in respect to which Government holds the position of trustee.

(d) paid by fees levied by law, or under the authority of Government or by commission.

(e) paid by the grant, in accordance with Law or Custom, of a tenure in land, or any sourc ollect money.

237. **Service paid from the Consolidated Fund of the State qualifies. The fact that arrangements are made for the recovery, on the part of Government, of the whole, or part, of the cost of an establishment or Government servant does not affect the operation of this principle:**

Provided that the establishment or Government servant is appointed, controlled and paid by Government.

Note 1:- In making arrangements for the recovery of cost of establishments, it should not be forgotten that Government has to bear not only the immediate cost but also that of leave allowances and pensions.

Note 2:- The amount to be recovered from the person for whose benefit an additional establishment is created shall be the gross sanctioned cost of the service which will not vary with the actual expenditure of each month. Dearness and

High Price Allowances shall also form part of the gross sanctioned cost of the establishment and the whole expenditure on account of these allowances shall be recovered for periods of leave also.

Example:- When Police Officers are entertained at the cost of individuals and corporate bodies, an additional charge of one-fourth of the pay of officers must be defrayed by the persons for whose benefit the officers are employed:

Provided always that this additional charge shall not be made when such officers do not belong to the regular Police, but are only, temporarily engaged their service not counting for pension.

[1][Note 3 :- In the case of Government servants deputed to Commercial Departments, Government Commercial Under- takings or to the Offices of the Boards of Management for Industrial concerns, contribution for their pension and leave allowances shall be recovered at 1/4th of the total emoluments drawn by them in such Commercial Departments, Commercial Undertakings or Offices.]

Exception:- Shanbhogs, Patels and other Village Servants are not entitled to pension although they are paid from the Consolidated Fund of the State.

238. **Service paid from funds which Government holds only as a trustee, such as under a Court of Wards or in an attached Estate does not qualify.**

Note:- Service paid from the Muzari Establishment Fund qualifies.

239. **(a) Service in an office paid only by fees whether levied by a law or under the authority of Government or by a Commission, does not qualify.**

(b) Service in an office paid by fees or by commission, in addition to pay from the Consolidated Fund of the State qualifies.

1. Inserted by No. FD 7 SRS 64 dated 19-3-1964.(wef.14.6.1964).

240. **Service paid by the grant, in accordance with law or custom, of a tenure in land, or of any other source of income or right to collect money does not qualify.**

241. **When part of the pensionable service of a Govern- ment servant qualifies for pension from the Consolidated Fund of the State and part from**

Local Funds, his pension is paid and charged according to the Rule of Proportion; it is not admissible to disregard the pensionable Local Funds service and award a pension only for the service paid from the Consolidated Fund of the State: provides that if, under this Rule, less than one-tenth of the pension would be payable from either source, no distribution shall be made; in such cases, the other source shall bear the whole charge.

Note:- In respect of Government servants whose services are lent temporarily to the Local Bodies, e.g., Executive and Assessing Officers, P.W.D., staff of the Engineering Establishment working under the District Boards, etc., and in whose cases Government specifically direct that contributions for pension should be recovered from the Local Bodies instead of debiting the pensionary charges according to the Rule of proportions, the rates of contribution prescribed for Foreign Service shall apply.

1[241-A. The pension payable to a Government servant who has rendered service partly in the Palace and partly under the Government shall be regulated as follows:-

(i) in the case of Government servants who retired prior to 1st April 1962, the incidence of pension shall be regulated according to the Rule of Proportions.

(ii) in the case of Government servants retiring from service on or after 1st April 1962, pension contribution shall be recovered in respect of the Palace service at the rates prescribed for foreign service.]

242. Rule 241 will apply only to cases in which the whole pay of the Government servant at any time is charged to a single fund. The pensionery charges of Government servants whose

1. Inserted by No.FD 59 SRS 62 dated 1-10-1962.

pay is met in shares from more than one source, viz., District Funds, Municipal Funds, or Consolidated Fund of the State or by more than one Municipality in shares, shall, in respect of such period of service be borne entirely by General Revenues, 1[a contribution of one-eighth] of so much of the salaries of such Government servants as is paid by District or Municipal Funds being recovered and credited annually to Government during that period.

243. The administrators of a Municipality or a Local Fund including the Kolar Gold Fields Sanitary Board may, at their option, with the permission of Government, make a permanent arrangement for contributing for pensions from the Consolidated Fund of the State for its permanent employees or for any specified classes of them, by paying to Government 1[a contribution of one-eighth of the sanctioned salaries of the several appointments] : provided that in the bills in which the establishment charges are drawn from the treasury, the contribution is added to the establishment bill and paid from the funds of the Municipality or Local Board concerned by transfer credit to the Consolidated Fund of State at the time the establishment bill is cashed. Any default in the payment of the contribution entails forfeiture of the claim against Government.

Arrears contributions in respect of either individual Government servants or classes of Government servants proposed with a view to render

past service qualifying will not be accepted. When an arrangement of this kind is made, the provision of Rule 241 will not apply to such appointments.

Note 1:- The arrangement contemplated in this Rule will apply in respect of all Municipalities and Local Bodies.

Note 2:- If a Government Servant whose service is reckoned as pensionable under this Rule is transferred to a similar pensionable establishment of another Municipality or Local Fund or to qualifying service under the State Government or vice versa, the transfer will not interrupt the continuity of the service for pension.

1.Amended by No. FD 197 SRS 74 dated 7-9-1975(wef.19.3.1974)

Note 3:-[1][The contribution of one-eighth] will be taken as covering the payment of Death-cum-Retirement Gratuity under these Rules and Compassionate Gratuity under old rules.

Note 4:- Since the contribution is fixed on the basis of details given in the Establishment Returns received from the Local Bodies, the amount recoverable will be communicated by the Audit Office to the Treasury Officer with whom the Local Body has its accounts and he will be asked to effect the necessary adjustments every month at the rate of one-twelfth of the yearly contribution recoverable. If the Establishment Returns are not received promptly from the Local Bodies, the Audit Office will issue instructions for the adjustment of the contribution at the rates for the previous year necessary adjustments being made later to collect the arrears or to refund the excess amount collected as soon as the Establishment Returns are received and the revised rate of contribution fixed.

[2][Contributions need not be recovered in respect of appointments kept substantively vacant for not less than a year. In such cases, where the pension contributions have already been recovered the excess, if any, may be adjusted against the pension contributions due for the subsequent periods.]

[3][Note 5 :- The arrangement contemplated in this rule will apply also to the employees of the Mysore University.]

[4][Note 6 :- The contribution paid under this Rule shall be rounded off to the nearest rupee, fractions equal to fifty paise or more being rounded off to the next higher rupee.]

1.Amended by No. FD 197 SRS 74 dated 07-09-1975(wef.19.3.1974)

2. Inserted by No. FD 8 SRS 70 dated 16-10-1970.

3.Inserted by No. FD 120 SRS 60 dated 10-8-1960.

4.Inserted by No. FD 146 SRS 69 dated 22-6-1970.

PART-IV
CHAPTER -XVII
RULES FOR RECKONING SERVICE
Period of Leave

[1][244. Time passed on all kinds of leave with allowances counts as service.]

[2][Note-xxx]

[3][244-A. In respect of retirement or death while in Service of Govern- ment Servants on or after 1st

September 1968, time passed on all kinds of leave shall count as service under all circumstances provided that the maximum period of leave without allowances to be so counted shall be restricted to 3 years in the entire

service.] [4] **[However the period treated as "Dies-non" shall not be counted as service qualifying for pension]**

[5] **[245 xxx]**

246.[1] **[xxx] Government may, at its discretion, decide in the case of a Government servant (including a person under training but not actually appointed to Government service) who is selected to undergo a course of training, whether the period shall count as service qualifying for pension.**

Note-1. The period of successful training in the Dehra Dun Forest School in continuation of qualifying service and followed by a substantive appointment in the Forest Department counts.

Note-2. Teachers in Government employ passing through a course of instruction in Normal institution with or without a stipend will be permitted to count the time spent in such an institution as service towards pension, notwithstanding that while receiving such instruction they are treated as being absent from their appointments on leave without allowances.

1.Amended by No.FD 34 SRS 62 dated 10-12-1963.

2.Omitted by No.FD 05 SRA 2012, dated 29.01.2014(wef 30.01.2014)

3.Inserted by No.FD 69 SRS 66 dated 10-10-1968.

4.Inserted by No.FD 21 SRA 99 dated 3.11.2000 (wef 04.01.2001.)

5.Deleted by No.FD 34 SRS 62 dated 10-12-1963.

[1] **[Note-3 xxx]**

Special additions

[2] **[247.** **(1) A member of the Bar,** [3] **[who is directly appointed as Munsiff or to a higher post] in the Judicial Department, and whose whole pensionable service is passed in that Department shall, if appointed at an age exceeding 25 years be entitled to reckon as service qualifying for superannuation pension (but not for any other class of pension) the actual period by which his age, at the time of appointment, has exceeded 25 years subject to the proviso that five years shall be the maximum period which can be so added. No officer can claim the benefit of this Rule unless his actual qualifying service at the time he quits Government service is not less than ten years.]**

[4] **[xxx]**

[5][(2) A Judicial Officer who is transferred [6][to any civil service under the State and whose pensionable service after such transfer is passed in such civil service provided such transfer is made in the interest of public service] shall be entitled to the addition of the period mentioned in sub-rule(1), as if he passed his whole pensionable service in the Judicial Department.]

[7][*Exception:-*The minimum number of years of actual qualifying service necessary to claim the benefit of addition to the service is reduced from ten to five years in the case of members of the Bar who are directly recruited as District Judges or who, though directly recruited as Sub-Judges or to higher posts in the Judicial department, are promoted as District Judges and had service as District Judges of at least five years in all.]

1. Deleted by No.FD 161 SRS 69 dated 22-6-1970.(wef.9.7.1970)

2. Substituted by No.FD 232 SRS 59 dated 13-11-1959(wef 1-4-1958)

3. Amended by No. FD 31 SRS 65 dated 13-1-1966.

4. Deleted by No. FD 31 SRS 65 dated 13-1-1966.

5. Inserted by No.FD 139 SRS 72 dated 20-11-1972 (wef 21-12-1972)

6. Amended by No.FD 225 SRS 71 dated 12-07-1978 (wef 1-1-1971)

7. Substituted by No.FD 232 SRS 59 dated 13-11-1959(wef 1-4-1958)

[1][247-A. (1) In case of persons directly recruited after completing the age of 30 years in consonance with or pursuant to the rules of recruitment, through Karnataka Public Service Commission or other recruiting authorities, there shall be added to their qualifying service, a period equal to the difference between the age on their date of birth immediately preceding the date of direct recruitment and thrity years, subject to a maximum of two years.

(2) Where a Government servant is allowed to count his service for pension in accordance with rule 219-A together with additional qualifying service under this rule, the portion of Military Service exceeding thirty years of age shall be deducted from the addition to qualifying service under this rule.

(3) The addition to qualifying service shall be in terms of completed years and not in terms of months and days.

(4) The addition to qualifying service is also admissible to a Government servant who had rendered qualifying service of less than ten years on the date of retirement or death.

(5)When the Government servant ceases to be governed by Triple Benefit Scheme rules and enters Government service by recruitment, the provisions of sub-rule (1) may be extended if it is advantageous to the Government servant in lieu of the period admissible under rule 248.

(6)A member of the Bar who is recruited to Judicial service at an age exceeding 30 years shall be entitled to the benefit under sub-rule (1) or rule 247, but not both :

Provided that the addition of qualifying service under this rule is not ad

(i) Employees governed under rule 235;

(ii) Employees governed by Triple Benefit Scheme Rules;

(iii) Employees borne on work charged establishment absorbed in regular pensionable service;

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1. Substituted by No.FD 4 SRA 2010 dated 15-2-2012

(iv) Employees appointed on compassionate grounds;

(v) Employees who were earlier working on daily wage basis and whose services are subsequently regularized in Government;

(vi) Stipendiary graduates whose services are sub- sequently regularized in Government;

(vii) Contract employees whose services have been regularized in Government under Special Rules;

(viii) Persons whose initial appointment was on adhoc basis and subsequently absorbed into Government service under special rules made for that purpose; and

(ix) Persons who are appointed on or after 1st April 2006.]

1**[247-B** **(1) In the case of an Ex-Military person who is directly recruited after completing the age of thirty years in consonance with or pursuant to the rules of recruitment, through the Karnataka Public Service Commission or other recruitment authorities, and if he is in receipt of military pension for service rendered by him under military service, and has not been allowed to count his previous military service for a combined pension under the State Government in lieu of military pension, there shall be added to his qualifying service a period equal to the difference between the age on his date of birth immediately preceding the date of direct recruitment and thirty years subject to a maximum of four years.**

(2) The addition to qualifying service shall be in terms of completed years and not in terms of months and days.

(3) The addition to qualifying service is also admissible to a Government servant who had rendered qualifying service of less than ten years on the date of retirement or death.

Provided that the military service rendered after the age of thirty years shall be deducted while giving the benefit under sub-rule(1).

1. Substituted by No.FD 4 SRA 2010 dated 15-2-2012

Provided further that these rules are not applicable to persons newly appointed on or after 1st April, 2006.]

1**[248.** **If an employee of an educational institution which is recognised by Government gets into Government service as a result of either the school being taken over by Government or his securing an appointment according to the rules of recruitment, one-fourth of his service in that institution shall be counted for pension and gratuity subject to the limitation that the period so allowed to be counted shall not exceed three years.]**

[2][248A. **(1) Persons borne on the work-charged establishments of Government either on daily or monthly wages system when appointed to regular pensionable service under Government shall count for pension or gratuity one-fourth of their service rendered on the work-charged establishments subject to a maximum of three years.]**

[3][**Note - In computing work-charged service under this rule, interruptions in the work charged service not exceeding one-tenth of the aggregate of the total work-charged service should be condoned.]**

[4][**(2) Persons borne on the work-charged establishments of Government on time-scales of pay who were in Service on 1st July 1978 and have been or are absorbed in regular pensionable service under Government after that date shall count their work-charged service to the extent indicated below, for purposes of pension and gratuity:**

(i) For the first ten years -- 50% of service. (ii) For the remaining period – Full service]

[5][**(3) The provisions of sub-rule (2) above shall also apply to the persons borne on the work-charged establishments on regular time scales of pay who were absorbed in regular pensionable service prior to 1st July 1978 but who were in service on that date.]**

1. Substituted by No.FD 211 SRS 74 dated 17-11-1976(wef 20-7-1978).

2. Inserted by No.FD 80 SRS 62 dated 24-11-1962.

3. Inserted by No. FD 55 SRS 65 dated 22-6-1966.

4. Inserted by No. FD 56 SRS 81 dated 30-12-1982 (wef 20-1-1983).

5. Inserted by No.FD 41 SRS 83 dated 9-6-1983 (wef 16-6-1983).

(4) In computing work-charged service under sub-rule (2) or sub-rule (3) above, interruptions in the work charged service not exceeding one-tenth of the aggregate of the total work-charged service shall be ignored.]

[1][248AA- **Persons borne on establishments paid from contingencies of Government either on daily or monthly wages system, and appointed to regular pensionable service under Government on or after 1st January 1961 shall count for pension or gratuity half the service paid from contingencies subject to the following conditions:-**

(a) Service paid from contingencies should have been in a job involving whole-time employment (and not part-time for a portion of the day);

(b) Service paid from contingencies should be in a type of work or job for which regular posts could have been sanctioned;

(c) The service should have been one for which the payment is made either on monthly or daily rates computed and paid on a monthly basis and which though not analogous to the regular scale of pay should bear some relation in the matter of pay to those being paid for similar jobs being performed by staff in regular establishments,

(d) The service paid from contingencies should have been continuous and followed by absorption in regular employment without a break;

(e) Subject to the above conditions being fulfilled the weightage of past service will be limited to the period for which authentic records of service are available.]

249. **When a Government servant is deputed out of State on duty, the whole period of his absence from State counts. When a Government servant on leave out of State is employed or is detained after the termination of his leave, on duty, the period of such employment or detention counts.**

1. Inserted by No.FD 102 SRS 71 dated 3-7-1972

Suspensions, Resignations, Breaks and Deficiencies in Service.

[1][250. **Time passed under suspension pending enquiry into conduct counts in full where, on conclusion of the enquiry, the Government servant has been fully exonerated or the suspension is held to have been wholly unjustified; in other cases, the period of suspension does not count unless the authority competent to pass orders under Rule 99 expressly declares at the time that it shall count, and then it, shall count only to such extent as the competent authority may declare.]**

[1][251 xxx]

252. **(a) Resignation of the public service, or dismissal or removal from it for misconduct, insolvency, inefficiency, but not due to age, or failure to pass a prescribed examination entails forfeiture of past service.**

[2][Exception:- The provisions of this Rule regarding forfeiture of past service due to resignation of public service shall not apply to the cases of retirement or death while in service of a Government servant on or after the 19th September 1974.]

[3][xxx]

[4][(b) Resignation of an appointment to take up, with proper permission, another appointment, whether permanent or temporary, service in which counts in full or in part, is not a resignation of public service.]

[5][xxx]

[6][252A xxx]

[7][253. **(a)A Government servant who is dismissed, removed or compulsorily retired from Public Service, but is reinstated on appeal or revision, is entitled to count his past service.**

1. Deleted & Amended by No.FD 105 SRS 62 dated 2-3-1965.

2. Inserted by No.FD 45 SRS 75 dated 29-1-1976 (w.e.f. 19-9-1974).

3. Deleted by No.FD 43 SRS 86 dated 3-4-1990 (w.e.f. 12-4-1990).

4. Substituted by No.FD 212 SRS 59 dated 15-12-1959.

5. Deleted by No. FD 66 SR -1980).

6. Deleted by No. FD 140 SRS 73 dated 30-8-1974 (wef 19-9-1974).

7. Substituted by No.FD 16 SRS 59 dated 30-6-1959.

(b) The period of break in service between the date of dismissal, removal or compulsory retirement, as the case may be, and the date of reinstatement, and the period of suspension(if any),shall not count unless regularized as duty or leave by a specific order of the authority which passed the order of reinstatement.]

1**[254.** **Unauthorised absence from duty other than the un- authorised absence referred to in rules 106-A and 162 constitutes an interruption of service entailing forfeiture of past services other interruptions in the service of a Government servant shall not entail forfeiture of past service. The period/periods of such interruptions will, not count as service qualifying for pension.**

Explanation:- A "STRIKE' as defined in the Karnataka State Civil Services (Prevention of Strikes) Act, 1966 including refusal of abstention from doing work though physically present at the place of duty by resort to pen-down strike or stay-in-strike or other methods shall be deemed to be unauthorised absence from duty for purposes of this Rule.]

255. **The authority who sanctions the pension may commute retrospectively periods of absence without leave into leave without allowances.**

2**[256. XXX]**

2**[257 XXX]**

1 Amended by No.FD 140 SRS 73 dated 30-8-1974.(wef 19-9-74).

2. Omitted by No. FD 05 SRA 2012 dated 29.01.2014 (wef.30.01.2014)

PART-IV

CHAPTER- XVIII

CONDITIONS OF GRANT OF PENSION

SECTION 1- CLASSIFICATION OF PENSIONS

258. **Pensions are divided into four classes, the rules for which are prescribed in the following Section of this Chapter:-**

(a) Compensation Pensions-see Section-II

(b) Invalid Pensions – see Section –III.

(c) Superannuation Pension – see Section-IV. (d) Retiring Pensions-see Section V.

SECTION II-COMPENSATION PENSION

259. **If a Government servant is selected for discharge owing to the abolition of a permanent post, he shall, unless he is appointed to another post the conditions of which are deemed by authority competent to discharge him to be at least equal to those of his own, have the option:-**

(a)of taking any compensation pension or gratuity to which he may be entitled for the service he has already rendered , or

(b) of accepting another appointment or transfer to another establishment even on a lower pay, if offered, and continuing to count his previous service for pension.

Note-1:- A Compensation pension is designed to mitigate hardships caused by loss of office; and a working man who refuses to accept suitable employment even accompanied with some temporary loss of pay clearly does not need compensation.

Note-2:- When a Government servant not holding a substantive post is retrenched owing to reduction of establishment shall, on reappointment,be entitled to count the former service for leave and pension, the break in service, if any, being treated as having been condoned to the extent admissible under the rules.

260. To pension a Government servant still capable of useful service is a waste of public money; before a pension is granted to such a Government servant discharged on abolition of appointment it must be carefully considered whether he cannot be otherwise provided for. The Head of a department, in forwarding an application for Compensation pension, should invariably state for what reasons it has been found impossible to provide suitable employment for the applicant.

261. Whenever, upon the reduction of an establishment, it is necessary to discharge one or more members thereof, the selection of the Government servants to be discharged should, prima facie be so made that the least charge for Compensation Pension will be incurred.

262. The discharge of one Government Servant to make room for another better qualified is not abolition of an appointment within the meaning of Rule 259; the abolition must produce a real saving to Government. Particulars of the saving effected should be fully set forth in every application for compensation pension. The saving should always exceed the cost of the pension; otherwise it may perhaps be better to postpone the reduction of establishment or abolition of appointment.

263. A Gazetted Government servant who belongs to the Public Service, apart from his particular local appointment, e.g., a Munsiff, Magistrate, or Amildar cannot obtain a Compensation pension on the abolition of particular appointment.

264. No Pension is admissible to a Government servant for the loss of an appointment on discharge after the completion of a specified term service.

265. No Pension may be awarded for the loss of a local or duty allowance [1][or special allowance]

1. Sustituted by No.FD 7 SRA 99, dated 29.4.2000(wef 1.4.1998).

266. If it is necessary to discharge a Government servant in consequence of a change in the nature of the duties of his office, the case should be referred to Government.

267. **If of two appointments held by one Government servant one is abolished and the other retained, and it is desired to give him an immediate pension in respect of the abolished post, the case should be specially submitted to Government.**

268. **Reasonable notice should be given to a Government servant in permanent employ before his service are dispensed with on the abolition of his office. If in any case such notice is not given at least three months before dispensing with the Government servant's Services, and he shall not have been provided with some other employment on the date on which his services are dispensed with,then with the sanction of Government,a gratuity not exceeding his emoluments for the period by which the notice actually given to him falls short of three months,shall be paid to him in addition to the pension to which he may be entitled under Rule 259; but the pension shall not be payable for the period in respect of which he receives a gratuity in lieu of notice.**

Note-1:- The gratuity prescribed in this Rule is not granted as compensation for loss of employment, but only in lieu of notice of discharge with a view to mitigate the hardship caused to a Government servant by the sudden loss of employment. When, therefore, a Government servant discharged without notice is provided with some other employment on the date on which his services are dispensed with, whether that employment be in qualifying or non qualifying service, he is not entitled to any gratuity.

Note-2:-Unless it contains an express statement to the contrary an order for the abolition of an office or appointment shall not be brought into operation till the expiry of three months

after notice has been given to the Government servant, whose services are to be dispensed with on such abolition. The immediate Head of the Office or of the department will be held responsible that there is no unnecessary delay in giving such notice. In the case of a Government servant on leave the order shall not be brought into operation until the leave expires.

Note-3:-'Emoluments' in this rule means the emolu- ments or leave allowances (or partly the one, partly the other) which the Government servant would be receiving during the period in question had the notice not been given to him.

269. **A Government servant discharged with a Compensation pension may not without surrendering his pension refuse to accept any appointment which Government thinks fit, within six months from the date of his discharge, to offer to him. The Salary of such new appointment must not, however, be less than that necessary to raise his total receipt, to the amount which he received as salary immediately before his discharge, or should the new appointment be such as the Government servant cannot reasonably and equitably be expected to accept.**

270. **The rule requiring the refund of a compensation gratuity on re-employment applies to a gratuity awarded under Rule 268, if the Government servant is permanently re-employed within three months from the date of notice. But the Government servant need not refund that proportion of his gratuity under this rule which the interval of his non-employment bears to the whole period for en. If the Government servant is**

re-employed only temporarily, he need refund no part of his gratuity, but if such temporary employment is foreseen, the gratuity should be proportionately reduced.

271. **Rule 269 applies also to the case of a Government servant entitled to Compensation pension who, upon the abolition of his own appointment, is transferred by competent authority to another appointment. To such a Government servant a Compensation Pension may be simultaneously awarded, subject always to the limitation prescribed by Rule 309.**

272. **If a Government servant who is entitled to Compensation Pension accepts instead another appointment in the Public Service, and subsequently becomes again entitled to receive a pension of any class, the amount of such pension shall not be less than what he could have claimed if he had not accepted the appointment.**

SECTION III – INVALID PENSION

273. **An invalid pension is awarded, on his retirement from the Public Service, to a Government servant who by bodily or mental infirmity is permanently incapacitated:-**

(i) for the Public Service, or

(ii)for the particular branch of it to which he belongs.

Note-1:- A Government servant discharged on other grounds has no claim under the above Rule even though he can produce medical evidence of incapacity for service.

Note-2:- Rule 260 applies, mutatis mutandis, in the case of a Government servant invalidated under clause (ii) of the above Rule as unfit for employment only in some particular branch of the Public Service. Every effort should be made to find for such a Government servant other employment suited to his particular capacity.

Note-3:- If the incapacity is the result of irregular or intemperate habits, no pension can be granted. Otherwise, it is for Government to decide whether the Government servant's incapacity is such as to render it necessary to admit him to Invalid Pension.

[1][Exception-1:- Heads of Departments may order the retirement on Invalid Pension of all Non-gazetted Government servants appointed by them or by a lower authority, who by bodily or mental infirmity are permanently incapacitated for Public Service. Cases of incapacity for the particular branch of Public Service to which a Government servant belongs, vide clause (ii)ibid, shall be decided by Government.]

1.Substituted by No.FD 187 SRS 59, dated 20.5.1960(wef 26.5.1960)

[1][Exception-2:- The Superintendents of Police may order the retirement on invalid Pension of Head Constables and Police Constable under them, who by bodily or mental infirmity are permanently incapacitated for the Public Service. Cases of incapacity for further service in the Police Department shall invariably be referred to Government for a decision.]

274. **If a Government servant applies, while on leave of any kind taken on account of illness, f round of incapacity for further**

service and dies before producing the Certificate prescribed in this section, to support his request for retirement, his case will be dealt with as if he had produced such certificate, provided the Head of the Office certifies that he has no reason to believe that the applicant's illness or death was due to irregular or intemperate habits.

275. **If a Government servant applying for an invalid Pension is fifty-five years old or upwards no certificate by a Medical Officer is necessary; it suffices for the Head of the Office to certify to the incapacity of the applicant. Otherwise, incapacity for service must be established by a Medical certificate attested by a Medical Officer not below the rank of an Assistant Surgeon, Grade-1, or in the case of persons suffering from mental diseases by a certificate granted by the Superintendent, Mental Hospital, Bangalore.**

(a) If the pension applied for exceeds [2][Rs.8200 a month,] a certificate by a single Medical Officer should not be accepted as sufficient, if it is possible without undue inconvenience, to cause the applicant to appear before the [3][Medical Board.].

(b) In no case shall a medical certificate of incapacity for service be granted unless the applicant produces a letter from the Head of his Office or his Department, to show that the latter is aware of his attention to appear before the Medical Officer.

Note-1:- Where the Head of an Office is himself a District Medical Officer, the invalidating certificate should be supported by a medical certificate from a Second Medical Officer of similar status nearest to his station.

1. Inserted by No.FD 130 SRS 60, dated 26.12.1960(wef 5.1.1961

2. Amended by No. FD 01 SRA 2016, dated 20.03.2017

3. Substituted by No. FD 20 SRS 70, dated 4.11.1971

Note-2:- In the case of a female applicant, the medical certificate of incapacity for service may be granted by Lady Assistant Surgeons in the case of Non-Gazetted women employees and by Lady Surgeons in the case of Gazetted women employees.

Note-3:- In case of retirement due to diseases of the eye, medical certificates granted by [1][a Doctor with post – graduate qualification of DOMS or MS (Oph)in a Government Hospital,] may be accepted without countersignature of [2][Medical Board.]

276. **(a) A succinct statement of medical case, and of the treatment adopted, should, if possible, be appended.**

(b) If the Examining Medical Officer, although unable to discover any specific disease in the Government servant, considers him incapacitated for further service by general debility while still under the age of fifty-five years, he should give detailed reasons for his opinion, and if possible a second medical opinion should always in such a case be obtained.

(c) In a case of this kind, special explanation will be expected, from the Head of the Office or Department, of the grounds on which it is proposed to invalid the Government servant.

277. **A simple certificate that inefficiency is due to old age or natural decay from advancing yea case of a Government Servant**

whose recorded age is less than fifty-five years, but a Medical Officer is at liberty, when certifying that the Government servant is incapacitated for further service by general debility, to state his reasons for believing the age to be understated.

1. Substituted by No.FD 90 SRS 78, dated 17.1.1979(wef 25.1.1979)

2. Substituted by No.FD 20 SRS 88, dated 21.6.1989(wef 6.7.1989)

278.[1][(a) The form of the Medical Certificate to be given respecting a Government servant applying for pension shall be in the following form:-

[2][Certified that I/We have carefully examined A.B. son of C.D……..in the …….. His age is by his own statement …….years, and by appearance about…… years. I/We consider A.B. to be completely and permanently incapacitated(1) for further service of any kind, or (ii) for further service in the Department to which he belongs,(retain clause(i) or (ii) as the case maybe,) in consequence of…….(here state disease or cause). His incapacity does not appear to me/us to have been caused by irregular or intemperate habits.]

Note- If the incapacity is the result of irregular or intemperate habits the following will be substituted for the last sentence:

'In my/our opinion his incapacity .....…… is directly has been accelerated or due to ……....irregular or intemperate habits.

Aggravated by

(if the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made)

I am /We are of opinion that A.B.is fit for further service of a less laborious character than that which he has been doing or may after resting for ……months be fit for further service of a less laborious character than that which he has been doing'].

(b) The object of the second alternative certificate of partial incapacity is that a Government servant should, if possible, be employed even on lower pay so that the expense of pensioning him may be avoided. If there be no means of employing him even on lower pay, then he may be admitted to pension, but it should be considered whether in view of his capacity for partially earning living, it is necessary to grant him the full pension admissible under the rules. The principle of Rule 260 must always be carefully borne in mind.

1.Substituted by No.FD 167 SRS 59,dated 6.10.1959(wef 15.10.1959)

2.Amended by No.FD 47 SR

279. **Superintendents and Assistant Superintendents of Police should be on their guard against endeavour's to retire on invalid pension by officers who are capable of serving longer.**

280. **Medical Officers should [1][confine] themselves to recommending leave to such policemen as are not likely to benefit by further stay in hospital, and should not certify that a policeman is incapacitated for further service unless they are officially requested to report upon his incapacity for further service.**

281. **Medical Officers should be specially searching in their examination of the physical unfitness of every applicant for pension and whenever the number of applicants for pensions is large the examination should, if possible, be conducted by two Medical Officers.**

282. **A Government servant who has submitted under Rule 275, a Medical Certificate of incapacity for further service must not (except for special reasons to be reported to Government) be retained in service pending a decision on his application for pension but he may be given leave at credit for a period not exceeding six months and permitted to retire at the end of that period.**

[2][Note- When a Government Servant after submitting a medical certificate of invalidment, is retained in service for a certain period under the provisions of this Rule and thereafter granted leave, the period of such retention in service together with that of such leave should not exceed six months from the date of report of the medical authority.]

[3][282A. **The pension sanctioning authority shall ensure that the invalid pension and / or Death-cum-retirement gratuity is settled within two months from the date of retirement on invalid pension.]**

1.Substituted by No.FD183 SRS 58,dated 24.10.1958(wef 1.4.1958)

2.Substituted by No.FD 87 SRS 75, dated 16.2.1976 (wef.19.8.1976)

3. Inserted by No.FD 140 SRS 73, dated 30.8.1974(wef.19.9.1974

283. **A Superannuation pension is granted to a Government servant entitled or compelled, by rule, to retire at a particular age (vide Rule 95).**

[1][284. [xxx]

SECTION-V- RETIRING PENSION

[2][285. **(1) Retiring Pension:- A retiring pension is a pension granted to a Government servant,**

(a) who is permitted to retire any time after completion of a qualifying service of not less than [3][15 years] subject to the conditions specified in sub-rule(2) here under; or,

(b)who is permitted to retire any time on attaining the age of 50 years, subject to the conditions specified under sub-rule (3) hereunder, or.

[4][(c)who is retired in public interest any time after completion of 20 years qualifying service or after he has attained the age of 50 years, subject to sub-rule (4) thereunder .]

(2) Conditions governing voluntary retirement of a Government servant on completion of a qualifying service of not less than [3][

15 years;]

(i) The Government servant shall give a notice of atleast 3 months in writing to the appointing authority;

(ii) The scheme is voluntary, the initiative resting with the Government servant himself;

(iii)Government does not have the reciprocal rights to retire Government servants on its own under this scheme;

(iv) Government servant retiring under this scheme shall be entitled to retiring pension/gratuity;

1.Deleted by No.FD 42 SRS 84,dated 30.11.1984(wef.2.8.1984) 2.Substituted by No.FD 25 SRS 78,dated 23.10.1980(wef 30.11.1979) 3.Substituted by No.FD 57 SRS 89, dated 27.6.1990(wef 5.7.1990) 4. Substituted by No.FD 4 SRA 2002, dated 17.8.2002 (wef 19.8.2002)

(v) While granting the retiring pension/gratuity to a Government servant retiring under this scheme, weightage upto five years shall be given as an addition to the qualifying service actually rendered by him. The grant of such weightage shall, however, be subject to the condition that the total qualifying service after allowing the weightage shall not, in any case, exceed the qualifying service which the Government Servant would have had, if he had retired on attaining the age of superannuation.

(vi) The weightage given under this scheme shall be only an addition to the qualifying service for purposes of pension and gratuity and shall not entitle a Government Servant Retiring Voluntarily to any notional fixation of pay for purposes of calculation of Pension and Gratuity.

(vii)The amount of Pension/Gratuity, to be granted shall be subject to the right of the Government or any competent authority to make reduction therein in accordance with the provisions of the Rules, if his service is not satisfactory.

(viii) The scheme of voluntary retirement shall not be applicable to Government Servants who have been or who are absorbed in autonomous bodies/public sector undertakings, etc., in accordance with the provisions of G.O.No.FD 70 SRS 77, dated 27th October,1977.

(ix) A notice of less than three months may be accepted by the appointing authority in deserving cases, with the prior approval of Government.

(x) A notice of voluntary retirement may be withdrawn subsequently only with the approval of the Appointing Authority provided that the request for such withdrawal is made within the intended date of retirement and the Government Servant is in a position to establish that there has been a material change in the circumstances in consideration of which the notice was originally given.

(xi) The voluntary retirement shall not become effective merely on the ground that a notice to that effect has been given by the Government Servant unless it is duly accepted by the appointing authority. Such acceptance may be generally given in all cases except those -

(a) in which disciplinary proceedings are pending or contemplated against the Government Servant concerned for the imposition of any of the penalties specified in clauses (v)to (viii)of Rule 8 of the Karnataka Civil Services(Classificati Rules,1957, or

(b) in which prosecution is contemplated or may have been launched in Court of Law against the Government Servant concerned.

Where it is proposed to accept the notice of voluntary retirement in such cases, prior approval of Government in case of Gazetted Government Servants and of the Head of the Department in case of Non-Gazetted Government Servants should invariably be obtained.

(xii) A Government Servant who has given notice under clause(1) of this Sub-Rule may be granted leave due and admissible to him, not extending beyond the date on which he attains the age of superannuation, even though such leave extends beyond the date on which he retires on the expiry of the notice. But the leave salary admissible in respect of leave extending beyond the notice period shall be reduced by the amount of pension and pension equivalent of Death-cum- Retirement Gratuity, as the effective date of retirement is the date immediately following the expiry of the notice period.

(xiii) Orders permitting a Government Servant to retire under clause(a) of sub-rule(1) shall not be issued until after the fact that he has put in a qualifying service of not less than 1[15 years] has been verified in consultation with the Accountant General.

1.Inserted by No.FD 57 SRS 89, dated 27.6.1990 (wef.5.7.1990)

(xiv) The term "appointing authority" referred to in this sub-rule means appointing authority as defined in clause(a)of Rule 2 of the Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957.

1[(xv)A Government servant who has voluntarily retired under this scheme after having put in a qualifying service of not less than 15 years shall not be eligible to seek direct recruitment to any service under the State Government] 2[or Companies, Corporations and other organisations owned or controlled by the State Government or Universities and Educational Institutions which receive grant or as the case may be, grant–in-aid from the State Government.]

(3) Conditions governing voluntary Retirement of Government Servants after attaining the Age of 50 years.

(i) The Retirement of a Government Servant on attaining the age of 50 years is subject to the conditions specified under Clauses (i),(iv),(vii),(ix),(x),(xi),(xii), and (xiv)of sub-rule(2) mentioned above.

(ii) The quantum of pension and Death-cum-Retirement Gratuity admissible to a Government Servant permitted to retire as above shall be proportionate to the length of his qualifying service and calculated in accordance with the provision of Chapter XIX of the Rules.

(4) Retirement of a Government Servant in public interest under the orders of Government:-

3[(i) Government may, by order, retire a Government servant who is working in a substantive, quasi-permanent or temporary capacity, after he has attained the age of 50 years or after he has completed 20 years of qualifying service, if the retirement is in their opinion necessary in the public interest.

1.Inserted by N (wef.5.7.1990)

2. Inserted by No.FD 1 SRA 2002, dated 24.12.2002 (wef.31.12.2002)

3.Substituted by No.FD 4 SRA 2002, dated 17.8.2002 (wef 19.8.2002)

Provided that the Government servant concerned shall either be given a notice of three months before the date of retirement or if he is ordered to retire forthwith, be permitted to draw, every month in lieu of pension for the period of three months, from the date of such retirement, a sum equivalent to the salary which he was drawing immediately before the date of retirement and any increment which accrues to him during the said period shall be paid to him and the said period for which he draws such salary shall be treated as duty.]

(ii) Salary for this purpose will include 1[Special Allowance], Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Uniform Allowance, Deputation Allowance, Foreign Service Allowance, and any other Allowance, except Conveyance Allowance and the Fixed Travelling Allowance. If the service of the Government Servant who is on deputation or on foreign service for a specified period on specified terms and conditions, are withdrawn to his parent department before orders are passed under this sub-rule, no deputation or foreign service allowance will be paid.

(iii) Retirement under this sub-rule is not permissible after, issue of an order under clause(c) of Rule 95 of the rules.

(iv) Orders Retiring a Government servant under this sub-rule, any time after his completion of 2[20 years] of qualifying service shall not be issued until after the fact that he has put in a qualifying service of not less than 2[20 years] has been verified in consultation with the Accountant General.

(v) The quantum of pension and Death-cum-Retirement Gratuity admissible to a Government servant who is retired under this sub-rule shall be proportionate to the length of his qualifying service and calculated in accordance with the provisions of Chapter XIX of the Rules.

(vi) The amount of pension/gratuity to be granted shall be subject to the right of the Government or any competent authority to make reduction therein in accordance with the provisions of the rules, if his service is not satisfactory.

1. Substituted by No.FD 7 SRA 99, dated 29.4.2000 (wef. 1.4.1998)

2. Substituted by No.FD 04 SRA 2002, dated 17.08.2002 (wef 19.08.2002)

286. **A Government servant holding two or more separate appointments may not, save with the express sanction of Government, resign one or more of such appointments on a pension, without retiring from the Public Service altogether. There is no objection to his being relieved from one or more of such appointments at any time without being compelled to leave the service altogether but in such a case, any pension admissible to him for service in the offices from which he is relieved will be deferred until he finally retires.**

CHAPTER- XIX
AMOUNT OF PENSION SECTION I
GENERAL RULES

1[287. **The amount of pension that may be granted is determined by the length of service. Fractions into account in the calculation of**

any pension admissible to a Government servant retiring on or before 31st December 1959. In the case of Government Servants retiring after 31st December 1959 fractions of a year less then six months should be ignored and fractions of six months or more taken as one year for purposes of computing the length of qualifying service under Rules 291 and 292.]

[2][Note.3(1):- The amount of pension shall be expressed in whole rupee and where the pension calculated according to the rules contains a fraction of a rupee, it shall be rounded off to the next higher rupee.]

[3][Note.2:-In the case of Government servants who retired after 2.8.1984 in calculating the length of qualifying service for the purpose of pension, a fraction of a year equal to three months and above shall be treated as a completed six monthly period and reckoned as qualifying service for determining the amount of pension.]

[4][Explanation:- The provisions of this note apply to all classes of pension granted under various sets of rules including compassionate allowance but do not apply to gratuity sanctioned under various sets of rules, or to the capitalized value of commuted portion of pension.]

[5][287A. In respect of Government servants retiring from service on or after 1st April 1963, fractions of a year equal to six months and above shall be treated as a completed six monthly period for the purpose of calculation of any pension admissible to such a Government servant.]

1. Substituted by No. FD 41 SRS 60 dated 6-7-1960 (wef 14-7-1960).
2. Amended by No. FD 30 SRS 67 dated 15-3-1967.
3. Inserted by No.FD 12 SRA 2000,dated 3.2.2003(wef 15.2.2003)
4. Inserted by No. FD 51 SRS 67 dated 29-7-1967 (wef 15-3-1967)
5. Inserted by No. FD 41 SRS 60 dated 1-4-1963.

288. A pension is fixed in rupees and not in sterling even though it is to be paid in England.

[1][289.[xxx]

Limitations

290. A Government servant entitled to pension may not take a gratuity instead of pension.

SECTION II - AMOUNT OF PENSION

291. The amount of Superannuation, Retiring, Compensation and Invalid Pension and Compensation and Invalid Gratuity will be the appropriate amount noted below:-

Completed years of Qulifying Service.		Scale of Gratuity or Pension	Maximum Pension in Rupees per annum
		(a) Gratuity	Rs.
1.	1	month's emoluments	
2.	2	-do-	

3.	**3**	**-do-**	
4.	**4**	**-do-**	
5.	**4 ¾**	**-do-**	
6.	**5 ½**	**-do-**	
7.	**6 ¼**	**-do-**	
8.	**7**	**-do-**	
9.	**7 ¾**	**-do-**	
		(b) pension	
10.	**10/80ths**	**of average emoluments**	**2,250**

1. Deleted by No. FD 100 SRS 83 dated 3-1-1985.

11.	**11/80ths**	**-do-**	
12.	**12/80ths**	**-do-**	
13.	**13/80ths**	**-do-**	
14.	**14/80ths**	**-do-**	
15.	**15/80ths**	**-do-**	
16.	**16/80ths**	**-do-**	
17.	**17/80ths**	**-do-**	
18.	**18/80ths**	**-do-**	
19.	**19/80ths**	**-do-**	**4,275**
20.	**20/80ths**	**-do-**	**4,500**
21.	**21/80ths**	**-do-**	**4,725**
22.	**22/80ths**	**-do-**	**4,950**
23.	**23/80ths**	**-do-**	**5,175**
24.	**24/80ths**	**-do-**	**5,400**
25.	**25/80ths**	**-do-**	**5,625**
26.	**26/80ths**	**-do-**	**5,850**
27.	**27/80ths**	**-do-**	**6,075**
28.	**28/80ths**	**-do-**	**6,300**
29.	**29/80ths**	**-do-**	**6,525**
30.	**and above 30/80ths**	**-do-**	**6,750**

[1][291-A. In respect of Government servants retiring from service on or after 1st April,1963, the amount of Superannuation Retiring, Compensation, and Invalid Pension and Superannuation, Compensation and Invalid Gratuity will be the appropriate amount noted below:-

1.Inseted by No.FD 41 SRS 60 dated 1.4.1963.

AMOUNT OF PENSION

Completed six monthly periods of Qulifying Service.		Scale of Gratuity or Pension	Maximum Pension (in Rupees per annum)
		(a) Gratuity	Rs.
1.	½	month's emoluments	-
2.	1	-do-	-
3.	1½	-do-	-
4.	2	-do-	-
5.	2½	-do-	-
6.	3	-do-	-
7.	3 ½	-do-	-
8.	4	-do-	-
9.	4 3/8	-do-	-
10.	43/4	-do-	-
11.	5 1/8	-do-	-
12.	5 ½	-do-	-
13.	5 7/8	-do-	-
14.	6 ¼	-do-	-
15.	6 5/8	-do-	-
16.	7	-do-	-
17.	7 3/8	-do-	-
18.	7 ¾	-do-	-
19.	8 1/8	-do-	-
		(b) pension	
20.	10/80ths	of average emoluments	2,250

21.	**10** 1/2/**80ths**	**-do-**	**2,362**
22.	**11/80ths**	**-do-**	**2,475**
23.	**11** 1/2/**80ths**	**-do-**	**2,587**
24.	**12/80ths**	**-do-**	**2,700**
25.	**12** 1/2/**80ths**	**-do-**	**2,812**
26.	**13 /80ths**	**-do-**	**2,925**
27	**13** 1/2/**80ths**	**-do-**	**3,037**
28	**14 /80ths**	**-do-**	**3,150**
29	**141/2/80ths**	**-do-**	**3,262**
30	**15 /80ths**	**-do-**	**3,375**
31	**15** 1/2/**80ths**	**-do-**	**3,487**
32	**16/80ths**	**-do-**	**3,600**
33	**16** 1/2/**80ths**	**-do-**	**3,712**
34	**17/80ths**	**-do-**	**3,825**
35	**17** 1/2/**80ths**	**-do-**	**3,937**
36	**18/80ths**	**-do-**	**4,050**
37	**18** 1/2/**80ths**	**-do-**	**4,162**
38	**19/80ths**	**-do-**	**4,275**
39.	**19** 1/2/**80ths**	**-do-**	**4,387**
40.	**20/80ths**	**-do-**	**4,500**
41.	**20** 1/2/**80ths**	**-do-**	**4,612**
42.	**21/80ths**	**-do-**	**4,725**
43.	**21** 1/2/**80ths**	**-do-**	**4,837**
44.	**22/80ths**	**-do-**	**4,950**
45.	**22** 1/2/**80ths**	**-do-**	**5,062**
46.	**23/80ths**	**-do-**	**5,175**
47.	23 1/2/**80ths**	**-do-**	**5,287**
48.	**24/80ths**	**-do-**	**5,400**
49.	**24** 1/2/**80ths**	**-do-**	**5,512**
50.	**25/80ths**	**-do-**	**5,625**
51.	**25** 1/2/**80ths**	**-do-**	**5,737**

52.	**26/80ths**	**-do-**	**5,850**
53.	**26** 1/2/**80ths**	**-do-**	**5,962**
54.	**27/80ths**	**-do-**	**6,075**
55.	**27** 1/2/**80ths**	**-do-**	**6,187**
56.	**28/80ths**	**-do-**	**6,300**
57.	**28** 1/2/**80ths**	**-do-**	**6,412**
58.	**29/80ths**	**-do-**	**6,525**
59.	**29** 1/2/**80ths**	**-do-**	**6,637**
60	**30/80ths**	**-do-**	**6,750**

1[Note:- In the case of Government servants retiring on Superannuation, Retiring, Compensation or Invalid Pension on or after 1st December,1964, the amount of Pension admissible shall be subject to a minimum of Rs.20 per month] 2[inclusive of the Dearness Allowance (temporary increase in pension.)]

1.Inserted by No. .FD 17 SRS 64 dated 19.8.1965 (wef.1.12.1964).

2.Amended by No.FD 126 SRS 67 dated 5.3.1968 (wef.1.12.1964)

1[291-AA. In respect of Government servants retiring from service on or after 1st February,1968, the amount of Superannuation, Retiring, Compensation, and Invalid Pension and Superan- nuation, Compensation and Invalid Gratuity will be the appropriate amount noted below :-

AMOUNT OF PENSION

Completed six monthly periods of Qulifying Service.		Scale of Gratuity or Pension	Maximum Pension in Rupees per annum
		(a) Gratuity	Rs.
1.	**1/2**	month's emoluments	
2.	**1**	**-do-**	**-**
3.	**1 1/2**	**-do-**	
4.	**2**	**-do-**	
5.	**2 1/2**	**-do-**	
6.	**3**	**-do-**	
7.	**3 1/2**	**-do-**	
8.	**4**	**-do-**	
9.	**4 1/2**	**-do-**	

10.	**5**	**-do-**	
11.	**5 1/2**	**-do-**	
12.	**6**	**-do-**	
13.	**6 1/2**	**-do-**	
14.	**7**	**-do-**	
15.	**7 1/2**	**-do-**	
16.	**8**	**-do-**	

1.Inserted by No.FD 114 SRS 67 dated 8.4.1968

17.	**8 1/2**	**-do-**	
18.	**9**	**-do-**	
19.	**9 1/2**	**-do-**	
		(b) Pension	
20.	**10/80ths**	**average emoluments**	**2,700**
21.	**10 1/2/ 80ths**	**-do-**	**2,835**
22.	**11/80ths**	**-do-**	**2,970**
23.	**11 1/2/80ths**	**-do-**	**3,105**
24.	**12/80ths**	**do-**	**3,240**
25.	**12** 1/2/**80ths**	**-do-**	**3,375**
26.	**13 /80ths**	**-do-**	**3,510**
27.	**13** 1/2/**80ths**	**-do-**	**3,645**
28.	**14 /80ths**	**-do-**	**3,780**
29.	**14** 1/2/**80ths**	**do-**	**3,915**
30.	**15 /80ths**	**-do-**	**4,050**
31.	**15** 1/2/**80ths**	**-do-**	**4,185**
32.	**16/80ths**	**-do-**	**4,320**
33.	**16** 1/2/**80ths**	**-do-**	**4,455**
34.	**17/80ths**	**-do-**	**4,590**
35.	**17** 1/2/**80ths**	**-do-**	**4,725**
36.	**18/80ths**	**-do-**	**4,830**
37.	**18** 1/2/**80ths**	**-do-**	**4,995**
38.	**19/80ths**	**-do-**	**5,130**

39.	**19** 1/2/**80ths**	**-do-**	**5,265**
40.	**20/80ths**	**-do-**	**5,400**
41.	**20 1/2/80ths**	**-do-**	**5,535**
42.	**21/80ths**	**-do-**	**5,670**
43.	**21 1/2/80ths**	**-do-**	**5,805**
44.	**22/80ths**	**-do-**	**5,940**
45.	**22 1/2/80ths**	**-do-**	**6,075**
46.	**23/80ths**	**-do-**	**6,210**
47.	**23 1/2/80ths**	**-do-**	**6,345**
48.	**24/80ths**	**-do-**	**6,480**
49.	**24 1/2/80ths**	**do-**	**6,615**
50.	**25/80ths**	**-do-**	**6,750**
51.	**25 1/2/80ths**	**-do-**	**6,885**
52.	**26/80ths**	**-do-**	**7,020**
53.	**26 1/2/80ths**	**-do-**	**7,155**
54.	**27/80ths**	**-do-**	**7,290**
55.	**271/2/80ths**	**-do-**	**7,425**
56.	**28/80ths**	**-do-**	**7,560**
57.	**28 1/2/80ths**	**-do-**	**7,695**
58.	**29/80ths**	**-do-**	**7,830**
59.	**29 1/2/80ths**	**-do-**	**7,965**
60.	**30/80ths**	**-do-**	**8,100**

Note:- The amount of Pension admissible shall be subject to a minimum of Rs.20 per month inclusive of Dearness Allowance (temporary increase in pension.)]

1**[291 B. (1) In respect of Government servants retiring from service with effect from any date after 1st January,1977 the amount of superannuation, retiring, compensation and invalid pension or service gratuity in cases where the qualifying service is less than ten years will be the appropriate amount noted below:-**

Completed six monthly periods of Qulifying Service.		Scale of Gratuity or Pension	The amount of DCRG as multiple of the month's emoluments
1.	½	**month's emoluments**	
2.	**1**	**-do-**	

3.	**1 1/2**	**-do-**	
4.	**2**	**-do-**	
5.	**2 1/2**	**-do-**	
6.	**3**	**-do-**	
7.	**3 1/2**	**-do-**	
8.	**4**	**-do-**	
9.	**4 1/2**	**-do-**	
10.	**5**	**-do-**	**3.00**
11.	**5 1/2**	**-do-**	**3.30**
12.	**6**	**-do-**	**3.60**
13.	**6 1/2**	**-do-**	**3.90**
14.	**7**	**-do-**	**4.20**
15.	**7 1/2**	**-do-**	**4.50**
16.	**8**	**-do-**	**4.80**
17.	**8 1/2**	**-do-**	**5.10**

1.Inserted by No.FD 80 SRS 78, dated 18.6.1980 (wef.1.1.1977)

18.	**9**	**-do-**	**5.40**
19.	**9 1/2**	**-do-**	**5.70**
20.	**15/80**	**-do-**	**6.00**
21.	**15.5/80**	**-do-**	**6.30**
22.	**16/80**	**-do-**	**6.60**
23.	**16.5/80**	**-do-**	**6.90**
24.	**17/80**	**-do-**	**7.20**
25.	**17.5/80**	**-do-**	**7.50**
26.	**18/80**	**-do-**	**7.80**
27.	**18.5/80**	**-do-**	**8.10**
28.	**19/80**	**-do-**	**8.40**
29.	**19.5/80**	**-do-**	**8.70**
30.	**20/80**	**-do-**	**9.00**
31.	**20.5/80**	**-do-**	**9.30**
32.	**21/80**	**-do-**	**9.60**
33.	**21.5/80**	**-do-**	**9.90**

34.	**22/80**	**-do-**	**10.20**
35.	**22.5/80**	**-do-**	**10.50**
36.	**23/80**	**-do-**	**10.80**
37.	**23.5/80**	**-do-**	**11.10**
38.	**24/80**	**-do-**	**11.40**
39.	**24.5/80**	**-do-**	**11.70**
40.	**25/80**	**-do-**	**12.00**
41.	**25.5/80**	**-do-**	**12.30**
42.	**26/80**	**-do-**	**12.60**
43.	**26.5/80**	**-do-**	**12.90**
44.	**27/80**	**-do-**	**13.20**
45.	**27.5/80**	**-do-**	**13.50**
46.	**28/80**	**-do-**	**13.80**
47.	**28.5/80**	**-do-**	**14.10**
48.	**29/80**	**-do-**	**14.40**
49.	**29.5/80**	**-do-**	**14.70**
50.	**30/80**	**-do-**	**15.00**
51.	**30.3/80**	**-do-**	**15.15**
52.	**30.6/80**	**-do-**	**15.30**
53.	**30.9/80**	**-do-**	**15.45**
54.	**31.2/80**	**-do-**	**15.60**
55.	**31.5/80**	**-do-**	**15.75**
56.	**31.8/80**	**-do-**	**15.90**
57.	**32.1/80**	**-do-**	**16.05**
58.	**32.4/80**	**-do-**	**16.20**
59.	**32.7/80**	**-do-**	**16.35**
60.	**33/80**	**-do-**	**16.50**

(2) Notwithstanding anything containd in the provisions of the foregoing sub-rule,

(i) the amount of pension admissible to any retired Government servants shall be subject to a minimum of Rs.120 per month and maximum of Rs.1,000 per month; and

(ii) the amount of the Death-cum-Retirement Gratuity admissible shall not exceed thirty thousand rupees in any case.

(3) In the case of a Government servant who retired prior to the 1st day of November,1968 and who is in receipt of pension, an amount equal to fifteen percent of the sum of the original pension sanctioned to him (before commutation, if any) and the entire amount of dearness allowance admissible

thereon as on the 31st day of December, 1976 shall be added to such sum and the total amount so computed shall represent the amount of pension admissible to such persons with effect from the 1st January,1977. This benefit shall also be admissible to the beneficiaries mentioned in Government Orders No. FD(SPL)361 PET 72,dated 15th April 1974 and No.FD(SPL)258 PET 74,dated 25th February,1976.

(4) In the case of a Government Servant who retired prior to the 1st day of January,1977, but after the 1st day of November,1968 and who is in receipt of pension, an amount equal to ten percent of the sum of the original pension sanctioned to him (before commutation, if any) and the entire amount of dearness allowance admissible thereon as on 31st day of December, 1976 shall be added, to such sum and the total amount so computed shall represent the amount of pension admissible to such persons with effect from the 1st day of January, 1977.

(5) Pension admissible under sub-rule (3) and sub-rule(4) shall be subject to a minimum of Rs.120 per month.

(6) Notwithstanding the increase in pension admissible in sub-rule (3) and sub-rule (4), a commutation of pension in respect of the pensioner concerned shall be made only on the basis of the original pension without reference to the dearness allowance or increase in the pension.

(7) A Government servant retiring after 1st January,1977 may prefer to draw in lieu of the pensionary benefits admissible under sub-rule(1), the following namely :

(a) the monthly pension calculated according to the provisions of the rules as in force prior to 1st January, 1977 without reference to revised pay scales introduced under the Karnataka Civil Services (Revised Pay) Rules,1976 ;

(b) the dearness allowance admissible on such monthly pension as on 31st December, 1976;

(c) the increase in pension referred to in sub-clause(3); and

(d) the Death-cum-Retirement Gratuity as calculated with reference to the rules in force prior to 1st January, 1977 and without reference to the revised scales of pay introduced under Karnataka Civil Services (Revised Pay) Rules,1976.

Note :- The request for such preference should be sent to the Accountant General along with the pension records for the sanction of pension and death-cum- retirement gratuity. In cases where such pension records for the sanction of pension and death-cum-retirement gratuity are sent to the Accountant General before 1st January,1977, and in cases of Gazetted Officers, the preference should be communicated so as to reach the Accountant General not later than the 1st March,1977.

(8) The dearness allowance sanctioned to pensioners prior to the 1st day of January, 1977 shall cease to be payable on re-fixation of pension under the foregoing provisi ose of sub-rule(7).]

[1][291-C. The minimum pension including dearness allowance thereon at the rates admissible to Government servants shall also be admissible with effect from 1st April 1976 to the pensioners of the following categories who retired from service prior to 1st November,1956 from the former States of Hyderabad, Bombay, or Madras or Jagirs, Paighas etc., taken over by those Governments and who are drawing pensions in the Treasury in this State as on 1st April 1976.

(1)Recipients of Compassionate Pensions,

(2) Recipients of Family Pensions,

(3) Recipients of Jahgir/Paigha Pensions Salarjung, . Asmansahi etc.,

(4) Recipients of Retiring Pensions,

(5) Recipients of Service Pensions,

(6) Recipients of Extraordinary Pensions

Provided further that the minimum pension shall be Rs.120 per month with effect from 1st January,1977 as specified in rule 291 of these rules.

1. Inserted by No.FD 80 SRS 78, dated 18.6.1980 (wef.1.1.1977).

291 D (1) In respect of Government servants, in service on the 29th February, 1980 or retiring from service on or after that date, the amount of Superannuation/ Retiring/ Compensation/ Invalid Pension shall be determined as follows:-

	Amount of Monthly Pension
(a)(i) Upto first Rs.1,000 of average emoluments for pension	50% of average emoluments
(ii) Next Rs.500 of average emoluments for pension	45% of average emoluments
(iii) Balance of average emoluments for pension	40% of average emoluments

OR

(b) Pension admissible as per the rates prescribed under Rule 291-B(1) ibid, whichever is higher, subject to a maximum of Rs.1,500/-.

(2) The amount of pension arrived at on the basis of slabs prescribed under clause (a) of sub-rule (1) above is releated to the maximum qualifying service of 30 years. For Government servants, who at the time of retirement have rendered a qualifying service of ten years, or more but less than 30 years, the amount of their pesion will be such proportion of the maximum admissible pension as the qualifying service rendered by them bears to the maximum qualifying service of 30 years.]

[1][291-E. In respect of Government servants who retire from service after 1st December, 1985, pension shall be calculated at fifty percent of the 'emoluments' drawn by them at the time of their retirement. The amount of pension so arrived at will be related to the maximum qualifying service of 66 completed six monthly periods. For a Government servant who, at the time of

his retirement, renders a qualifying service of 20 completed six monthly periods or more but less than 66 completed six monthly periods the amount of his pension will be in such proportion of the maximum admissible pension, as the qualifying service rendered by him, is to the maximum qualifying service of 66 completed six monthly periods.]

1.Inserted by No.FD 12 SRA 2000,dated 3.2.2003(wef.15.2.2003).

1**[291-F.** **In respect of Government servants who retire or die while in service with effect from 1.9.2003 and onwards the emoluments to be considered for calculation of various retirement and death benefits, as also family pension shall be 10 months average pay drawn by the Government servant immediately before retirement or death. The amount of pension so arrived at will be related to the maximum qualifying service of 66 completed six monthly periods. For a Government servant who, at the time of his retirement, renders a qualifying service of 30 completed six monthly periods or more but less than 66 completed six monthly periods the amount of his pension will be in such proportion of the maximum admissible pension, as the qualifying service rendered by him, is to the maximum qualifying service of 66 completed six monthly periods.]**

2**[291-G.** **In respect of Government Servant who retire from Service on or after 1st day of September, 2003, Pension shall be calculated at fifty percent of 'Emoluments' drawn by him at the time of his retirement. The amount of pension so arrived at shall be related to the maximum qualifying service of 66 completed six monthly periods. For a Government Servant who at the time of his retirement, renders a qualifying service of 20 completed six monthly periods or more but less than 66 completed six monthly periods the amount of his pension shall be in such proportion of the maximum admissible pension, as the qualifying service rendered by him, is to the maximum qualifying service of 66 completed six monthly periods.**

Provided that Government servant retired or died while in service between the date of 1.9.2003 and dated 8.9.2006 shall be eligible for financial benefits only from 22.10.2007]

292. 3**[(i) A Government servant who has completed five years qualifying service may be granted an additional gratuity not exceeding the amount specified in sub-rule(iii) when he retires from service and is eligible for a gratuity or pension under**

1.Inserted by No.FD 6 SRA 2003,dated 28.2.2006(wef.1.9.2003).

2.Inserted by No.FD 3 SRA 2009,dated 23.9.2010(wef.1.9.2003).

3.Substituted by No.FD 156 SRS 58,dated 14.8.1958(wef.28.8.1958).

Rule 291. If the Government servant dies before the gratuity is actually paid, the gratuity may be paid in the following manner:-

(1) to the person or persons on whom the right of receiving the gratuity is conferred under Rule 302; or

(2) If there are no such persons, in the manner indicated in sub-rule(ii)below:-

(ii) If a Government servant who has completed five year's qualifying service dies while in service, a gratuity not exceeding the amount specified in sub-rule (iii) may b persons on whom the right to

receive gratuity is conferred under Rule 302 or, if there are no such persons, it may be paid in the manner indicated below:-

(1) If there are one or more surviving members of the family as in items(a),(b),(c) and (d) of sub-rule(i) of Rule 302, it may be paid to all such members, other than any such members who is a widowed daughter, in equal shares.

(2) If there are no such surviving members of the family as at(1) above, but there are one or more surviving widowed daughters and / or one or more surviving members of the family as in items [1][(e),(f),(g),(h) and (i)]of sub-rule 302, the gratuity may be paid to all such members in equal shares.]

(iii) [2][(a) In the case of Government servant who died / die on or after 1st January,1977 the amount of gratuity shall be as indicated in rule 291-B.] In the event of death of a Government servant while in service, the gratuity will be subject to a minimum of 12 times the emoluments of the Government servant at the time of his death.

[2][(b) Notwithstanding anything contained in clause (a), in respect of a Government servant retiring from service after 31st December, 1959, the amount of gratuity will be ten-twentieths of his 'Emoluments' for each completed year of qualifying service subject to a maximum of fifteen times the 'Emoluments'. In the event of death of a Government Servant on and after 31st December, 1959, while in service, the said gratuity will be subject to a minimum of twelve times his emoluments at the time of death:]

1.Amended by No.FD 168 SRS 67, dated 8.4.1968.

2.Inserted by No.FD 80 SRS 78,dated 18.6.1980(wef.1.1.1978).

[1][Provided that in respect of Government servants retiring on or after 1st April, 1963, the amount of gratuity will be one-fourth of the 'Emoluments' of a Government servant for each completed six monthly period of qualifying service subject to a maximum of 15 times the 'Emoluments'. In the event of death of a Government servant while in service, the gratuity will be subject to a minimum of 12 times the 'Emoluments' of the Government servant at the time of his death, provided that in no case it shall exceed [1][Rs.22,500/-].

[2][Provided further that in the case of retirement or death of Government Servants while in service on or after 1st February,1968 such gratuity shall not exceed Rs.24,000/-:]

[3](iv) If a Government servant who has become eligible for a pension or gratuity under Rule 291, dies after he has retired from service, and the sums actually received by him at the time of death on account of such gratuity or pension together with the gratuity granted under sub-rule(1) and the commuted value of any portion of pension commuted by him are less than the amount equal to twelve times his emoluments, a gratuity equal to the deficiency may be granted to the person or persons specified in sub-rule (ii).]

Note-1:- For purposes of calculating the 'Sums' actually received by a pensioner under the above rules, the dearness allowance already drawn by him, in addition to pension and gratuity, shall also be taken into consideration.

[4][Note-2:- These rules do not prohibit the grant of Death-cum-Retirement Gratuity / Family Pension to the family of a Government servant who commits suicide.]

[5][292-A. In the event of death of a Government servant before completing five years qualifying service, the family of the deceased Government servant shall be eligible to receive a gratuity equal to six times the emoluments of the Government

1. Inserted by No.FD 41 SRS 60, dated 1.4.1963.

2. Amended by No.FD 114 SRS 67,dated 8.4.1968.

3.Sustituted by No.FD 66 SRS 59, dated 20.5.1959 (wef.4.6.1959).

4.Inserted by No.FD 16 SRS 60,dated 2.2.1960 (wef.11.2.1960).

5.Inserted by No.FD 24 SRS 63, dated 10.6.1963(wef.1.7.1963).

Servant at the time of his death, provided that in the case of death occurring in the first years of service, the gratuity admissible shall be equal to two months emoluments.]

[1][292-AA. In the event of death of a Government servant while in service on or after 1st July,1986 the Death Gratuity shall be admissible from 1st July, 1986 or from the date of death as the case may be at the following rates:-

Sl.No.	Length of Qualifying Service	Rate of Gratuity
1	**Less than one year.**	**Two times the Emoluments.**
2	**One year or more but less than five years.**	**Six times the Emoluments.**
3	**Five years or more but less than twenty years.**	**Twelve times the Emoluments.**
4	**Twenty years or more.**	**Half the Emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of Emoluments provided that the amount of Death Gratuity shall in no case exceed rupees one Lakh.]**

292-B. The following provisions shall govern the grant of Death/ Retirement /Terminal Gratuity for purely temporary employees, in the event of death while in service or retirement or retrenchment or invalidment;

A. Terminal Gratuity:- A temporary Government servant who retires on superannuation or is discharged on account of retrenchment or is declared invalid for further service, will be eligible for a gratuity at the rate of 1/3rd of a month's pay for each completed year of service provided that he had

completed 5 years' continuous service at the time of retirement/discharge/ invalidment:

1.Inserted by No.FD 1 SRA 97,dated 23.4.1998(wef.15.10.1988).

1[Provided that if he has completed not less than ten years continuous service at the time of retirement / discharge / invalidation, he will be eligible for a gratuity at the rate of one month's pay for each completed year of service, calculated on the basis of the average of last twelve months' pay drawn by him.]

B. Death gratuity:- The family of a temporary Government servant who dies while in service will be eligible for a death gratuity on the scale and subject to the conditions specified below:-

(a) On death after completion of one year's service but before completion of three years' service, a gratuity equal to one month's Pay.

(b) On death after completion of three years' service but before completion of five years' service, a gratuity equal to two months' Pay.

2[(c) On death after completion of five years' service but before completion of ten years' service, a gratuity equal to three months' Pay.

(d) On death after completion of not less than ten years continuous service a gratuity equal to one months' Pay for each completed year of service calculated on the basis of the average of last twelve months' Pay drawn by the deceased.]

Note-1 'Pay' for the purpose of determining the amount of terminal/ death gratuity under this Rule will mean only basic pay, and also dearness Pay in the case of those who retain the 'existing scales of pay' at the time of relinquishing service or of death as the case may be. It will not include 2[Special Allowance], personal pay and other emoluments classed as 'Pay'. In case the person concerned was on leave with or without allowance immediately before retirement /discharge / invalidment / death, pay for this purpose will be, pay which he drew before proceeding on such leave provided that the

1. Amended by No.FD 83 SRS 66, dated 17.7.1967.

2.Substituted by No.FD 7 SRA 99, dated 29.4.2000 (wef.1.4.1998).

benefit of increase in pay not actually drawn due to increment or promotion to a post carrying a higher rate of pay falling during leave not exceeding 120 days of earned leave or the first 120 days of such earned leave exceeding 120 days only will also be taken into account.

1[Note-2:- The term 'Service' for the purpose of grant of terminal / death gratuity under this rule shall include all periods spent on duty as well as on leave with allowance.]

Note -3:- (i) The grant of gratuity under this Rule will be subject to the service rendered by the Government servant concerned being held by the authority competent to appoint him, to be approved and satisfactory.

(ii) No gratuit

(a) in a case where the Government servant concerned resigns his post or is removed / dismissed from public services;

(b) to a probationer or other Government servant discharged for failure to pass the prescribed test or examination; and

(c) to a re-employed pensioner.

[2] Note-4:- The maximum amount of gratuity admissible under this Rule shall be 12 months' Pay or Rs.12,000/- whichever is less.

Note-5:- The grant of gratuity under Part B of this Rule shall not debar a person from the benefits of the Karnataka Government Servants (Family Pension) Rules,1964 and the provisions of Rule10 of the said Rules shall also apply to him.]

[3][Note -6:- This Rule shall not apply to cases of retirement or death while in service of Government Servants on or after 1st September, 1968.]

1.Inserted by No.FD 24 SRS 63, dated 28.12.1964

2.Amended by No.FD 83 SRS 66,dated 17.7.1967.

3. Inserted by No.FD 69 SRS 66, dated 10.10.1968

[1][292-C. Debarring a person from receiving gratuity:-

(1) If a person, who in the event of death of the Government servant, while in service or after retirement, is eligible to receive gratuity under these rules, is charged with the serious crime or for abetting in the commission of such crime, the claim of such a person including other eligible member or members of the family to receive the gratuity, shall remain suspended till the conclusion of the criminal proceedings instituted against him.

(2) If, on conclusion of the criminal proceedings referred to in clause (1) above, the person concerned:-

(a) is convicted for the "serious crime"or abetting in the commission of such a crime, such a person shall be debarred from receiving gratuity, which shall be payable to other eligible member or members of the family;

(b) is acquitted of the charge of serious crime, the gratuity shall be payable to such a person;]

292-D. Lapse of Death-cum-Retirement Gratuity:-

Where a Government servant dies while in service or after retirement, without receiving the amount of gratuity and leaves behind no family and :-

(a) has made no nomination, or

(b) the nomination made by him does not subsist the amount of death-cum-retirement gratuity payable in respect of such Government servant under rule 292 shall lapse to Government;Provided that the amount of death gratuity/retirement gratuity be payable to the person in whose favour a Succession Certificate in respect of the gratuity in question has been granted by a Court of Law.

1. Substituted by No.FD 03 SRA 2012, dated 28.1.2013.

293. The emoluments for the purpose of rule 292 will be subject to a maximum of Rs.1500 per mensum and means the emoluments as defined in Rule 296 which the Government servant was receiving immediately before retirement (death) provided that if the emoluments of a Government Servant

have been reduced during the last three years of service, otherwise than as a penalty 'average emoluments' as defined in rule 297 [1][or 297B] may, at the discretion of the authority which has the power to sanction the gratuity under this section, be treated as emoluments.

[1][Note -1. The emoluments for the purpose of Rule 292 will be subject to a maximum of Rs.1800/- per mensum in the case of retirement or death of Government servants while in service or after 1st February,1968.]

[2][Note-2. The emoluments for the purpose of rule 292 will be subject to a maximum of Rs.2500 per month in the case of retirement after 1st January, 1977 or death of Government servant while in service on or after 1st January, 1977.]

[3][293-A. For the purpose of calculation of Death-cum-Retirement Gratuity, the term "emoluments" means the emoluments as defined in Rule 296 which the Government Servant was receiving immediately before his retirement or death or the average emoluments as defined in rule 297-B, whichever is more.

Exception:- Where the emoluments of Government servant have been reduced during the last ten months of his service as a measure of penalty, only such reduced emoluments last drawn by him immediately before his retirement or death shall be taken into account for calculating the Death-cum-Retirement Gratuity admissible to him.]

1.Inserted by No.FD 80 SRS 78, dated 18.6.1986(wef.3.7.1980).

2.Inserted by No.FD 114 SRS 67, dated 8.4.1968.

3.Inserted by No. FD 49 SRS 82 dated 11-8-1982 (wef 1-7-1981).

[1][293-B. In case of Government servant who has completed not less than ten six monthly periods of qualifying service, the amount of retirement Gratuity payable after 1st July, 1986, shall be at the rate equal to one fourth of the emoluments for each completed six monthly period of qualifying service subject to a maximum of sixteen and half times the emoluments and subject to a maximum of one lakh rupees. The monetary benefit of retirement or death gratuity shall be admissible from 1st July, 1986 or from the date of retirement or death, as the case may be. With effect from Twenty Eight, November, 1995, amount of death-cum-retirement gratuity shall be subject to a maximum of Rupees two Lakhs and fifty thousand.]

[2][293-C. In respect of Government servants who retire from service or die while in service on or after 1.7.1993 the term Emoluments for the purpose of calculating retirement and death benefits and family pension shall include:-

(a) Basic pay drawn by the Government Servant in the scale of pay applicable to the post on the date of retirement or death;

(b) Stagnation increment, if any, granted to him above the maximum of the scale of pay;

(c) Additional increment if any, granted to him above the maximum of the time scale of pay in accordance with the provisions of Rule 6 of the Karnataka Civil Services (Services and Kannada Language Examiniation) Rules,1974;

(d) Personal Pay if any, arising out of fixation of pay in the Karnataka Civil Services (Revised Pay) Rules, issued by Government from time to time and classified as pay in the respective revised pay rules;

(e) Special Pay attached to all posts in the cadre i.e., Stenographers including Junior Stenographers, Typists including Senior Typists, Drivers including Senior Drivers and Lift Attenders.

1. Amended by No. FD 1 SRA 97 dated 23.4.1998 (w.e.f. 15.10.1998).

2 . Inserted by No. FD 4 SRA 06, dated 13.9.2006 (wef.01.07.1993).

Note-1:- (a) Basic Pay means the pay drawn in the time scale of Pay applicable to the post immediately before retirement or death;

(b) Stagnation increment means the stagnation increment granted according to the orders issued by the Government from time to time.

Note-2:- In the case of a Government servant who ceases to be in service due to retirement or death while in service during the period from 1st July,1993 upto 31st December, 1993, the pay fixed in the revised scale of pay notionally shall be taken into account for the purpose of calculation of pension and DCRG. The monetary benefit shall, however accrue to the retired Government servant or the beneficiary of the deceased Government servant from 1st January, 1994.

293-D. **In respect of State Government servants who retire or die while in service on or after 28.11.1995 and before 1.4.1998, the Dearness Allowance sanctioned upto the average of All India Consumer Price Index(AICIPI)1201.66 in Government Order No.FD 29 SRP 93, dated 30th October,1993 as indicated below, shall also be reckoned with the emoluments as specified in rule 293-C as emoluments for the purpose of retirement gratuity or death gratuity under the Karnataka Civil Services Rules in accordance with the following scales:-**

Sl.No.	Pay Range	Rate of Dearness Allowance to be added to pay for calculating Gratuity
1.	Basic pay upto Rs.3500/-p.m.	90% of Basic Pay
2.	Basic pay between Rs.3501/- and upto RS.6000/-p.m.	67% of Basic Pay subject to minimum of Rs.3150/- p.m.
3.	Basic pay above Rs.6000/- p.m.	58% of Basic Pay subject to minimum of Rs.4020/- p.m.

293-E. **In respect of Government servants who retire or die while in service on or after 1.4.1998, the term emoluments for the purposes of calculating various retirement and death benefits and family pension shall mean the basic pay drawn by a Government servant in the scale of pay applicable to the post held by him on the date of retirement or death while in service and shall also include;**

(a) Stagnation increment, if any granted to him above the maximum of the scale of pay;

(b) Personal pay, if any granted to him under sub-rule(3) of rule 7 of the Karnataka Civil Services (Revised Pay) Rules 1999]

[1][293- F **(1) In the case of a Government servant who has completed not less than ten six monthly period of qualifying service the amount of retirement gratuity payable under these rules shall be equal to 1/4th of the emoluments for each completed six monthly period of qualifying service, subject to a maximum of 16½ times of the emoluments. The amount of retirement gratuity thus calculated shall be subject to maximum of** [2][**Rupees Ten lakhs].**

(2) In the event of the death of a Government servant the death gratuity admissible under these rules shall be at the following rates, namely:-

Length of qualifying service	Rate of gratuity
(1) Less than one year	Two times emoluments
(2)One year or more but less than 5 years.	Six times of emoluments
(3)Five years or more but less than 20 years.	Twelve times of emoluments
(4) 20 years or more	Half of emoluments for every completed six monthly period of qualifying service subject to maximum of 33 times of emoluments provided that the amount of death gratuity shall in no case exceed [2][Rs.10.00 lakhs].

1. Inserted by No.FD 3 SRA 2009,dated 23.09.2010 (wef.1.7.2005)

2. Substituted by No. FD 05 SRA 2012,dated 29.01.2014 (wef.01.04.2012)

Explanation:- The term "emoluments" for the purpose of calculating various retirement and death benefits and family pension shall mean the basic pay drawn by a Government Servant in the scale of pay applicable to the post held by him on the date of retirement or death and also include,-

(a) Stagnation increment, if any, granted to him above the maximum of the scale of pay ;

[4][**(b) Personal pay, if any, granted to him under sub-rule (3) of rule 7 of the Karnataka Civil Services (Revised Pay) Rules, 2007 and 2012 ; and**

(c) Additional increments granted beyond the maximum of the time scale of pay for having completed 20 years of service, 25 years of service and 30 years of service in the same cadre]

(Section –III – Family Pension)

[1][**294 to 296, 297,297A, 297-B] [xxx]**

[2][**297-C. In respect of retirement or death while in service on or after 1st July 1986, the minimum pension shall be Rs.390/-per month and the maximum pension shall be Rs.3450/- per month and the monetary benefit of the increase if any shall be admissible from first July, 1987 or from the date of retirement whichever is later in respect of following kinds of pension namely:-**

(i) Su

(ii) Retiring Pension:
(iii) Invalid Pension:
(iv) Compensation Pension:
(v) Compassionate Allowance.]

3[**297-D** **In respect of retirement or death while in service on or after 1st April 1998, the minimum pension shall be Rs.1055/-per month and the maximum pension shall be Rs.10610/- per month and with effect from 1st February, 1999 maximum pension shall be Rs.11,610/- per month in respect of following kinds of pension namely:-**

1. Omitted by No. FD 4 SRA 2000, dated 4.1.2003(wef.1.4.1998)
2. Inserted by No.FD 1 SRA 97, dated 23.4.1998 (wef.15.10.1998)
3. Substituted by No. FD 04 SRA 1999, dated 02.06.2000 (wef 01-04-1998)
4. Substituted by No. FD 05 SRA 2014, dated 17.06.2015.

(i) Superannuation Pension;
(ii) Retiring Pension;
(iii) Invalid Pension;
(iv) Compensation Pension;
(v) Compassionate Allowance.]

1[**297-E.** **In respect of retirement or death of a Government servant while in service on or after 1st day of July, 2005, the minimum pension shall be Rs.2,250/- per month and the maximum pension shall be Rs.19,950/- per month in respect of following kinds of pension, namely:-**

(i) Superannuation Pension;
(ii) Retiring Pension;
(iii) Invalid Pension;
(iv) Compensation Pension;
(v) Compassionate Allowance.

Provided that in case of the Government servant retired or died while in service between 1.7.2005 and 31.3.2006 the above benefit shall be notional and but not monetary.]

2[**297-F.** **In respect of retirement or death of a Government servant while in service on or after 1st day of April 2012, the minimum pension shall be Rs.4,800/- per month and the maximum pension shall be Rs.39,900/- per month in respect of following kinds of pension, namely:-**

(i) Superannuation Pension;
(ii) Retiring Pension;
(iii) Invalid Pension;
(iv) Compensation Pension;
(v) Compassionate Allowance.]

NET EMOLUMENTS TAKEN

298. **Any part of a Government servant's pay or emoluments which is specially intended to provide for expenses incidental to his**

duty, must be excluded. The following are examples of the operation of this Rule:-

(1) When a Government servant's pay is intended partly to cover the expense of his providing or keeping a house or a conveyance, his pay must be taken only at what it would be if it was not intended to cover such expense. When a water – carrier's pay includes provisions for a bullock, his pay must be taken at what it would be if he were not required to keep a bullock.

(2) When a consolidated pay specially includes Tentage of Travelling Allowance, or House Allowance, these must be deducted.

1. Inserted by No.FD 3 SRA 2009,dated 23.9.2010 (wef. 1.7.2005)

2. Inserted by No.FD 2 SRA 2015,dated 07.01.2016 (wef 1.4.2012)

299 **(a)When service on temporary duty counts for pension under Rule 229 the pay of the permanent appointment held by the officer and not that drawn in respect of temporary duty, is taken into consideration in determining the amount of pension.**

(b)But in the case of an Officer deputed on abolition of appointment to Special duty (Rule 232), or of an Officer who when his appointment was abolished was on Sepcial duty, the full allowances are counted.

Combination of Appointments

300. **If a Government servant has held more than one appointment, in respect of each of which, if he had held it separately and alone, pension would have admissible to him, the pension admissible to him is the sum of the several pensions which would have been admissible to him if he held each office separately and alone. The consolidated pension thus admissible is subject to the limitations prescribed in Rule 291.**

301. **A Government servant is not entitled for service in an office conjointly with another office, to any pension which would not have been admissible to him if he had held the office separately and alone.**

SECTION V – NOMINATIONS

(DEATH-CUM-RETIREMENT GRATUITY)

302. **(i) 'Family' for the purpose of this rule will include the following relatives of the Government Servant, namely :-**

(a) wife, in the case of a male Government servant,

(b) husband, in the case of female Government servant,

(c) sons 1[including step children and adopted children.]

2[(d) un-married and widowed or divorced daughers.]

2[(e) brothers below the age of 18 years and unmarried or widowed or divorced sisters.]

3[(f)Father including adoptive parents in case of individuals

(g) Mother who adoption]

1[(h) married daughters, and

(i) children of predeceased son.]

4[xxx]

4[Note-1](c) and (d) will include and adopted son or an adopted daugher only if under the personal law of the Government servant adoption is legally recognised as conferring the status of a natural child. If in any case, the Audit Officer feels a doubt as to whether the personal law confers such a status, he may refer the matter to the Advocate General for Karnataka and act in accordance with his opinion.

5[(ii) A Government servant shall, soon after confirmation in Government service, make a nomination conferring on one or more persons the right to receive any gratuity that may be sanctioned under sub-rules (ii) and (iv) of Rule 292:

1.Amended by No.FD 107 SRS 60, dated 03-08-1960.

2. Amended by No.FD 23 SRS 62, dated 20-06-1962 & 22-09-1962 3. Amended by No.FD 58 SRS 65, dated 22-04-1966

4. Amended by No.FD 168 SRS 60, dated 09-01-1961 (wef 19-01-1961) 5. Substituted by No. FD 37 SRS 60, dated 15-03-1960 (wef 24-03-1960)

Provided that if, at the time of making the nomination, the Government servant has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

Exception :- Where a Government servant has no family, the nomination can be made in favour of any person who is not a member of his family or in favour of a body of persons, whether incorporated or not. Similarly, where the Government servant has only one member in his family in whose favour the original nomination should be made, the alternate nomination can be made in favour of any person who is not a member of his family or in favour of a body of persons, whether incorporated or not.]

(iii) If a Government servant nominates more than one person under sub-rule (ii), he shall specify in the nomination the amount of share payable to each of the nominees in such manner as to cover the whole amout of the gratuity.

(iv) A Government servant may provide in a nomination-

(a) in respect of any specified nominee that in the event of his predeceasing the Government servant the right conferred upon that nominee shall pass to such other members of the Government servant's family as may be specified in the nomination.

(b) that the nomination shall become invalid in the event of the happening of a contingency specified therein.

(v) The nomination made by a Government servant who has no family shall become invalid on his subsequently acquiring family.

1[(va) Every nomination made by the Government servant before his marriage, shall automatically become invalid after his marriage and the nomination shall be deemed to have been made in favour of the husband or the wife as the case may be.]

(vi)(a) Every nomination shall be in such one of the Forms 2 to 5 as may be appropriate in the circumstances of the case.

2[xxx]

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1. Inserted by No.FD 2 SRA 96, dated 10.1.1997 (wef 30-1-1997)

2. Deleted by No.FD 43 SRS 61, dated 26-07-1961

(b) A Government servant may at any time cancel a nomination by sending a notice in writing, to the appropriate authority, provided that the Government servant shall, alongwith such notice, send a fresh nomination made in accordance with this Rules.

1[Note – While a nomination as also any change therein will normally be made by a Government servant during his service in accordance with this clause, he may be allowed to make a fresh nomination or change his earlier nomination after retirement if such a contingency arises.]

(vii) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-rule (iv) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of that sub-rule, or sub-rule (v), the Government servant shall send to the appropriate authority a notice in writing formally cancelling the nomination, together with a fresh nomination made in accordance with this Rule.

(viii) Every nomination made, and every notice of cancellation given by a Government servant under this Rule, shall be sent by the Government servant to his Accounts Officer in the case of a gazetted Government servant and to the Head of his Office in the case of a non-gazetted Government servant. Immediately on receipt of a nomination from a non-gazetted Government servant the Head of the Office shall countersign it indicating the date of receipt and keep it under his custody.

(ix) Every nomination made, and every notice of cancellation given by a Government servant shall, to the extent that it is valid, take effect on the date on which it is received by the authority mentioned in sub-rule (viii).

2[(x) When a Government servant fails to make a nomination before his retirement, the gratuity may be paid in the event of his death before receiving payment, to surviving members of his family in the manner provided by Rule 292 (ii).]

---------- 1. Inserted by No.FD 101 SRS 60, dated 11.7-1960 (wef 21-7-1960)

2.Inserted by No.FD 12 SRS 59, dated 28/30-1-1959 (wef 5.2.1959)

PART-IV
CHAPTER - XX
RE-EMPLOYMENT OF PENSIONERS
SECTION II - GENERAL RULES

303. **(a) No Government servant may retire with the view of being re-employed, and drawing pension in addition to pay, whether in Government service or in the service of any Local Fund.**

(b) When a person who was formerly in Government employ is re-employed, whether temporarily or permanently in Government service or in the service of a Local Authority, it shall be incumbent on him to declare the amount of any gratuity, bonus or pension received by him on retirement. The authority re-appointing him shall specifically state in the order of re-appointment whether any deduction is to be made from pension or salary as required by the rules of this Chapter and shall communicate a copy of the order to the Audit Officer.

Note - 1. The principle of this Rule applies in the case of continued employment on retirement from Government service. The amount of the pension to be declared is that sanctioned originally i.e., it shall be inclusive of any amount that may have been commuted.

Note-2. The above provisions shall also apply to persons who were formerly in the Civil or Military employment of the Government of India or any State Government and re-employed in Karnataka State Service after retirement.

1[304. **(1) If a pensioner who, immediately before his retirement was a Gazetted Government servant, wishes to accept any commercial employment before the expiry of two years from the date of his retirement, he shall obtain the previous sanction of the Government to such acceptance.]**

Provided that a Government servant who was permitted by the Government to take up a particular form of commercial employment during his leave preparatory to retirement or during refused leave shall not be required to obtain subsequent permission for his continuance in such employment after retirement.

1. Substituted by No. FD 14 SRS 77 dated 22-3- 1979 (wef 5-4-1979).

(2) subject to the provisions of sub-rule (3), the Government may, by order in writing, on an application in the form annexed to this rule made by a pensioner, grant, subject to such conditions, if any, as it may deem necessary; permission or refuse, for reasons to be recorded in the order permission, to such pensioner to take up the commercial employment specified in the application.

(3) In granting or refusing permission under sub-rule(2) to a pensioner for taking up any commercial employment, the Government shall have regard to the following factors namely;

(a) In nature of the employment proposed to be taken up and the antecedents of the employer;

(b) Whether his duties in the employment which he proposes to take up might be such as to bring him into conflict with Government;

(c) Whether the pensioner while in service had any such dealing with the employer under whom he proposes to seek employment as might afford a reasonable basis for the suspicion that such pensioner had shown favours to such employer;

(d) Whether the duties of the commercial employment proposed involve liaison or contract work with Government Departments;

(e) Whether his commercial duties will be such that his previous official position or knowledge or experience under Government could be used to give the proposed employer an unfair advantage;

(f) the emoluments offered by the proposed employer; and

(g) any other

(4) Where the Government grants the permission applied for subject to any conditions or refuses such permission, the applicant may, within thirty days of the receipt of the order of the Government to that effect, make a representation against any such conditions or refusal and the Government may make such orders thereon as it deems fit;

Provided that no order other than an order cancelling or modifying such condition or granting such permission without any conditions shall be made under this sub-rule without giving the pensioner making the representation an opportunity to show cause against the order proposed to be made.

(5) If any pensioner takes up any commercial employment at any time before the expiry of two years from the date of his retirement without the prior permission of the Government or commits a breach of any condition subject to which permission to take up any commercial employment has been granted to him under this rule, it shall be competent for the Government to declare by order in writing and for reasons to be recorded therein that he shall not be entitled to the whole or such part of the pension and for such period as may be specified in the order;

Provided that no such order shall be made without giving the pensioner concerned an opportunity of showing cause against such declaration:

Provided further that in making any order under this sub-rule, the Government shall have regard to the following factors, namely:-

(i) the financial circumstances of the pensioner concerned;

(ii) the nature of, and the emoluments from, the commercial employment taken up by the pensioner concerned; and

(iii) any other relevant factor;

(6) Every order passed by the Government under this rule shall be communicated to the pensioner concerned.

(7) In this rules:-

(a) the expression ‘ commercial employment ’ means:-

(i) an employment in any capacity including that of an agent, under a company, co-operative society, firm or individual engaged in trading, commercial, industrial, financial or professional business and includes also a directorship of such company and partnership of such firm but does not include employment under a body corporate, wholly or substantially owned or controlled by the Government.

(ii) setting up practice either independently or as a partner of a firm, as adviser or consultant in matters in respect of which the pensioner-

(A) has no professional qualifications and the matters in respect of which the practice is to be set up or carried on, are relatable to his official knowledge or experience, or

(B) has professional qualifications but the matters in respect of which such practice is to be set up as are likely to give his clients an unfair advantage by reason osition, or

(iii) has to undertake work involving liaison or contact with the Offices or Officers of the Government.

Explanation:-For the purposes of this clause 'employment under a co-operative society' includes the holding of any office, whether elective or otherwise, such as that of President, Chairman, Manager, Secretary, Treasurer and the like, by whatever name called in such society.

(b) the expression 'date of retirement', in relation to a Government servant re-employed after retirement, without any break, either in the same or in another Class I or Class II *post* under the Government or in any other equivalent post under any other *State* Government or Central Government, means the date on which such Government servant finally ceases to be so re-employed in Government service.

ANNEXURE

Form of Application for Permission to accept Commercial Employment within a Period of two years after retirement.

1. Name of the officer (in block letters)

2. Date of retirement.

3. Particulars of the Department/Offices in which the officer served during the last five years preceding retirement (with duration)

Name of Department / Office	Post held	Durat	
		From	To

4.Post held at the time of retirement and period for whic held.

5.Pay scale of the post and the pay drawn by the officer at the time of retirement.

6.Pensionary benefits.

Pension sanctioned (Commutation, if any should be mentioned)	**Gratuity, if any**

7. Details regarding commercial employment proposed to be taken up: -

(a) Name of the Firm/Company/Co-operative Society, etc.

b) Whether the official had during his official career, any dealing with the firm etc.,

(c) Duration and nature of the official dealings with the firm.

(d) Name of job/post offered,

(e) Whether post was advertised, if not how was offer made.

(f) Description of the duties of the job/post.

(g) Does it involve liaison/contact work with Government departments.

(h) Remuneration offered for post/job.

8. Any information which the applicant desires to furnish in support of his request.

Station:

Date :- **Signature of the Officer.**

305. (a) Employment under a Government outside the State after retirement:- **A pensioner who wishes to accept any employment under a Government outside the State, should obtain the prior sanction of Government. No pension shall be payable to a pensioner who accepts such an employment without the previous sanction of Government in respect of any period for which he is so employed or such longer period as Government may direct.**

(b)A Government servant permitted to take up a particular form of employment under a Government outside the State during his leave preparatory to retirement, shall not be required to obtain subsequent permission for his continuance in such employment after retirement.

(c) The term 'employment under a Government outside the State' shall include employment under any Government other than the Government of Karnataka or under a Local Authority or Corporation or any other Institution or organisation which functions under the supervision or control of a Government outside the State, [1][though such employment is at a place situated within the State.]

(d) The following certificate shall invariably be furnished in the Pension voucher form by all Pensioners who immediately before retirement were holding appointments under Government;

"I declare that I have not accepted any employment under a Government outside the State."

OR

"I declare that I have accepted employment under Government outside the State after obtaining the previous sanction of Government."

306. **The attention of every Government servant who is employed should be especially called to the provisions of this Chapter by the authority re-employing him, and whenever he becomes aware of such an appointment, by the Audit Officer: but the failure of such authority to do this will not be admitted as a ground for condoning any breach of the Rules contained in this Chapter.**

307. **A Government servant who has obtained a compensation gratuity, if re-employed in qualifying service, may either retain his gratuity in which case his former service will not count for future pension, or refund it and count his former service.**

308. **The intention to refund must be stated immediately on re-employment; but the refund may be made by monthly instalments of not less than one-third of the Government servants' Pay and also not less than the whole gratuity divided by t hich have elapsed since the end**

of the service for which the gratuity was given. The right to count previous service does not revive till the whole amount is refunded.

1. Inserted by No. FD 17 SRS 76 dated 12-1- 1979 (wef .25-1-1979).

309. **(a) A Government servant who has obtained compensation pension, if re-employed, may retain his pension in addition to his pay, provided that, if he is re-employed in a Government establishment or in an establishment paid from a Local Fund, the Pension shall remain wholly or partly in abeyance, if the sum total of the pension and the pay on re-employment exceeds the pay in the appointment on abolition of which the pension was given.**

Note-1. Once the amount of pension has been fixed in conformity with the above condition, the Government servant shall be entitled to receive the benefits of increments in his new scale or promotion to another scale or post without a further corresponding reduction in pension nor shall the amount of pension so fixed be varied during leave.

Note-2. When a Government servant not holding a substantive post is retrenched owing to reduction of establishment, he shall, on re-appointment, be started at the minimum of the grade pay of the post to which he is appointed. He will however count the previous service rendered as a regularly appointed candidate.

(b) If his re-employment is in qualifying service he may either retain his pension (subject to the proviso above stated), in which case his former service will not count for future pension or cease to draw any part of his pension and count his previous service. Pension immediately drawn need not be refunded.

Note - A Government servant counts his previous service under clause (b), if on re-employment his pension remains wholly in abeyance under the proviso to clause (a).

310. **In the case of a section-writer or press servant who is re-employed, the pay of the appointment abolished is taken at the average earnings of the last six months of employment.**

311. **If a Government servant does not, within three months from the date of his re-employment, exercise the option conceded by Rule 309 of ceasing to draw pension and counting his former service, he may not thereafter do so without the permission of Government.**

312. **There is no bar to the re-employment of a Government servant who has regained health after obtaining invalid pension, or if a Government servant is invalidated as being incapacitated for employment in a particular branch of the service to his re-employment in some other branch of the service. The rule in such a case as to refunding gratuity, drawing pension, and counting service, is the same as in the case of re-employment after Compensation pension.**

313. **1[(a) Pensioners in receipt of superannuation or retiring pensions shall not ordinarily be re-employed in service paid from the Consolidated Fund of the State or a Local Fund. In case of necessity, which should be on strong public grounds, such pensioners may be re-employed or the term of their re-emloyment extended with the sanction of Government in each case.**

Government may delegate this power to the Major Heads of Departments specified in Appendix I, subject to such conditions as they may deem fit.]

(b) The pay to be allowed on re-employment is subject to the following conditions all of which must be satisfied:-

(i) Pay on re-employment plus pension (including pension equivalent of death-cum-retirement gratuity or gratuity in lieu of pension) should not exceed the substantive pay in a permanent post but not pay in a temporary post drawn before retirement or the officiating pay in cases [2][where the] [3][officiating post has been held for not less than one year immediately prior to retirement.]

[4][Note - 1 The personal pay granted during the fixation of initial pay on or after 1st January 1957, in the new scales of pay and on account of the grant of stagnation increments thereafter should be treated as

forming part of the substantive or officiating pay, as the case may be, of the Government servant concerned for the purpose of this sub-clause. The condition prescribed in sub-clause (iii) of this Rule should also be deemed to have been relaxed in such cases]

1. Amended by No. FD 3 SRS 62 dated 10-1-1962.

2. Amended by No. FD 64 SRS 61 dated 17-11-1962.

3. Substituted by No. FD 78 SRS 66 dated 29-12-1966.

4. Inserted by No. FD 144 SRS 60 dated 29-4-1961. (wef 29-4-1961).

1[Note-2 In the case of re-employed pensioners retired prior to 1st January, 1961, the pay drawn before retirement shall,for the purpose of this Rule, include a portion of the Dearness Allowances drawn by them prior to retirement not exceeding the amount noted below:-

	Portion of Dearness Allowance counting as part of pay Rs.
1. When the Basic Pay last drawn did not exceed Rs. 80	**25**
2. When it exceeded Rs.80 but did not exceed Rs.100	**30**
3. do Rs. 100 do Rs.150	**35**
4. do Rs.150 do Rs.250	**40**
5. do Rs.250 do Rs.300	**45**
6. do Rs.300 do Rs.500	**50**
7. do Rs.500 do Rs.800	**55**
8. do Rs.800 do Rs.854	**54**

Rs.1(that is on amount which with the basic Pay would make up Rs.855)]

2[Note-3:- In the case of a Government Servant who has officiated continuously in more than one post in different grades immediately prior to his retirement, the pay which he would have drawn in the post which would have been held by him for more than a year but for his promotion to a higher post or posts shall be taken as officiating pay for determining the pay admissible on re-employment.]

3[Note-4:- In the case of persons retiring from service before attaining the age of 55 years and re-employed under the State Government on or after 1st July,1964, the pension as shown below shall be ignored in following their pay on re-employment:- (a) In the case of pension not exceeding Rs.50 per mensem, the actual pension;

(b) In other cases, the first Rs. 4[125] of the pension.

In the case of persons who were re-employed prior to 1st July 1964 but continued on re-employment on 1st July 1964, pay may be fixed on 1st July 1964, on the basis of these provisions as if they have been re-employed for the first time from Ist July 1964.]

1. Inserted by No. FD 17 SRS 62 dated 28-3-1962. (wef 1-1-1961).

2. Inserted by No. FD 44 SRS 67 dated 7-7-1967 (wef 1-4-1958) and also applicable to cases arising o

3. Inserted by No. FD 51 SRS 64 dated 24-11-1967.

4. Substituted by No. FD 63 SRS 78 dated 12-1-1979. (wef 25-11-1978)

[1][Note - 5. In the cases of Government servants who retired on or after 1st November 1968, and who have been re-employed. the pay drawn immediately before their retirement, shall for purposes of Rule 313 (b) (i) of the Karnataka Civil Services Rules, include.

(a) Where the retirement has taken place on or after 1st January 1968, but before Ist April 1974, the portion of dearness allowance treated as additional basic pay in G.O. No. FD 25 SRP (1) 71 dated 29th January 1971;

(b)(i) Where the retirement has taken place on or after 1st April 1974, but before 1st January 1977, the dearness allowance as on 1st April 1973, sanctioned in G.O. No. FD 19 SRP (2) 73 dated 22nd June 1973, and ordered as counting for pension in G.O. FD 2 SRP (3) 74, dated 29th March 1974.

(ii) Where the Government servant has elected to retain the scales of pay applicable to him as on 31st December,1976, according to the proviso to rule 5 of the Karnataka Civil Services (Revised Pay) Rules 1976, and the retirement takes place while he held such scale, the dearness allowance as on 1st April 1973, sanctioned in G.O. No.FD 19 SRP(2)73, dated 22nd June 1973, and ordered as counting for pension in G.O.No.FD 2 SRP(3)74,dated 29th March,1974.]

[2][xxx]

(iii) Pay on re-employment, plus Pension (including Pension equivalent of death-cum-retirement gratuity or gratuity in lieu of Pension) should not exceed the maximum of the time-scale of the post in which the Government servant is re-employed.

(iv) [3][Special allowance] can be drawn in addition to pay on re-employment provided (1) the total of pension and pay on re-employment plus [3][Special allowance] is restricted to the substantive pay last drawn or officiating pay last drawn [3][where such officiating pay has been drawn for not less than one year immediately prior to retirement] plus [3][Special allowance] last drawn, and (2) the[3][Special allowance] is attached to the post in which he is re-employed.

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1. Inserted by No. FD 104 SRS 76 dated 21-12-1978 (wef 15-04-1978)

2.Deleted by No. FD 44 SRS 67 dated 7-7-1967 (wef 1-4-1958 and also applicable to cases arising on or after 1-9-1957).

3. Substitued by No. FD 7 SRA 99 dated 29.4.2000 (wef 1.4.1998)

[1][Note- If any [2][Special allowance] is granted to a Government servant on re-employment without attaching it to the post, such [2][Special allowance] may be allowed to be drawn in addition to the pay fixed under this clause. If at the time of retirement the Government servant was in receipt of a [2][Special allowance] not attached to the post, only such portion of the [2][Special allowance] as has been counted for purpose of pension shall be taken into account in determining the pay last drawn prior to retirement provided

such [2][Special allowance] was drawn continuously for atleast one year before retirement.]

Instructions: It has been represented to Government by some of the Officers who have been appointed on contract basis, that the Accountant-General is not authorising them to draw Dearness Allowance at the admissible rates because the terms of contract do not provide for the payment of any Dearness Allowance in certain cases. It is the intention of the Government that the Dearness Allowance at the rates admissible from time to time to regular Government servants may be allowed also to officers re-employed on contract basis. Government therefore, direct that in all such cases, whether or not the terms of contract specifically provide for the payment of Dearness and other Compensatory Allowances the same may be allowed at the rates sanctioned to Government Servants from time to time, to the contract officers in addition to the pay fixed in the terms of contract. (G.O. No. FD 57 SRS 67 dated 5th May 1967).

[3][(bb) The pay of pensioners re-employed on contract basis shall be governed by special orders of Government.]

(c) Once the pay on re-employment is fixed, the Government servant shall be entitled to receive the benefits of increments even though the total of pension, including pension equivalent of death-cum-retirement gratuity or gratuity in lieu of pension, and pay, exceeds the substantive pay (officiating pay or pay in a temporary post if he is re-employed) in the same post drawn before retirement, but it should not exceed the maximum of the time-scale of the post in which he is re-employed.

1.Amended by No. FD 64 SRS 61 dated17-11-1962.

2. Substitued by No. FD 7 SRA 99 dated 29.4.2000 (wef 1.4.1998).

3. Inserted by No. FD 63 SRS 62 dated 7-8-1962

(d) Where on re-employment, pension is not held in abeyance, increments accruing after re-employment should be based on the consolidated pay i.e., pay on re-employment plus pension (including pension equivalent of death-cum-retirement gratuity or gratuity in lieu of pension).

314. **A pensioner of any class may, with the sanction of Government be employed without loss of pension provided that the employment is bona fide temporary, lasting for not more than a year.**

315. **The fixation of pay on re-employment of pensioners drawing part-time allowances may be regulated according to the principles enunciated in Rule 313: the officer may be permitted to retain his pension subject to the condition that his part-time allowance on re-employment plus pension shall not exceed the pay at the time of retirement.**

316. **(a) In the case of a pensioner who is re-employed in Government service or in the service of a Local Authority, and who commuted a portion of his pension after such re-employment, the amount of pension which the pensioner is entitled to draw under the rules in this section shall be amount to which he would have been entitled had there been no commutation, less the amount commuted.**

(b) In the case of a pensioner, a portion of whose pension has been commuted before re al amount of the pension should

be taken into consideration in fixing the total receipts during re-employment or continued employment and not merely the un-commuted pension.

(c) In the case of a re-employed pensioner whose pension is held wholly in abeyance during such re-employment and who commutes a portion of his pension during this period, his pay during re-employment shall be reduced by the amount of pension commuted with effect from the date on which the commutation becomes absolute. In the case of a pensioner whose pension is held partly in abeyance during such re-employment, and who, during this period,

commutes a portion of his pension in excess of the portion actually drawn, his pay during re-employment shall be reduced, with effect from the date on which the commutation becomes absolute by an amount representing the difference between the portion of pension commuted and the portion of pension drawn until the commutation.

317. **Retirement under the Contributory Provident Fund Scheme:- When a Government servant governed by the Contributory Provident Fund Rules is re-employed in the same or a similar post under Government or in an establishment paid from a Local Fund, his pay should be so fixed that such pay together with the pension equivalent of the Government contribution and Interest thereon credited to this Provident Fund shall not exceed the pay last drawn by him before retirement, the 'Pension Equivalent' being calculated by adopting the table of commuted value of pension.**

Note - The pension equivalent in these cases will be calculated on the basis of the age of the officer on the date of final retirement from service. If, however, the age on the date of retirement falls between two whole number of years the pension equivalent may be calculated on the basis of the age on the next birth-day.

SECTION II - PENSION FOR NEW SERVICE

318. **A Government servant who, having been discharged with a pension is subsequently re-employed may not count his new service for a separate pension. Pension if any, is admissible only for the new service combined with the old the whole being counted as one service.**

319. **(1) If a Government servant who has obtained a Compensation or Invalid pension is re-employed in pensionable service and retains the pension, the pension or gratuity admissible for his subsequent service is subject to the following limitation namely, that the gratuity or the capital value of the pension shall not be greater than the difference between the value of the pension that would be admissible at the time of the Government servant's final retirement, if the two periods of service were combined, and the value of the pension already granted for the previous service.**

[1][(2) Where, a person in receipt of minimum pension from the Government of India has been appointed as a direct recruit, in accordance with the rules of recruitment, in the State Civil Service,-

1. Inserted by No. FD 3 SRS 79 dated 8-2-1980 (wef 21-2-1980)

(a) the pension admissible to him on his retirement from service shall be calculated in accordance with the provisions of these rules but shall not be subject to the minimum pension prescribed by or under these rules,

(b) the family pension admissible to his family in the event of his death, shall be calculated in accordance with the provisions of these rules or the Karnataka Government Servants (Family Pension) Rules, 1964, if applicable, but shall not be subject to the minimum family pension prescribed by or under the said rules.]

320. **(a) If a gratuity received for the earlier service has not been refunded, gratuity or pension as the case may be allowed of the subsequent service on condition that the amount of such gratuity or the present value of such pension calculated according to the table of commuted value of pensions plus the amount of the previous gratuity shall not exceed the amount of gratuity or the present value of the pension that would have been admissible had the gratuity received for earlier service been refunded.**

(b) If the amount of such gratuity or the present value of such pension, plus the amount of the previous gratuity, exceeds the amount of gratuity or the present value of the pension that would have been admissible if the gratuity received for the earlier service had been refunded, the excess must be disallowed.

PART-IV
CHAPTER XXI
APPLICATIONS FOR AND SANCTION OF PENSIONS

[1][**321**. **(1) The Head of the Office shall obtain from the retiring Non-**

Form 1B one year in advance of his retirement to the Accountant General who shall build up his pension records. In respect of Gazetted Government servants whose pay and allowances are not authorised by the Accountant General but are drawn by the Head of the Office procedure specified in sub-rule (1) shall be followed.

Form 1B shall be sent along with other pension documents to the Accountant General atleast two months before the date of retirement of the Government servant.

(4) In cases of retirement on retiring pension under rule 285 the particulars mentioned in

Form 1B shall be obtained after the date of receipt of issue of notice by the Government servant for such retirement or in cases of retirement on payment of salary in lieu of notice immediately after the issue of orders thereof.

[2][(5) xxx]

(6) The Accountant General (Accounts and Entitlement) shall send to the Government and the respective Heads of Department on 31st January and 31st July each year a list of Gazetted Officers who are due to retire within next twelve to eighteen months indicating against each name whether the service books of the particular officer is available or not.

1.Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

2.Deleted by No FD 12 SRA 2000, dated 3.2.2003 (wef.15.2.2003)

(7) The Head of the Department shall on receipt of the list immediately arrange to obtain the service register wherever wanting. He shall forward the service register and the particulars in

Form 1B to the Accountant General within one month from the date of receipt of the list. Thereafter the Head of the Department shall enquire with the Accountant General once in a quarter whether any particulars are required by him for processing of pension papers. He shall ensure that the intimation of pension entitlement is received from the Accountant General atleast three months before the date of retirement and arrange for the communication of the sanction of the Head of the Department or Government, as the case may be,for pension to the Accountant General two weeks before the date of retirement. He shall also be responsible for forwarding the departmental no due certificate to the Accountant General along with the sanction. In respect of Government servants who are promoted to the Gazetted cadre in the last year of their service the Head of the Department shall, immediately after such promotion forward to the Accountant General their service registers and the particulars in Form 1B without waiting for the list of retiring Gazetted Government servants. The Accountant General shall send the intimation of issue of final pension payment orders 15 days in advance of the date on which the Government servant is due to retire (so that the retiring Government servant will have his pension payment on the date of his retirement) and also a copy to the Head of the Department. Head of the department shall watch the receipt of this intimation. The pension case has to be shown as pending and pursued till the issue of pension payment order.]

322. **All authorities dealing with applications for pensions under these Rules should bear in mind that delay in the pay- ment of pensions involves particular hardship. It is essential to ensure, therefore, that a Government servant begins to receive his pension on the date on which it becomes due.**

Note.- There are cases in which certain sums are due to Government from a Government servant at the time of his retirement, e.g., over issue of pay, allowances or leave salary, or admitted or obvious dues such as house rent, life insurance premia, outstanding balance of various advances, etc. These sums cannot be recovered from the pension of a Government servant without his consent. Authorities sanctioning pension should therefore ensure that these outstanding sums are brought to the notice of the Government servant concerned with the least possible delay, and that he is requested to pay up the dues before formally sanctioning the final pension. It is emphasised that, while these recoveries should be made before the pension is finally sanctioned, care should be exercised to ensure that there is no avoidable delay either in informing the Government servant concerned of the total amount due by him to Government or in sanctioning the final pension after this amount has been recovered.

323. Every Officer competent to sanction pension should obtain in [1][May and November each year,] from the subordinate officer. A list of Government servants under him due to retire within two years (which can easily be complied from the annual return of establishment, in the case of Non-Gazetted servants and from the Civil list in the case of Gazetted servants], and specially watch that pension papers are forwarded to the Audit Office in all these cases in advance as prescribed by obtaining a report about them from their subordinates, month after month, and by insisting on any undue delay being satisfactorily explained. [2][District Officers of the Department shall ensure the prompt settlement of pension claims in the subordinate offices under their jurisdiction. For this purpose, when the pension records are forwarded by the Head of the Office to the Accountant General a copy of the forwarding letter shall be endorsed to the District Officer also under their jurisdiction to enable him to make suitable entries in the watch Register maintained by him. The Accountant General will also endorse a copy of the letter authorising pensionary benefits to the concerned District Officer to enable him to complete the entries in the Watch Register maintained by him. The monthly return in

Form 21

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1. Amended by No. FD 140 SRS 73 dated 30-08-1974 (w.e.f. 19-9-1974)

2. Substituted by No. FD 1 SRA 97 dated 23.4.1998 (w.e.f. 15.10.1998)

should be sent by all District Principal Officers of all Departments.]

[1][**Note :- The list of retiring Government servants shall be sent to Government in the Finance Department and to the Audit Office as prescribed in sub-rule (2) of rule 96.]**

[2][**323-A. The Audit Officer shall send to every Gazetted Officer a copy of Rules 321, 325 and 327 one year in advance of the date on which the Officer attains his age of superannuation, or as soon as possible before the date from which he has formally sought permission to retire, if earlier, with the remark that there is likely to be delay in the commencement of his pension if he does not submit a formal application as soon as the rules permit.]**

324. Every officer competent to sanction pension should hold responsible one of his assistants for seeing the pension cases pending in the several offices under his control are disposed of promptly and got finally settled with the least possible delay.

325. Questions affecting the pension or pensionable service of a Government servant which for their decision depend on circumstances known at the time shall be considered as soon as they arise.

Any question which for its decision depends on possible circumstances that may arise in future or on hypothetical conditions may be raised, discussed as soon as the permissible period for submission of formal application for pension under Rule 321 begins.

326. The application of a Non - Gazetted Government servant shall be submitted to the a sanction his pension. If such

authority is not the Head of the office in which the applicant is serving, the application shall be submitted through such Head, who shall attach to it the applicant's service book or service roll, as the case may be.

1. Amended by No. FD 140 SRS 73 dated 30-08-1974 (w.e.f. 19-9-1974)

2. Inserted by No. FD 15 SRS 63 dated 28-03-1963.

[1][327. (1). A Gazetted Officer shall submit his formal application for pension one year in advance of the date of superannuation to the Accountant General who shall build up his pension records in

Form 7 and intimate to Government in the Administrative Department concerned in the Secretariat through the Head of the Department the title to service gratuity or pension and DCRG admissible at least three months before the date of retirement of the officer for issuing sanction to service gratuity/ pension and DCRG.

(2) The Accountant General shall undertake the work of preparing pension papers in

Form 7 one year before the date on which the Government servant is due to retire on superannuation or the date on which he proceeds on leave preparatory to retirement, whichever is earlier. This work shall not be delayed till the Gazetted officer actually submits his application for pension.

(3) Soon after receipt of the intimation referred to in sub-rule (1), from the Accountant General, the Head of the Department shall certify in

Form 7-A, whether the character, conduct and past service of the officer are such as to entitle him to full pension and then forward it to the administrative department concerned in the Secretariat.

Note:- Entries in Form 7-A in respect of Heads of Department and Secretaries to Government shall be made by the Chief Secretary under the orders of Government.

(4) The Administrative Department concerned in the Secretariat shall forward

Form 7-A with the sanction to pension / gratuity and DCRG duly recorded therein together with the facts, if any, having a bearing on pension and DCRG, to the Accountant General under intimation to the Finance Department within one week from the date of retirement of the Gazetted Officer.

(5) Sanction will be assumed by the Accountant General if nothing is heard within a period of two weeks from the date of retirement of the Government servant either from the Head of the Department or the Administrative Department concerned in the Secretariat.]

1. Substituted by No. FD 140 SRS 73 dated 30-08-1974 (wef 19-9-1974)

328. [1]**[xxx]**

[2]**[329.** **(a) In the case of a Government servant no longer in active service, a last pay certificate shall be obtained before making final payment of pension / gratuity.**

Exception:- Notwithstanding the provisions of this clause, in cases where a surety bond or a cash deposit has been obtained or a suitable portion of DCRG has been withheld towards any demand remaining unassessed or unrealised for any reasons on the date of retirement of the Government servant, the Accountant General need not wait for the receipt of the last pay certificate before making final payment of pension / gratuity.

(b) Government, in the case of Gazetted Officers, and Head of the Department or a Gazetted Officer subordinate to him not lower in rank than the principal District Officer of the Department [3][xxx] in the case of Non-Gazetted officer, shall be competent to sanction pensions. Such authority shall, after due consideration of the facts of the case and having due regard to the provisions of rule 289, record its orders in

Form 7-A as to whether the service has been satisfactory and is approved for the grant of full pension admissible under the rules, or whether the service has not been thoroughly satisfactory and what reduction should, for that reason, be made from the full pension and/or gratuity admissible under the rules. The pension sanctioning authority shall keep a copy of Form 7-A before forwarding it to the Accountant General.

Note :- The power vested in the Chief Secretary to Government under this clause will be exercised by the Deputy Secretary to Government, [4][Department of Personnel and Administrative Reforms] provided that no order regarding reduction in the amount of pension is made without the prior approval of the Chief Secretary.]

1.Deleted by No. FD 69 SRS 66 dated 10-10-1968.

2. Substituted by No. FD 140 SRS 73 dated 30-8-1974 (wef. 19-9-1974)

3. Deleted by No. FD 203 SRS 74 dated 22-4-1975 (wef.19-9-74)

4. Substituted by No. FD 05 SRA 2012 dated 29-1-2014.(wef.30.1.2014)

[1][329-A. **On a Government servant completing twenty-five years of service or on his being left with five years of service before the date of retirement, whichever is earlier, the Accountant General (A & E),Karnataka concerned in the case of a Gazetted Government servant or the Head of Office in consultation with the Accountant General (A & E), Karnataka concerned in the case of a Non-Gazetted Government servant, shall in accordance with rule 330 verify the service rendered by such Government servant and determine the qualifying service and communicate to him in**

Form 21 or in Form 21A as the case may be, the period of qualifying service so determined.

Provided that any such verification shall be subject to final verification of qualifying service which shall be made at the time of retirement of the Government servant.]

[2][330. [3][xxx] The Head of the Office shall [3][xxx] prepare a statement of the applicant's services in the second page of

Form 7 and arrange to verify them according to the following procedure:-

(i) All the information procurable from the Service Book of the Government servant shall first be gathered. The information thus received shall then be forwarded to the 1[Accountant General,(A &E),Karnataka] concerned along with the statement and his service book 3[xxx] for verification. 3[xxx] 1[The Accountant General (A & E), Karnataka] shall check the statement and return the records.]

(ii) If there is any discrepancy, the 1[Accountant General (A &E), Karnataka] shall detail the nature of such discrepancy; for instance, that the post which the applicant is stated to have filled during a certain period is shown in the 1[records of the office of the Accountant General (A &E), Karnataka] to have been filled by another person. The authority submitting the statement shall settle such discrepancy to the satisfaction of the 1[Accountant General, (A &E), Karnataka] before allowing the disputable service to count for pension.

1. Substituted by No.FD 1 SRA 99,dated 11.1.2002.

2.Amended by No. FD 50 SRS 69 dated 21-10-1971.

3.Amended by No, FD 140 SRS 73 dated 30-8-1974 (w.e.f. 19-9-1974).

(iii) If the service claimed cannot be wholly verified from the 1[records of the office of the Accountant General,(A&E), Karnataka] reference shall be made to the head of office in which the applicant is shown to have served during the period in doubt, unless the services in question have already been verified and a certificate of verification recorded in the service book.

2[(iv) If any portion of service rendered by a Government servant is not capable of being verified in the manner specified in clauses (i), (ii) and (iii), the applicant shall file a written statement on plain paper stating that he had in fact rendered that period of service and shall at the foot of the statement make and subscribe to a declaration as to the truth of that statement shall in support of such declaration, produce all documentary evidence and all information which is in his power to produce or furnish.]

Note 1:- The power to admit service verified under this clause may be exercised by all subordinate authorities that are empowered to sanction pension under these Rules.

Note 2:- The Heads of departments should be careful in giving certificates to their subordinates removed from service, to state the whole truth in respect of character and cause of dismissal or resignation of appointment, as the suppression of true reason for which the subordinate had been removed from his appointment may obviously be injurious to the interests of the public service.

Note 3:- The documents produced as [2][documentary evidence] as certificates such as those given by an officer to the subordinate on his leaving the office and the testimony of contemporary Government servants referred to above, should actually have been issued during the period for which the service of an officer is declared to be unverifiable. Certificates etc., given by retired Gazetted officers after the lapse of several years should not be accepted as proper evidence.

1.Substituted by No.FD 1 SRA 99,dated 11.1.2002.

2. Substituted by FD 97 SRS 67 dated 12-12-1967.

Exception :- In the case, however of employees of the Electrical Department who entered service in the department prior to 1936 and whose pension cases have to be settled in the absence of records prior to that date, and in the cases of those whose service records were destroyed in the accident that occurred at Sivanasamudram in 1944, certificates granted by retired Gazetted officers even after the lapse of years, may as a special case, be accepted when they are countersigned by the Chief Electrical Engineer of Karnataka in token of his being satisfied that the retired Gazetted officers were actually in the service of the Electrical Department.

[1][331. xxx]

332. **(a)(i) [1][The Head of the office shall undertake the work of preparation of pension records twelve months before the retirement of the Government servant.] This should be done irrespective of the fact whether a formal application for pension has been received from the Officer or not. If at the time the application in**

Form 7 is drawn up, a formal application from the officer has not yet been received, entries against items 14,16, 17 and 18 on the first page of Form 7 shall not be filled up at the stage. The relevant entries shall be made soon after the formal application is received. However, if by the time the formal application is received the application in Form 7 has already been sent to the Audit Officer, the formal application shall immediately be forwarded to the Audit Officer who will complete the necessary entries.

[2][(ii) The Head of the Office shall also follow directions contained [3][in Rule 327(2).] If the application is for an Invalid Pension the requisite medical certificate shall be attached to the application.

Note.- If the medical examination of the applicant was not conducted on the date on which he ceased to perform duty, the authority competent to sanction the pension may accept a medical certificate bearing a later date.]

1. Deleted by No.FD 140 SRS 73 dated 30.8.1974(wef.19.9.1974)

2.Substituted by No. FD 69 SRS 66 dated 10-10-1968.

3.Inserted by No. FD 50 SRS 69 dated 21-10-1971.

(iii) In any case in which it becomes necessary to resort to the procedure prescribed in sub-clause(iv), Rule 330, he shall record on the application the exact nature of the investigation made and the conclusions arrived at.

(b) He shall then arrange, with the application, all the documents relied upon for the verification of the service claimed in such manner that they can be conveniently consulted, and forward them together with the Government servant's service book or service roll, through the authority empowered to sanction the pension to the Audit Officer with a forwarding letter in the form given in

[1][(c) The Authority competent to sanction the pension shall then check the pension papers with reference to his own office records and then forward the pension papers duly according sanction to pension and Death-cum-Retirement Gratuity in

Form 7-A to the Audit Officer at least 2[3 months] before the date on which the Government servant is due to retire. In case the pension records cannot thus be sent in time, the pension sanctioning authority shall sanction payment of anticipatory service gratuity / pension / Death-cum-Retirement Gratuity in terms of Rule 341 and note below Rule 348 and record the details of such sanction in the service book of the retired Non-Gazetted Government servant. The pension records shall then be finalised and forwarded to the Audit Officer with the least possible delay after duly recording sanction in Form 7-A.]

3[Note :- The pension sanctioning authorities shall not authorise any anticipatory payments unless they have with them the service book of the Government servant concerned;

(d) The Audit Officer shall assume sanction to the pension and DCRG if such sanction is not received by him within two weeks from the date of retirement of the Government servant provided the pension records are otherwise complete in all respects.]

1.Inserted by No. FD 50 SRS 69 dated 21-10-1971.

2.Substituted by No. FD 40 SRS 89 dated 23.6.1989(wef.13.7.1989).

3. Inserted by No. FD 140 SRS 73 dated 30-8-1974 (w.e.f. 19-9-1974).

333. The documents which should accompany the application for pension other than a Family pension are enumerated below:- (1) Application for pension in the prescribed form.

(2) Invalid certificate (if the claim is for invalid pension.) (3) Service book duly completed.

(4) Statement of service showing the period verified.

(5) Memo of average emoluments.

(6) Last pay certificate.

(7) A copy of the first and second pages of application for pension duly attested.

(8)(a) Two specimen signatures duly attested 1[or two slips bearing the left hand thumb and finger impressions (in the case of persons who are illiterate and cannot sign their names)

(b) Two certified copies of passport size photograph in addition to (a) above.]

(9)(a) Declaration from the pensioner regarding non-receipt of any pension or gratuity required under the note below Rule 327.

(b) Declaration from the pensioner regarding grant of Anticipatory Pension and anticipatory Death-cum-Retirement Gratuity if some delay is anticipated in the verification of his service.

2[334. xxx]

1. Amended by No. FD 123 SRS 60 dated 9-11-1960 (wef 17-11-1960). 2. Deleted by No. FD 50 SRS 69 dated 21-10-1971.

[1][**335.** **(1) On receipt of the pension papers passed on to him under the provisions of Rules 329 or 332, the Audit Officer shall apply the requisite checks and record his audit enfacement in**

Form 7, showing the total period of qualifying service which has been verified and accepted for the grant of pension and / or gratuity, the amount and the date from which it / they is / are admissible, etc. If the pension is payable in his circle of audit he shall thereafter prepare the pension payment order on the basis of the orders of the pension sanctioning authority and the audit enfacement but [2][shall not issue it [3][earlier than thirty days] from the date of retirement of the Government Servant.] The fact of issue of the pension payment order shall be promptly reported to the pension sanctioning authority, and the pension papers no longer required, returned to him. [4][The application in Form 7 shall be retained for record in the Audit Office.]

(2) If the pension is to be paid in another circle of audit, the Audit Officer shall send a copy of the pension application with the orders of the sanctioning authority and his audit enfacement, along with the last pay certificate if received, to the Audit Officer of that circle, [3][not earlier than thirty days] from the date of retirement of the Government servant] who shall, prepare the necessary pension payment order and take further action as indicated in clause (1) above.

Note :- If the pension papers are plainly incorrect or incomplete, the Audit Officer shall return them promptly for correction or explanation.

Form 7, his reasons for disallowing any service claimed. Any other disallowances should be recorded in the audit enfacement on the third page with reasons therefor.]

[2][335-A. **The pension sanctioning authority shall furnish to the Audit Officer demi-officially, by registered post, the facts, if any, having a bearing on the pension and DCRG, within a week from the date of retirement of the Government servant.**

1. Amended by No. FD 56 SRS 60 dated 11-1-1961 (wef 1-4-1961).

2. Amended by No. FD 140 SRS 73 dated 30-8-1974 (wef 19-9-1974).

3. Amended by No. FD 11 SRA 93 dated 26-2-1994 (wef 24-3-1994).

4. Inserted by No. FD 131 SRS 61 dated 30-12-1961.

The pension sanctioning authority shall be held personally responsible for any loss caused to Government by his omission to inform, within the prescribed period, the Audit Officer about the facts having a bearing on the pension and DCRG of the Government servant.]

[1][335-B. The pension sanctioning authorities shall maintain a watch register in two parts in

Form No. 11A, review it on the first of every month and ensure that the time limits prescribed in Rules 282-A, 329-A, 332, 332 (a) (i) and (c), 335-A and 347-A are strictly adhered to. The fact of despatch of the service records / pension records / information shall also be indicated in the monthly return due to the Finance Department.]

[2][336 & 337 xxx]

338. **(1) Should the amount of pension granted to a Government servant be afterwards found to be in excess of that to which he is entitled under these Rules he shall be called upon to refund such excess.**

[3][For this purpose the Government servant concerned shall be served, with a notice by the pension sanctioning authority, requiring him to refund the excess payments within a period of two months from the date of receipt by him of the notice. On his failure to comply with the notice, the pension sanctioning authority shall order that such excess payments shall be adjusted by short payments of pension in future in one or more instalments, as the authority may order.]

[4][Note :- The above procedure shall be applicable also to the recovery of excess payments of family pension from the legal heirs or members of the family of the deceased Government servant.]

[5][2(a) In case where a porton of qualifying service at the end has remained unverified at the time of issue of the pension payment order by the Audit Officer, due to the fact that the pension application was sent to the Audit Officer before his date of retirement, the Audit Officer will authorise the pension provisionally in the first instance.

1. Inserted by No. FD 29 SRS 75 dated 19-8-1975 (w.e.f. 23-10-1974)

2. Deleted by No. FD 56 SRS 60 dated 11-1-1961 (w.e.f. 1-4-1961).

3. Inserted by No. FD 128 SRS 60 dated. 31- 10- 1961 (w.e.f. 10-11-1961)

4. Inserted by No. FD 1 SRS 63 dated 5-3-1963

5. Amended by No. FD 56 SRS 60 dated 11-1-1961 (w.e.f. 1-4-1961).

form 7 has been forwarded to the Audit Officer, any event occurs which has a bearing on the amount of pension admissible, the fact shall be promptly reported to the Audit 0fficer by the pension sanctioning authority. If no such event has occurred, a report to that effect together with a certificate as to the satisfactory nature of the service rendered by the Government servant after the pension application was originally forwarded, shall be sent to the Audit Officer within a week from the date on which the Government servant retires. At the same time details of any Government dues outstanding against the Government servant and the steps taken to safeguard the interest of the Government in this behalf shall also be intimated to the Audit Officer.]

[1][Note:- xxx]

[2][Note:- xxx]

339. **(a) If, in any case, any interpretation of the rules is involved or if any indulgence not provided for by the rules is proposed, the Head of the Department should submit the case, with his opinion and recommendation to Government.**

(b) Until the orders of Government are received, a recommendation for any special indulgence should never be communicated directly or indirectly, to the Government servant concerned.

(c) An application in the prescribed Form should accompany every special recommendation made under this Rule.

340. **When special circumstances appear to justify a departure from the rules laid down regarding ordinary pensions, Government may grant an arbitrarily fixed sum rather than any exact proportion of the amount to which the rules may afford a claim.**

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1. Deleted by No. FD 18 SRS 77 dated 3-8-1978 (w.e.f. 10-8-1978)

2. Deleted by No. FD 46 SRS 62 dated 10-10-1962.

ANTICIPATORY PENSIONS

[1][341. **(a) When a Government servant is likely to retire before his pension can be finally assessed and settled, [2][the Accountant General in the case of Gazetted Officers and the authority competent to sanction pension in the case of Non-Gazetted Officers] shall sanction the disbursement of pension to which, after the most careful summary investigation that he can make without delay, he believes the Government servant to be entitled. [2][The bill in respect of anticipatory pension of a Non-Gazetted Government Servant shall be preferred in [3][(Form KTC 46-B.)]**

(b) The disbursement of pension under clause (a) shall be subject to revision on the completion of the detailed investigation and enquiries if any. If the amount of pension granted to a

Government servant be afterwards found to be in excess of that to which he is entitled under the rules, he shall be called upon to refund such excess. For the purpose of recovering the excess, if any, the procedure laid down in rule 338 (1) shall be followed.

(c) If [2][the Accountant General in the case of Gazetted Officers and the authority competent to sanction pension in the case of Non-Gazetted Officers] thinks it likely that in a case contemplated in this Rule the Government servant would be entitled to gratuity only, he may sanction the disbursement of not more than three fourths of the amount of such probable gratuity to which after the most careful summary investigation that he can make without delay, he believes the Government servant to be entitled.

If the amount of gratuity disbursed proves to be larger than the amount found actually due upon completion of the inquiries, the gratuitant shall not be required to refund any excess actually disbursed to him, except as provided in Chapter XX.

(d) The payment of anticipatory pension should be so arranged that it is not delayed beyond the first day of the month following the month in which the Government servant is due to retire.

1. Substituted by No. FD 65 SRS 63 dated 16-4-1964.

2. Amended by No. FD 50 SRS 69 dated 21-10-1971

3. Amended by No. FD 51 SRS 78 dated 3-11-1978 (w.e.f. 9-11-1978)

(e) Production of a last pay certificate is not necessary for the disbursement of Anticipatory pension / Gratuity and Anticipatory Death-cum-Retirement Gratuity and commuted value based on Anticipatory Pension. To enable the [1][Accountant General] to know the date from which the Anticipatory payments should commence, a communication as contemplated in clause (3) of Rule 338 should be sent to him.]

[1][Note 1:- The anticipatory pension/service gratuity sanctioned under this Rule shall not exceed 75 percent of the amount calculated by the Pension Sanctioning Authority as due to the retiring Non-Gazetted Government servant (after taking into account the amount due to Government from him in the case of anticipatory service gratuity). The anticipatory pension shall be sanctioned by the pension sanctioning authorities for a period of six months from the date of retirement which may be extended in individual cases with the approval of the Accountant General. Copies of such sanctions accorded by the pension sanctioning authorities should be endorsed to the Audit Officer and the Drawing and Disbursing Officer under whom the retiring Non-Gazetted Government servant was serving at the time of retirement. The Drawing and Disbursing Officer will draw the anticipatory pension on a separate bill form for each pensioner and disburse it to the pensioner in cash or by remittance by Money Order or Bank Draft, if so desired by the pensioner, the commission charged being borne by the Department as contingent expenditure.]

[2][Note 2 :- The Pension Sanctioning Authority shall be the Drawing and Disbursing Officer in respect of Local Bodies.]

[3][342 xxx]

[4][343 xxx]

1. Amended by No. FD 50 SRS 69 dated 21-10-1971

2. Inserted by No. FD 82 SRS 73 dated 7-9-1973

3. Deleted by No. FD 69 SRS 66 dated 10-10-1968

4. Deleted by No. FD 65 SRS 63 dated 16-4-1964

DEATH-CUM-RETIREMENT GRATUITY

344. **When the gratuity is payable to the Government servant on his retirement:- On receipt of the certificate of the Accountant General the competent authority who will be the same as the authority competent to sanction the pension of the Government servant concerned, may formally sanction the gratuity.**

[1][If the Government servant dies before receiving payment, the amount will be payable in the manner indicated in sub-rules (i) and (ii) of Rule 292.]

Note :- The procedure prescribed in Rule 336 in regard to the provisional payments of pensions may be followed in the case of provisional payment of Death-cum-Retirement Gratuity also.

[2][345. **If the Government servant has executed a nomination in the prescribed form and the nomination subsists, the Head of the Department / office should on receipt of the report of the death of the Government servant draw up the particulars of the deceased Government servant and the statement of the services rendered by him, in the first and second pages of**

Form 7. If there is no nomination or if the nomination does not subsist, the gratuity is payable only in the manner indicated in Rule 292 and in such cases the Head of the Department/Office need draw up the particulars of the deceased Government servant and the statement of the services rendered by him only on receipt of an application for the gratuity in Form 9 from or on behalf of the persons entitled to receive the gratuity. The application for gratuity, the particulars of the deceased Government servant and the statement of the services rendered by him along with orders of the pension sanctioning authority in Annexure I to Form 9 and other relevant documents will be forwarded to the Accountant General who after applying the requisite checks and recording the audit enfacement will authorise payment of the amount of the gratuity on the authority of the sanction already recorded by the pension sanctioning authority on the application.]

1. Substituted by No. FD 156 SRS 58 dated 14-8-1958 (w.e.f. 28-8-1958).

2. Substituted by No. FD 58 SRS 62 dated 17-11-1962.

[1][345-A. When a person who was entitled to receive death-cum-retirement gratuity on the death of a Government servant dies before getting the payment:

The eligibility of a person to receive the amount or share of death-cum-retirement gratuity should be determined with reference to the facts as they stand on the date of death of a Government servant and any subsequent event (e.g.,remarriage of a widow, marriage of an unmarried daughter,sister, etc.,) will not affect that entitlement. If, however, a person who was entitled to receive death-cum-retirement gratuity on the date of death of a Government servant, dies before getting the payment, the amount or share of gratuity should be re-distributed in the manner indicated below:-

(a) In cases of 'no nomination', the amount or share of the gratuity admissible to the person concerned should be distributed in equal shares among the surviving eligible members of the family of the deceased Government servant

(b) If the person concerned was a nominee, the right to the amount or share of death-cum-retirement gratuity will pass on to the alternate nominee or nominees. In case there is no alternate nominee, the amount or share of gratuity should be paid in equal shares to the co-nominees of the person concerned, if any, and failing that it should be distributed in equal shares among the surviving eligible members of the family of the deceased Government servant as in (a) above.]

[2][345-B. Payment of death-cum-retirement gratuity to a minor;

(1) Where no valid nomination subsists-

(i) [3][Where, however, there is no surviving parent or the surviving parent is a Muslim Lady, payment of death-cum-retirement gratuity to the extent of Rs.3000 (or the first Rs.3,000 where the amount payable exceeds Rs.3,000) in favour of a minor may be made to his / her guardian, without the production of a formal guardianship certificate but subject

1. Substituted by No. FD 43 SRS 61 dated 26-7-1961 (w.e.f. 26-7-1961)

2. Amended by No. FD 249 SRS 59 dated 19-2-1960 (w.e.f. 26-2-1960)

3. Amended by No. FD 37 SRS 61 dated 13-9-1962.

to the production of an indemnity bond with suitable sureties to the satisfaction of the sanctioning authority. The balance in excess of Rs.3,000 if any, shall be payable on the production of a certificate of guardianship.

Note 1:- The competent authority sanctioning payment under this sub-rule, should also require the person, who comes forward to claim payment on behalf of the minor, to satisfy him by an affidavit that he is in charge of the property of the minor and is looking after it, or that if the minor has no property other than the gratuity, the minor is in his custody and care.

[1][Note 2 :- The indemnity bond required to be produced by a guardian of a minor shall be executed in

Form 8-A. The stamp duty payable on the indemnity bond will be borne by Government. The indemnity bond shall be executed on any durable plain paper and shall be signed by the Obligor and the Surety / Sureties or their respective attorneys appointed by power(s) of attorney. It shall be accepted on behalf of the Governor by an officer duly authorised under Article 299(1) of the Constitution.]

(ii) When a share is payable to widowed minor daughters, production of a guardianship certificate would be necessary.

(iii) If, in a rare case, the wife herself happens to be a minor, the death-cum-retirement gratuity payable to her shall be paid to the person producing the guardianship certificate.

(iv) When there are no surviving members of the family as in items (a), (b), (c), and (d) of sub-rule (i) of Rule 302 and the death-cum-retirement gratuity becomes payable to a minor brother or a minor unmarried sister, the payment should be made to the father or in his absence, the mother of the beneficiary except in a case where the mother happens to be a Muslim lady. In this case too, if there is no surviving parent or the surviving parent happens to be a Muslim lady, the payment will have to be made to the person producing the guardianship certificate. If any share is payable to a widowed minor sister, the production of guardianship certificate would be necessary.

1. Inserted by No. FD 9 SRS 66 dated 30-6-1966

(2) Where a valid nomination subsists:

(i) Where the nomination is in respect of one or more of the members of the family, the procedure laid down in sub-rule (1) to this Rule shall apply.

(ii) Where there is no family, the nomination in favour of an illegitimate child, a married daughter or a married sister shall also be valid. If the nominee is an illegitimate child, share will be payable to the mother and, in her absence the production of a guardianship certificate would be necessary. If the share is payable to a married-minor girl the share will be payable to the husband.

1[Note. The term 'surviving parent' used in this Rule does not include surviving 'step-mother'.)

346. **When the gratuity is payable in cases of death within five years from the date of retirement under rule 292 (iv)- in such a case the service of the Government servant would have been verified, and in other respects the procedure indicated in Rule 345 above may be followed:-**

2[347. xxx]

3[347-A. **The pension sanctioning authority shall ensure that the family pension and D.C.R.G. are settled in favour of the beneficiaries within two months from the date of death of the Government servant.]**

4[347-B. **The Audit Officer shall assume sanction to the Family Pension and the Death-cum-Retirement Gratuity, if such sanction is not received by him within two months from the date of death of the Government servant, provided the pension records are otherwise complete in all respects.]**

1. Substituted by No. FD 15

2. Omitted by No. FD 4 SRA 2000 dated 4-1-2003 (wef. 01.04.1998)

3. Inserted by FD 140 SRS 73 dated 30-8-1974 (wef.19.9.1974).

4. Inserted by No. FD 78 SRS 75 dated 16.2.1976 (wef 19.8.1976).

1[348. **When a Government servant who is entitled to Death-cum-Retirement Gratuity is likely to retire before the amount of the gratuity can be finally assessed and settled in accordance with the procedure mentioned above, the Accountant General in the case of Gazetted officers and the authority competent to sanction pension in the case of Non-Gazetted officers, may sanction the disbursement of not more than three-fourths of the net amount of gratuity to which, after the most careful summary investigation that he can make without delay duly taking into account all dues to Government, such as House Building Advance, House Purchase Advance, Motor Cycle Advance he believes Government servant to be entitled on the basis of his continuous temporary and permanent service. In the event of death of the Government servant, similar payment of gratuity, may also be authorised in the appropriate proportion to the nominee(s) or in case of no nomination to the member(s) of his family in accordance with the relevant orders issued from time to time as the case may be.**

Anticipatory family pension may be paid only when the Accountant General in the case of Gazetted officers and the authority competent to sanction pension in the case of Non-Gazetted Government servants is satisfied that the qualifying service as verified upto the date of sanction to such pension is not less than twenty years qualifying service and the amount of such pension does not exceed three-fourths of the amount admissible on the basis of the qualifying service verified upto the date of sanction.

For the payment of anticipatory family pension and

anticipatory Death-cum-Retirement Gratuity, the procedure prescribed in Rule 341 regarding the payment of anticipatory pension may be followed.]

2[349.xxx]

350. **The Accountant General will then communicate to the Officer who is to pay the pension or gratuity, the authority to make the payment; in the case of a pension such authority will be a Pension Payment Order.**

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1. Substituted by No. FD 26 SRS 75 dated 8.12.1975.

2. Deleted by No.FD 56 SRS 60 dated 11.1.1961 (wef 1.4.1961).

351. **A gratuity is paid in a single sum and not by instalments, on receipt of the Accountant General's authority.**

352. **A gratuity may, at the discretion of Government, on the application of the recipient be converted either into a life annuity or into a temporary life annuity or into an annuity payable for a fixed number of years with remainder to the annuitant's heirs in case of his death.**

The amount of the life annuity or temporary life annuity will be determined by the table of commuted value of pensions (Rule 380).

353. **Government will not permit the conversion of a gratuity into life annuity, or temporary life annuity, unless the expectation of life of the Government servant be reported by competent medical authority to be equal to the average.**

PART-IV
CHAPTER-XXII
PAYMENT OF PENSION

354. **Apart from special order, a pension is payable from the date on which the pensioner ceased to be borne on the establishment.**

Note:- The pension of a Government servant who, under Rule 268, has received gratuity in lieu of notice, is not payable for the period in respect of which the gratuity is paid.

355. **The preceding Rule applies to ordinary, and not to special cases, if, under special circumstances, a pension is granted long after a Government servant has retired, retrospective effect should not be given to it without the special orders of Government, in the absence of such a pension will take effect only from the date of sanction.**

[1][356. **The procedure to be followed at the treasuries for payment of pensions is laid down in Chapeter–VIII of the Karnataka Treasury Code,Volume-I].**

[1][357 to 364.xxx]

365. **All Pensions payable by Government are fixed in rupees and are payable in India. Government do not under take to pay any pension outside India nor can pensions be transferred from India to outside India [2][xxx].**

[1][366 to 374.xxx]

375. **If a Government servant dies before actually retiring or being discharged, his heirs have no claim to anything in respect to the pension of the Government servant except as provided in rules.**

Explanation:- A Government servant dying after the production of medical certificate of incapacity for further service, and after being relieved of the duties shall be deemed to have been discharged for the prupose of this Rule even if he had not been actually retired.

1. Amended and Deleted by No.FD 49 SRS 63, dated 18.9.1963.

2. Deleted by No.FD 30 SRS 62, dated 29.3.1963.

PART-IV
CHAPTER -XXIII
COMMUTATION OF PENSIONS

[1][376. **(1) The rules in this Chapter shall apply to all Civil pensions paid by the Government of Karnataka to persons in respect of whose pensions the Government of Karnataka is competent to make rules under the Karnataka Civil Service Act, 1978 (Karnataka Act 14 of 1990)**

(2) Every Government servant shall, while giving particulars of pension in Form 1B declare his intention or otherwise of commutation of pension not exceeding one third thereof from the date from which pension commences.

(3) In cases where application for pension are not accompanied by such a declaration for commutation of pension Accountant General will presume that the retired Government servant has opted the maximum commutation permissible according to rules and act accordingly.

(4) The declaration given shall be final and shall not be allowed to be changed thereafter. A retired Government Servant who has declared his intension to commute a portion of pension less than 1/3, also shall not be allowed any further commutation thereafter.

(5) A retired Government servant who has declared his intension to forego commutation shall not be entitled to seek commutation thereafter.

(6) A retired Government servant who in the declaration has opted to commute a portion of pension exceeding one third thereof shall be entitled to commute only one third of his pension and the Accountant General shall act accordingly.

(7) A retired Government servant against whom departmental enquiry or judicial proceeding is pending shall not be allowed the benefit of commutation of pension till such time he is sanctioned final pension after the conclusion

1.Substituted by No.FD 3 SRA 2000,dated 6.1.2003 (wef.1.4.1998)

of the enquiry or proceeding as the case may be. In such case the declaration or deemed declaration shall be considered after the conclusion of the enquiry or proceeding and commuted value as admissible from the date of commencement of the pension shall be authorized by the Accountant General. In cases where on completion of enquiry, a penalty of reduction in pension on permanent basis or as a temporary measure is imposed from the date of such order, then commuted value is payable on the reduced pension after completion of enquiry.

(8) A retired Government servant who is paid anticipatory pension shall not be eligible for commutation of such anticipatory pension. After he is sanctioned final pension, the declaration made or deemed to have been made, shall be considered and the admissible commuted value as admissible on the date of Commutation shall be authorized by the Accountant General.

(9) No separate sanction is necessary for the authorization of commuted value of pension. The Accountant General shall authorize the commuted value of pension along with final pension.

(10) The reduction in monthly pension on account of commutation under this rule shall be operative from the date of receipt of commuted value by the pensioner. In cases of revision of pension and payment of commuted value on the increase in pension further reduction in pension shall take into account from the date of payment of increase in commuted value and not from the date of payment of original value.

(11) In case of retired Government Servant who has become entitled to the commutation of pension and who dies before receipt of the commuted value, the amount shall be paid to the heirs of the deceased.

(12) The authority competent to sanction pension may, in his discretion refuse commutation of pension, in the case of a pensioner who has been guilty of grave misconduct which in their opinion would have justified the withholding of his pension under the pension Rules.

(13) The lumpsum shall be payable at the Treasury or Bank at which the pension is being or is to be drawn.

(14) Where a retired Government Servant has commuted a portion of pension the portion of his commuted pension shall be restored to him from the first day of month following the expiry of a period of fifteen years from the date of commutation.

(15) The restored portion of pension shall not be permitted to be commuted again.

(16) For the purpose of commutation of pension, if two different Governments are concerned a Government servant shall be deemed to be under the administrative control of the Government (other than the Central Government) to which the payment of commuted value of his pension will be charged and the application for commutation shall be disposed off by that Government, according to the procedure / rules framed for its own servants. In cases in which the commuted value of pension divisible between the Central Government and a State Government is wholly chargeable to the Central Government, the application for commutation should be decided by the State Government, to which the pension is partly chargeable. If however,an application for commutation is made before the date on which the pension is sanctioned, the Government under which the applicant was last permanently employed shall be the Government competent to dispose ofhis application in accordancewith the procedure / rules prescribedfor its own servants.Thelumpsum payable on commutation to the Government Servant who has served under more than one Government when the commutation tables applied by the different Government are not identical shall be calculated according to the commutation table of the Government under whose rule making control they are at the time of retirement. In the case of Government Servants who are temporarily lent by one Government to another, the commutation shall be according to the table of the lending Government and in the case of those who are permanently transferred from one Government to another, it shall be according to the table of the Government to which their services have been permanently transferred.

377. **The lumpsum payble on commutation shall be calculated in accordance with the table of present values printed below:-**

Commutation Table

Commutation values for a pension of Re.1 per annum

Age Next Birthday	Commutation value expressed as number of year's purchase	Age Next Birth day	Commutation value expressed as number of year's purchase
1	**2**	**3**	**4**
17	**19.28**	**52**	**12.66**
18	**19.20**	**53**	**12.35**
19	**19.11**	**54**	**12.05**
20	**19.01**	**55**	**11.73**
21	**18.91**	**56**	**11.42**
22	**18.81**	**57**	**11.10**
23	**18.70**	**58**	**10.78**
24	**18.59**	**59**	**10.46**
25	**18.47**	**60**	**10.13**
26	**18.34**	**61**	**09.81**
27	**18.21**	**62**	**09.48**
28	**18.07**	**63**	**09.15**
29	**17.93**	**64**	**08.82**
30	**17.78**	**65**	**08.50**
31	**17.62**	**66**	**8.17**
32	**17.46**	**67**	**7.85**
1	2	3	4
33	**17.29**	**68**	**7.53**
34	**17.11**	**69**	**7.22**
35	**16.92**	**70**	**6.91**
36	**16.72**	**71**	**6.60**
37	**16.52**	**72**	**6.30**
38	**16.31**	**73**	**6.01**
39	**16.09**	**74**	**5.72**
40	**15.87**	**75**	**5.44**
41	**15.64**	**76**	**5.17**

42	15.40	77	4.90
43	15.15	78	4.65
44	14.90	79	4.40
45	14.64	80	4.17
46	14.37	81	3.94
47	14.10	82	3.72
48	13.82	83	3.52
49	13.54	84	3.32
50	13.25	85	3.13]
51	12.95		

1[378 to 383-A xxx]

PART-V

CHAPTER XXIV

2[384 to 395 xxx]

1.Deleted by No.FD 03 SRA 2000,dated 06.01.2003 (wef 01-04-1998)

2.Repealed by No.FD 84 SRA 79,dated 27.8.1980(wef.21.8.1980)

PART-VI

CHAPTER XXV

MAINTENANCE OF RECORDS OF SERVICE

SECTION - I GAZETTED GOVERNMENT SERVANTS

396. **(1) A record of the service of each Gazetted Govern- ment servant shall be maintained by the Audit Officer who audits his salary or who accounts for the contribution recovered from the foreign employer in the case of an officer lent to Foreign Service.**

(2) When a Non-Gazetted Government servant is officiating in a Gazetted post, his Service Book should be kept by the Head of the Office to which he permanently belongs, but when he is confirmed in such a post his service book should be forwarded to the Audit Officer who maintains the record of his services.

1[Exception:- Where a Non-Gazetted Government servant is appointed or promoted to officiate in a Gazetted post during the last year of his service, the Service Book shall be fowarded to the Accountant General, Karnataka, Bangalore immediately on such appointment or promotion, with all the relevant entries made therein upto the date of such appointment or promotion.]

SECTION II
NON-GAZETTED
GOVERNMENT SERVANTS

397. **A Service Book in Form 18 is supplied to every Government servant on his first appointment. It shall be maintained for a Government servant from the date of his first appointment to Government Service (Whether permanent, temporary or officiating). It must be kept in the custody of the Head of the office in which he is serving, and transferred with him from office to office.**

Note :- No uniform rule can be laid down regarding the language in which Service Books should be written. But in an office the Head of which is acquainted with English, that language should, as far as is convenient, be used.

1. Inserted by No. FD 40 SRS 70 dated 29-4-1971.

Note 2:- Service Books are supplied by the Government Central Book Depot, their value being paid by the Department requiring them, from the contingent grant.

1[The Government Treasuries have been authorised to obtain from the Director of Printing, Stationery and Publications. Copies of Service Books on indents and sell Service Books for cash to Government and other offices requiring service Books, the sale proceeds being credited to 'XLV-Stationery and Printing' in the Treasury Accounts.]

Maintenance of Service Books

398. **Every step in a Government servant's official life (including temporary and officiating promotions of all kinds, the date on which the period of probation is satisfactorily completed, increments and transfers and leave of absence taken) should be regularly and concurrently recorded in the Service Book, each entry being duly verified with reference to departmental orders, pay bills and leave statements and attested by the Head of the Office. If the Government servant is himself the Head of an Office, the attestation should be made by his immediate superior. If the Head of the office has a gazetted assistant, he may delegate the duty of attesting the entries to such an assistant. There should be no erasure or overwriting and all corrections should be neatly made and properly attested. Any special test or examination passed by the Government servant should be entered in the Service Book together with a reference to the number and date of the Notification directing the publication of the names of the successful candidates in that test, and the part and date of the Gazette in which the Notification was published. The Head of the office should invariably give necessary particulars of pensionable service with a view to enable the Audit Office to decide later on by reference (merely to such particulars whether the temporary or officiating service will qualify for pension or not ; for example, in the case of officiating service, the nature of the vacancy in which the Government servant officiated and in the case of temporary service, whether the temporary post was subsequently made permanent and the period for which the post has been continued should be stated. As soon as a temporary post has become permanent, action should be taken to determine the Officer/Officers who would count the temporary service rendered in any post for pension under the Pension Rules.**

1.Inserted by No. FD 153 SRS 58, dated 6.8.1958(wef.14.8.1958)

Similarly, in the case of temporary service or service in an officiating capacity, it should be verified, as soon as an Officer has become permanent what portion of his temporary and officiating service would count for pension under the Pension Rules. In all such cases a note should simuItaneously be recorded in the Service Book of the Government Servant concerned over the signature of the Audit Officer indicating the period or periods which would count for pension under the Pension Rules. The Head of the Office should initiate action in this matter and should finalise it in consultation with the Audit Officer.

[1][Note:- Whenever the certificate mentioned in [2][Note 1 to clause (b)] of Rule 53 is issued by the competent Administrative Authority, a very concise entry such as "certificate under [2][Note 1 to Rule 53 (b)] of the Karnataka Civil Services Rules, issued for the period from..... to.....should also be recorded after the entry regarding leave, in the Service Book.]

399. **Personal certificates of character should not, unless it is so directed by Government, be entered in the Service Book.**

400. **When a Government Servant is reduced to a lower post, dismissed or removed from service or suspended from employment or subjected to any other penalty, the reason for the reduction, dismissal, removal or suspension or other penalty, as the case may be, should always be briefly stated thus:-**

"Reduced for inefficiency", "Reduced owing to revision of establishment, etc." The Head of the Office should make efficient arrangements for these entries being made with regularity. The duty should not be left to the non-gazetted Government servant concerned.

Copies of all orders regarding reduction, dismissal, removal, suspension or other penalty should be filed with the Service Book.

3[Note:- An entry regarding "censure" would not be necessary in the Service Book, but such entry should be recorded in the Confidential Rolls.]

1.Inserted by No. FD 182 SRS 58 dated 17-10-1958 (w.e.f. 30-10-1958)

2.Amended by No. FD 62 SRS 68 dated 17-5-1968.

3. Inserted by No. FD 41 SRS 69 dated 21-5-1969.

401. **In cases where Government servants are reinstated in service, after suspension, compulsory retirement, removal or dismissal from service, specific declaration as to whether the previous service rendered by the Government servant counts for pension or not, should be recorded in the Service Book and attested by the Head of the Office (quoting reference to the order of the Competent Authority).**

402. **Non-Pensionable service should be distinctly shown as such in column 2 of the Service Book. When an officer is transferred from an aided educational institution to Government Educational Institution, the total service in the Aided Institution and the portion of the service, if any, that will be allowed to count for pension should be ascertained and recorded in the Service Book at the time of appointment to Government service.**

403. **The entries in the leave accounts should be attested by the Head of the office.**

404. **The declarations of Government servants exercising their option regarding scales of pay, leave rules, pension rules or other rules regulating the conditions of service should be pasted in the service books themselves with dated signature of the Head of the office.**

405. **The date of birth should be verified with reference to the documentary evidence and a certificate recorded to that effect stating the nature of document relied on.**

406. **Finger prints of the Government servant should be recorded in the column "Personal marks of identification" in the service book itself in the case of Government servants who are not literate. The impression should not be taken on separate slips of paper and pasted to the service book.**

1[407. **It shall be the duty of every Head of Office to initiate action to show the service books to the Government Servants under his administrative control every year and to obtain their signatures therein in token of their having inspected the service books. A certificate to the effect that**

1. Substituted by No. FD 35 SRS 67 dated 18-5-1967.

he has done so in respect of the preceding financial year should be submitted by him to his next Superior Officer by the end of every September. The Government servants shall inter alia ensure before affixing their signatures, that their services have been duly verified and certified as such. In case of a Government Servant on foreign service his signature shall be obtained in his service book after the Audit Officer has made therein necessary entries connected with his foreign service.]

408. **When a Non-Gazetted Government servant is transferred, whether permanently or temporarily, from one office to another, the necessary entry of the nature and reason of the transfer should be made in his service Book in the office from which the officer is transferred and the book, after beingduly verified upto date and attested by the Head of that office, should be transmitted to the Head of the office to which the officer has been transferred, who will hence forward have the book maintained in his office. If the Head of the latter office should find any error or omission in the book on receipt, he should return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the book is taken over by him. The Service book should not be made over to the Non-Gazetted officer who has been transferred nor should it be given to him when proceeding on leave.**

[1][Note:- In cases where transfer also involves permanent transfer of the Government servant from the audit control of one Audit Officer to that of another, the qualifying service for purposes of pension rendered up to the date of the transfer, should be got verified and a certificate to that effect recorded in the service book by the audit officer concerned before the service book is forwarded to the office where the services of the Government servant are transferred.

The Non-Gazetted service of a permanent Gazetted Officer should similarly be verified and certified by the concerned Audit Officer before his service book is forwarded to the Accountant General concerned.]

1. Inserted by No. FD 46 SRS 60 dated. 15-6-1960 (w.e.f. 23-6-1960)

[1][In the case of temporary/officiating Government servants who are permanently transferred from the audit control of one audit officer to that of another the temporary/officiating service rendered up to the time of last permanent transfer of audit control, should be got verified and certified by the audit officer(s) concerned, soon after confirmation of the Government servant in a permanent post. Action in this regard should be initiated by the head of the office in which the Government servant is working at the time when the confirmation orders are issued.]

[2][409. **When a Non-Gazetted Government servant is transferred to Foreign Service the Head of the office or Department should send his Service Book to the Audit Officer who will return it after noting therein, under his signature, the orders sanctioning the transfer to Foreign Service and those of retransfer there from and other particulars connected thereto. On the Officer's proceeding on leave from Foreign Service, the Head of office or Department should make entries under his signature in the Service Book in that regard and get the same attested by the Audit Officer in token of verification of these**

entries as and when the Service Book is sent to Audit Office for making entries in respect of other matters such as transfer to and retransfer from Foreign Service etc.

Note 1:- No entries except those relating to leave (including surrender of earned leave) made in the Service Book of a Government servant on Foreign service can be attested by any officer, other than the Audit Officer entries made in respect of leave (including surrender of earned leave) should be signed by the Head of Office or Department and then got attested by the Audit Officer in token of verification of these entries as and when the Service Book is sent to Audit Office for making entries in respect of other matters.]

Note 2 :- The fact of recovery of leave and pension contribution should be got recorded in the Service Book, by the Audit Office, in the case of Government servants transferred to Foreign Service.

1. Inserted by No. FD 184 SRS 60 dated. 7-12-1960 (wef 15-12-1960)

2. Substituted by No. FD 23 SRS 75 dated 27-11-1975(wef.11.12.1975)

410. **(1) The Service Book should not be returned to the Government servant on retirement, resignation or discharge from service.**

1[Note:- xxx]

(2) When the service of a Government servant is terminated by removal or dismissal, his Service Book should be retained for a period of five years or until the Government servant's death, whichever is earlier, after which it will be destroyed. A similar procedure should be followed in the case of a Government servant whose probation is terminated. The Head of the office in which he was last employed should retain the Service Book in such cases.

(3) When the service of a Government servant is terminated by resignation or discharge without fault and no pension is given to him, his Service Book should be retained for a period of five years from the date of his resignation or discharge. In the event of his death within the period of five years, the Service Book should be retained for a period of six months only from the date of his death.

(4) The Service Book of a Government servant who has been dismissed, removed or compulsorily retired and who is afterwards reinstated should on requisition be returned to the Head of the office in which he is re-employed.

(5) A Similar course should be adopted when a Government servant has been discharged without fault or resigns and is subsequently re-employed.

1[411.[xxx]

1. Deleted by No. FD 8 SRS 90 dated 20-3-1990 (w.e.f. 5-4-1990)

2. Deleted by No. FD 62 SRS 68 dated 17- 5 -1968.

Verification

412. **Ministerial Heads of Sections in each office should maintain the service registers of Government servants serving under them up-to-date; Gazetted Assistants to Heads of Officers or of Departments should check the Service Register once a quarter and furnish a certificate to the Head of Office**

or Department, as the case may be. [1][The Service Books should be taken for verification once a year by the Head of the Office who, after satisfying himself that the service of the Government servants concerned and the upto date residential address of the members of his family are correctly recorded in his Service Book in conformity with these rules, should record therein a certificate in the following words over his signature.

"Verified the services from pay bills, acquittance roles and similar records (to be specified by reference to which the verification was made) and also the residential address of the members of the family upto date".]

Note I :- The annual verification is an important item of work and has to be done by the Head of the Office generally. In cases where the number of Service Books to be handled in an office is very large (namely, more than fifty), the verification may be delegated to one or more Gazetted Assistants, the number of service registers to be examined by the Head of the Office being not less than five percent of the total number of Service Books.

Note 2:- Verification of the Service Registers in the Secretariat shall be done by the [2][Section Officer] in charge of the Administration Section. The Under Secretary Administration shall examine personally at least 10 percent of Service Registers and the Deputy Secretary at least 5 percent.

413. **The Head of the office in recording the annual verification should in the case of any portion of service that cannot be verified from office records, distinctly state that for the accepted periods (naming them), a statement in**

1.Substituted by No. FD 117 SRS 74 dated. 31-12-1974(wef 13-2-1975)

2.Substituted by No. FD 05 SRA 2012, dated. 29-1-2014(wef 30-1-2014)

writing by the officer as well as a record of the evidence of his contemporary employees is attached to the Book.

414. **The Heads of Offices and Departments should attach to their salary bills for [1][May] each year a certificate to the effect that the Service Registers of officials in their offices have been duly verified in accordance with the prescribed rules and found to be correct.**

Periodical Inspection

415.[2][(1)] It is the duty of Government servants inspecting subordinate offices to inspect the Service Books maintained there. They should see that they are maintained upto date, that entries are properly made and attested, that verification has been properly carried out and the necessary statement and evidence secured and verification certificates have been properly recorded by the Heads **of the Offices.**

[2][(2) The duplicate service book should be sent to the Accountant General only after the Competent Authority is satisfied that original Departmental Service Book has been totally lost by theft or destruction or has been misplaced and that it remains untraced in spite of all efforts. Formal approval of the competent authority in writing should be obtained for use of the duplicate copy of the service book for audit purposes;

(3) Where the pension is settled on the basis of the duplicate service book, an undertaking should be obtained from the Government employee to

the effect that he/ she agrees to refund any over payment of pension made by adopting this course;

(4) If the original service book is traced at a subsequent date, it should be sent immediately to the Audit office for comparison with the duplicate service book and for recording audit enfacement after revision of claims where necessary.

1.Substituted by No.FD 281 SRS 59 dated 30-12-1959 (wef. 14-1-1960)

2.Inserted by No.FD 12 SRA 2000, dated 3.2.2003(wef.15.2.2003).

(5) In cases where for valid reasons the re-construction of Service Register could not be done within six months after the date of retirement, the Head of the Office should certify in the pension papers, the date of Birth, date of Joining and date of retirement and pay particulars of the retired official for the last 10 months of his service and along with Baraward Extract for the same period, forward these particulars to the Accountant General. The Head of Office should also certify that all efforts were made to reconstruct the missing or mislaid Service Register and that it was not possible to reconstruct the same for want of documents/information. The Accountant General will accept this certificate in lieu of Service Register and finalise the pension case on the basis of these particulars. The Accountant General will not insist on leave account or any other documents in connection with the missing or mislaid Service Register.]

PART-VII
CHAPTER XXVI-
FOREIGN SERVICE RULES

416. **These rules shall apply to those Government servants only who are transferred to foreign service after the first day of November, 1957. Subject to the provisions of Rule 418 Government servants transferred before that date will remain subject to the rules in force on the date of transfer.**

1[Note 2[1]:- The incidence of pay, leave salary, allowances, pensions etc., of Government servants deputed or transferred to or from the Government of India 3[or the Union Territories] or the following State Governments shall be regulated by the provisions of Appendix 3 to Account Code, Volume I:-

1. Andhra Pradesh,
2. Assam,
3. Bihar,
2[3-A Goa,]
4. Gujarat.
4[4-A. Jammu and Kashmir,]
5. Kerala
6. Madhya Pradesh
7. Tamil Nadu,
8. Maharashtra.
4[8-A. Nagaland,
8-B. Orissa]
9. Punjab,
10. Rajast

4[10-A. Uttar Pradesh and] ,

11. West Bengal.]

5[Note 2:- The provisions of Note-1 shall be applicable to a permanent Government Servant of the Government of India (including Union Territories) or Government of Assam, Bihar, 2[Goa], Maharashtra, Punjab and Rajasthan, who is appointed to a post under Government of Karnataka or to a

1. Substituted by No. FD 21 SRS 59 dated 6-3-1962 (wef I- 11-59)

2. Inserted by No.FD 10 SRA 2001,dated 10-10.2003(wef. 17.10.2003).

3.Amended by No. FD 68 SRS 64 dated 19-2-1965.

4.Amended by No. FD 29 SRS 67 dated 15-12-1969.

5. Inserted by No. FD 11 SRS 68 dated. 7-7-1969 .

any post under any of the Governments specified above, through open competition, provided the Government servants concerned is not required to resign his previous appointment and the Government under whom he was employed prior to his appointment agrees to retain his lien until he is finally absorbed by the other Government.]

11[417. (1) The system of allocating the liability on account of leave salary and pensionary charges in respect of both permanent and temporary Government Servants who have served under the Central Government and State Government is as specified below:-

(a) The liability for leave salary shall be borne in full by the Department from which the Government servant proceeds on leave whether it be his parent department or a borrowing department with whom he is on deputation.

(b) The liability for pension including gratuity shall be borne in full by the Central / State Government to which the Government servant permanently belongs at the time of retirement.

(c) The liability for Government contributions shall be borne by the parent deparment of the Central Government or State Government.

(2)The Government Servants claiming the benefit of combined service shall be categorized as follows:-

(i) Those who having been retrenched from the service of Central/State Government secured on their own are employed under State/ Central Government either with or without interruption between the date of retirement and date of new appointment.

1. Inserted by No. FD 10 SRA 2001, dated 10.10.2003 (wef. 17.10.2003)

(ii) Those who while holding temporary posts under Central/ State Government apply for the posts under State/ Central Government through proper channel with proper permission of the administrative authority concerned ;

(iii) Those who, while holding temporary posts under Central / State Government apply for the posts under State / Central Government directly without permission of the administrative authority concerned and resign their previous posts to join the new appointments / posts under Central / State Government.

(3) The benefit of combined service may be allowed to the Government servants in categories (i) and (ii) above. Where an employee under category (ii) is required for administrative reasons for satisfying a technical requirement to tender resignation from the temporary post held by him before joining the new appointment, a certificate to the effect that such resignation had been tendered for administrative reasons and / or to satisfy a technical requirement to join, with proper permission, the new posts may be issued by the Authority accepting the resignation. A record of this certificate may also be made in his service book under proper attestation to enable him to get this benefit at the time of retirement. Government servants under category (iii) will not be entitled to count their previous service for pension.]

418. **Extension of periods of deputation on foreign service, ending after the date these rules come into force, of Government servants who were transferred to foreign service prior to that date should be treated as fresh transfers and dealt with under these rules.**

419. **(a) No Government servant may be transferred to foreign service against his will :-**

1[Provided that this sub-rule shall not apply to the transfer of a Government servant to the service of a body, incorporated or not, which is wholly or substantially owned or controlled by the Government:]

1. Substituted by No. FD 55 SRS 60 dated 25-4-1960 (wef 5-5-1960).

1[Provided further that this sub- rule shall not also apply to the transfer of a Government servant to the service under Government of India or under a Local Authority or a Co-operative Institution registered under the Karnataka Co-operative Societies Act.]

(b) Subject to the provision of Rule 425, a transfer to foreign service may be sanctioned by a competent authority.

2[The tenure of such transfer should not generally exceed five years except under special orders of Government.]

Note 1:- Whenever a Government servant is transferred to foreign service or when the period of foreign service of a Government servant is extended, the authorities competent to sanction transfers to foreign service should stipulate that contributions for pension and leave salary, or for pension alone, as the case may be, will be recoverable at the rates in force from time to time in accordance with the orders of Government.

Note 2:- A copy of the orders sanctioning a Government servant's transfer to foreign service or an extension of the period of foreign service must always be communicated to him and to the Accountant General, Karnataka, by the authority by whom the transfer is sanctioned. The Government servant himself should without delay communicate a copy to the officer, who audits his pay, and take his instructions as to the officer to whom he is to account for the contribution; he should also report to the later officer the time and date of all transfers of charge to which he is a party when proceeding on, while in and on return from foreign service and furnish from time to time particulars regarding his pay in foreign service, the leave taken

by him, his postal address and any other information which that officer may require.

1. Inserted byNo. FD 86 SRS 66 dated 12-12-1966.

2. Inserted by No. FD 210 SRS 74 dated 7-7-1975 (wef 7-8-1975)

Note 3: - Every Government servant transferred to foreign service should be conversant with the rules relating to foreign service. He should ensure that the rules and orders regulating his pay and other conditions of service while in foreign service are observed and that contributions, if any, are paid regularly.

[1][Note 4: - Wherever the foreign employers have framed Travelling Allowance rules for their own employees, the Travelling Allowance of Government Servants transferred for service under such foreign employers shall be governed by the rules of the foreign employer concerned in respect of the journeys on transfer to and reversion from foreign service as also for journeys performed during the foreign service in connection with the affairs of the foreign employer. Where there are no Travelling Allowance Rules framed by the foreign employer the Travelling Allowance of Government servants transferred to such foreign service shall be regulated by the rules in the Karnataka Civil Service Rules.]

Note 5 :- In the term of transfer to foreign service, a condition to the effect that the expenditure in respect of any compensatory allowance, (Dearness Allowance, etc.,) for periods of leave taken by Government servants on foreign service while in or at the end of foreign service shall be borne by the foreign employer, should be inserted.

[2][In the case of a Government Servant who is transferred to foreign service while on leave or where a Government Servant avails leave immediately prior to joining service under the foreign employer after having been relieved from Government Service, the expenditure in respect of Compensatory Allowance for the period of such leave shall be borne by Government.]

Note 6:- The foreign employer should in the case of Government servants transferred to foreign service in future or on renewal of existing foreign service agreements, accept full liability for leave salary in respect of disability leave granted on account of a disability incurred in and through foreign service, even though such disability manifests

1. Substituted by No. FD 27 SRS 66 dated 7-12-1966 (wef 7-12-1966).

2.Inserted by No.FD 53 SRS 68, dated3.10.1968.

itself after the termination of foreign service. The leave salary charges for such leave should be recovered direct from foreign employers, a condition to that effect being inserted in the terms of transfer to foreign service.

[1][Note 7:- The foreign employer should accept full liability for medical charges incurred by the Government servants while in foreign service, to the extent they are entitled for reimbursement of such

charges under the Karnataka Government Servants (Medical Attendance) Rules, 2 [1963].

420. **(1) A Government servant in foreign service will be entitled to revert six months after he has given notice to Government of his wish to revert, but a competent authority may, allow him to revert sooner. A Government servant in foreign service is liable to recall by a competent authority at any time.**

3[(2) The provisions of sub-rule (1) would not apply to transfer of a Government servant to the services mentioned in the first and second provisions to Clause (a) of Rule 419.]

421. **A transfer to foreign service is not admissible unless,- (a) the duties to be performed after the transfer are such as should, for public reasons, be rendered by a Government servant, and**

(b) the Government servant transferred holds, at the time of transfer, a post paid from the Consolidated Fund of the State or holds a lien on a permanent post, or would hold a lien on such a post had his lien not been suspended.

Note :- The transfer of a temporary Government servant to foreign service is permissible under this Rule.

1.Inserted by No. FD 250 SRS 59 dated 22-12-1959 (wef 31-12-1959).

2.Amended by No. FD 55 SRS 63 dated 12-8-1963.

3.Inserted by No. FD 76 SRS 78 dated 27-12-1978 (wef 11.1.1979)

422. **If a Government servant is transferred to foreign service while on leave, he ceases, from the date of such transfer, to be on leave and to draw leave salary.**

423. **A Government servant transferred to foreign service shall remain in the cadre or cadres in which he was included in a substantive or officiating capacity immediately before his transfer and may be given 1[subject to the conditions prescribed in the second provision to Rule 60,] such substantive or officiating promotion in those cadres as the authority competent to order promotion may decide. 1[In giving promotion such authority shall also take into account the nature of work performed in foreign service.]**

In any individual case, Government may grant a

Government servant such other promotion as they consider he would have got had he not been transferred to foreign service.

[2][424. A Government servant in foreign service will draw pay from the foreign employer from the date he relinquishes charges of his post in Government service. Subject to the provisions of Rule 425, the amount of his pay will be fixed by the authority sanctioning the transfer, in consultation with the foreign employer. The period of joining time and the pay admissible during period shall be regulated in accordance with the provisions of sub-rule (4) of rule 76.]

[3][Note.1:-The increments of Non-Gazetted Government Servants may be drawn by the foreign employer after obtaining an increment certificate from the appropriate authority in the Department from which the Government Servant proceeded on foreign service.]

[4][Note 2 :- In the case of a Government servant who proceeds on transfer from one foreign employer to another directly on relief from the first foreign employer without reverting to Government service, the joining time availed of by him shall be treated as service under the second foreign employer and his joining time pay and allowances [5][and transfer travelling allowances] shall be borne by the second foreign employer.]

1.Amended by No. FD 52 SRS 62 dated 5-10-1962.(wef.18.10.1962)

2.Substituted by No. FD 66 SRS 79 dated 15-11-1980 (wef 27-11-1980)

3.Inserted by No. FD 28 SRS 68 dated 27-7-1968.

4.Inserted by No. FD 121 SRS 62 dated 19-2-1963 (wef 28-2-1963)

5.Amended by No. FD 135 SRS 67 dated 22-11-1967.

[1][Note 3 :- See also Note 5 below rule 419]

425. **The amount of remuneration to be granted to a Govern- ment servant transferred to foreign service in India should be regulated by the following principles,-**

(1) When the transfer of a Government servant to foreign service in India is sanctioned the pay which he shall receive in such service must be precisely specified in the order sanctioning the transfer. If it is intended that he shall receive any remuneration or enjoy any concession of pecuniary value in addition to his pay proper, the exact nature of such remuneration or concession must be similarly specified. No Government servant will be permitted to receive any remuneration or enjoy any concession which is not so specified; and, if the order is silent as to any particular remuneration or concession, it must be assumed that the intention is that it shall not be enjoyed.

(2) The following two general principles must be observed by a competent authority in sanctioning the condition of transfer,-

(a) The terms granted to the Government servant must not be such as to impose as unnecessarily heavy burden on foreign employer.

(b) The terms granted must not be so greatly in excess of the remuneration which the Government Servant would receive in Government

service, as to render foreign service appreciably more attractive than Government service:

Provided that if his transfer to foreign service involves the assumption of duties and responsibilities of far greater importance than those attached to his post in Government service, his pay in foreign service may be specifically fixed with due regard both to his status and pay in Government service and to the nature of the work for which he is transferred.

2[Provided further that the Government servant who continues in foreign service for any period extending beyond five years,- .

1. Inserted by No. FD 53 SRS 68 dated 3-10-1968.

2. Amended by No. FD 9 SRS 80 dated 2.9.1980(wef.11.9.1980).

(a) notwithstanding an option exercised by him to draw his pay in the scale of pay applicable to the post under foreign service, shall, for the period beyond five years draw pay, as would have been admissible to him in the parent department; and

(b) if he has not exercised any option and draws pay in the scale of pay of his parent department, no Foreign Service Allowance shall be, admissible for the said period.]

Instruction 1:- According to the standard terms of deputation prescribed in G.O. No. FD 60 SRS 65, dated the 15th May 1966, as amended in O.M. No. FD 149 SRS 67, dated the 13th December 1967, a Government employee deputed to foreign service shall have option either to get his pay fixed in the deputation post under this operation of the normal rules or to draw the pay of the post admissible to him from time to time in his parent department plus a Foreign Service Allowance admissible as per G.O. No. FD 15 SRP (1) 70, dated 9th February 1970.

2. With a view to ensuring that no employee who opts to draw the pay in the deputation post receives an abnormal increase in pay over what he would otherwise draw in his parent department Government direct that in no case the pay allowed to the employee under the foreign employer should exceed his pay under Government by more than the amounts shown below:-

(a) for employees in receipt of basic pay of above Rs.750 -25% of basic pay or Rs.225 whichever is more.

(b) for employees in receipt of basic pay of above Rs.300 upto Rs. 750 - 30% of basic pay or Rs.100 whichever is more.

(c) for employees in receipt of basic play of/and below Rs.300 - 33 1/3% of basic pay.

These orders will apply to cases of deputation commencing hereafter. In case of employees already on deputation on the date of issue of this Official

Memorandum, these orders will apply from the date of commencement of extension, if any, of the period of deputation.

(O.M. No. FD 223 SRS 71 dated 18th November, 1971).

Instruction 2:- Government are pleased to order that the maximum increase in basic pay that may be allowed to a Government

servant who is deputed to foreign service and who has opted or who opts to get his pay fixed in the deputation post be restricted to 15 percent of his basic pay under Government.

The above revision will be effective from 1st June 1978, and will be applicable to all Government servants who are on deputations to foreign service as on 1st June 1978, or who may be deputed to foreign service on or after 1st June 1978.

(G.O.NO. FD 31 SRS 78 dt. 2nd July 1978)

(3) Provided that the two principles laid down in paragraph(2) above are observed, a competent authority may sanction the grant of the following concessions by the foreign employer. Such concessions must not be sanctioned as a matter of course, but in those cases only in which their grant is in accordance with the wishes of the foreign employer and is in the opinion of the competent authority justified by the circumstances. The value of the concessions must be taken into account in determining an appropriate rate of pay for the Government servant in foreign service:-

(a) The payment of contributions towards leave salary and pension under the ordinary rules regulating such contributions.

(b) The grant of Travelling Allowances under the ordinary travelling allowances rules of Government or under the rules of the foreign employer and of Permanent Travelling Allowance, Conveyance Allowance and Horse Allowance.

(c) The use of tents, boats and transport on tour, provided that this is accompanied by a corresponding reduction in the amount of Travelling Allowance admissible.

(d) The grant of free residential accommodation, which may be furnished, in cases in which the competent authority considers this to be desirable, on such scale as may seem proper to the competent authority.

(e) The use of motors, carriages and animals.

(4) The grant of any concession not specified in paragraph (3) above requires the sanction of Government.

426. **(a) While a Government servant is in foreign service, contribution towards the cost of his pension must be paid to the Consolidated Fund of the State, on his behalf.**

(b) If the foreign service is in India, contributions must be paid on account of the cost of leave salary also.

(c) Contributions due under sub-rules (a) and (b) above shall be paid by the Government servant himself, unless the foreign employer consents to pay them. They shall not be payable during leave taken while in foreign service.

(d) By special arrangement made under Rule 437 contribution on account of leave salary may be required in the case of foreign service out of India also, the contributions being paid by the foreign employer.

Note:- Pension, throughout this chapter, includes Government contribution, if any, payable to a Government servant's credit in a provident fund.

427. (a) Contributions on account of pension and leave salary should be calculated at the rates noted below:-

[1][For Leave Allowance		For Pension
Gazetted and Non-Gazetted Government Servants.	11 percent of Pay Drawn under the foreign employer	One-eighth of the Pay drawn under Government from time to time]

[1][Note-1:-xxx]

[2][Note 2:- The contribution shall be rounded off to the nearest rupee fractions equal to 50 paise or more being rounded off to the next higher rupee.]

[3][Note 3 :- For purposes of recovery of pension contribution under this rule the "Dearness Pay" granted under rule 13 of the Karnataka Civil Services (Revised Pay) Rules, 1961, shall be treated as pay.]

[4][Note 4 :- The dearness allowance admissible on 1st April, 1973, shall be treated as pay for purpose of recovery of pension contribution under this Rule in cases to deputation of Government servants on or after 1st April 1974 and also in cases where the period of deputation is extended from a date falling on or after 1st April 1974.]

[5][Note 5:- Leave salary contributions at the rates prescribed in this clause shall be recovered on Foreign Services Allowance also.]

[6][Exception:- In respect of Government servants on deputation to the Municipalities as Executive officers, pension contribution shall be recovered at 1/8 of the pay drawn by them under the Municipalities.]

(b) In return for the contributions, Government accept the charge for the pension, and, if the foreign service is in India, and the leave salary of the Government servant.

1. Amended by No.FD 147 SRS 69,dated 25.5.1970.

2. Inserted by No. FD 103 SRS 69 dated 12-9-1969

3. Inserted by No. FD 145 SRS 69 dated 1-8-1970 (wef 1-1-1961)

4. Inserted by No. FD 185 SRS 74 dated 7- 7-1975 (wef 1-4-1974)

5. Inserted by No. FD 52 SRS 73 dated 24-12-1973

6. Inserted by No. FD 53 SRS 72 dated 20-12-1972 (wef 17-8-1965)

[1][Note :- Foreign service Allowance shall be paid by Government in respect of leave taken during or at the end of foreign service at the rate at which it was drawn immediately prior to such leave subject to the same conditions as those laid down in sub-rules (1) and (2) of Rule 171 relating to the regulation of House Rent Allowances and City Compensatory Allowance during leave.]

428. (a) The rates of pension contribution prescribed in Rule 427 are designed to secure vant the pension that he

would have earned by service under Government if he had not been transferred to foreign service.

(b) The rates of contribution prescribed in Rule 427 for leave salary or designed to secure to the Government servant leave salary in the scale and under the conditions applicable to him.

[2][Note:- xxx]

429. Government may remit the contributions due in any specified case or class of cases.

[3][430. (1) Contribution for leave salary or pension which is due in respect of a Government servant in foreign service may be paid annually within fifteen days from the end of each financial year or from the end of foreign service, if the deputation on foreign service expires before the end of financial year and if the payment is not made within the said period, interest must be paid to Government on the unpaid contribution, unless it is specifically remitted by Government, at the rate of two paise per day per Rs. 100 from the date of expiry of the said period of 15 days upto the date on which the contribution is finally paid. The interest shall be paid by the Government servant or by the foreign employer according as the contribution is paid by the former or the latter. This rule applies to all Government servants in foreign service whether in or out of India.

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1. Inserted by No. FD 52 SRS 73 dated 24-12-1973

2. Deleted by No. FD 147 SRS 69 dated 25-5-1970.

3.Substituted by No.FD 52 SRS 79, dated 4.10.1979.(wef.1.11.1979)

(2) The leave salary and pension contributions should be paid separately as they are creditable to different Heads of accounts and no dues recoverable from Government, on any account, should be set off against these contributions.]

431. Interest on overdue contribution will only be remitted in exceptional circumstances when, for instance, the payment of the contribution has been delayed though no fault of the Government servant or the foreign employer concerned. Interest will not be remitted in consequence of delay on the part of the Audit Officer to make a claim, if the facts on which the claim is based were within the knowledge of the Government servant or the foreign employer concerned.

432. When the contribution falls into arrears the Accounts Officer should bring the fact to the notice of the Government servant in foreign service and claim interest in accordance with Rule 430. If any amount due including interest is not paid within twelve months of its accrual the Accounts Officer should intimate to the Government servant the amount due up-to-date, and inform him that in consequence of the default he has forfeited his claim to pension, or pension and leave salary, as the case may be. In order to revive his claim the Government servant must at once pay the amount due and represent his case to Government who will finally deal with it.

[1][Note:-In respect of Government servants transferred temporarily on foreign service terms to Municipalities or Local Bodies having account with the treasuries, if the contributions for leave salary and pension due on their behalf are outstanding at the close of the Financial year, the Accountant General shall instruct the Treasury Officer of the Treasury concerned at which the Local Body or Municipality has its account, to transfer from the balance at the credit of the Local Body or Municipality, the amount outstanding towards contribution for leave salary and pension along with penal interest thereon at the rates prescribed in Rule 430 to Government account duly intimating the Local Body or Municipality concerned. Similarly if any portion of the contri- bution for leave salary and pension due on behalf of the Government servants retiring during the course of the year

1. Inserted by No.FD 181 SRS 59 dated. 26-12-1962.

is outstanding at the time of authorizing payment of pension and D.C.R.G., the Accountant General will issue instructions to the Treasury Officer concerned for adjustment of the outstanding contributions and penal interest thereon simultaneously with the issue of authorisation of payment of pension and death-cum-retirement Gratuity. The procedure prescribed in Rule 409 should be followed in these cases also.]

433. **A Government servant in foreign service may not elect to withhold contributions and to forfeit the right to count as duty in Government service the time spent in foreign employ. The contribution paid on his behalf maintains his claim to pension, or to pension and leave salary, as the case may be, in accordance with the rules, of the service of which he is a member. Neither he nor the foreign employer has any right of property in a contribution paid, and no claim for refund can be entertained.**

434. **A Government servant transferred to foreign service may not, without the sanction of Government, accept a pension or gratuity from his foreign employer in respect of such service.**

[1][Note:-[2][(a) A Government servant who is on deputation to public Undertakings, which are legally required to pay bonus under the Payment of Bonus Act, 1965, shall be allowed to accept bonus declared by such undertakings;

(b) A Government servant who is on deputation to Public Undertakings, which are not legally required to pay bonus under the Payment of Bonus Act, 1965, but which make exgratia payment in accordance with the principles of the Act, shall be allowed to accept the ex-gratia payment declared by such undertakings]

Explanation:- (i) The term 'Pay' in this Note shall have the same meaning as 'salary or wage' as defined in Section 2(21) of the Payment of Bonus Act, 1965, and shall include pay,[3][Special allowance], Foreign Service / Deputation Allowance and Dearness Allowance, House Rent Allowance, or Compensatory-cum-House Rent Allowance and Overtime Allowance shall not be taken into account for the purpose.

1. Inserted by No. FD 92 SRS 68 dated. 2-11-1968.

2. Substituted by No.FD 73 SRS 83 dated 18-10-1983 (wef 27-10-1983

3. Substituted by No.FD 7 SRS 99 dated 29-4-2000 (wef 1-4-1998)

[1][(ii):- xxx]

[2][(c) Subject to the provisions contained in Explanation below clause (b), a Government servant on deputation to a Co operative Society/Institution may accept the ex-gratia award/ bonus declared by such society/Institution provided the Government servant is drawing a fixed pay or pay in the scale of pay prescribed for the post in the Society/Institution and is not in receipt of any Deputation Allowance.]

435. A Government servant in foreign service in lndia may not be granted leave otherwise than in accordance with the rules applicable to the service of which he is a member and may not take leave or receive leave salary from Government unless he actually quits duty and goes on leave.

Note 1:- A Government servant in foreign service is personally responsible for the observance of this Rule. By accepting leave to which he is not entitled under these rules he shall be liable to refund the leave salary irregularly drawn, and in the event of his refusing to refund he shall forfeit his previous service under Government and to cease to have any claim on Government in respect of either pension or leave salary.

Note 2 :- When it comes to the notice of the Accounts Officer that a Government servant in foreign service has accepted leave to which he was not entitled under these rules, he shall require the leave so granted to be commuted into the leave for which the Government Servant is eligible under the rules, and call upon him to refund any leave salary drawn in excess of the amount admissible.

[3][436. A Government servant in foreign service shall be granted leave (other than leave preparatory to retirement) and paid leave salary therefor by his employer under intimation to the Audit Officer in case of Gazetted Government servants and

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1.Deleted by No.FD 2 SRS 76,dated 3.8.1976

2.Inserted by No.FD 10 SRS 75,dated 23.3.1976(wef.12.1.1970)

3. Substituted by No. FD 134 SRS 73 dated 4-2-1977 (wef 1-4-1975).

to the Head of the office in the case of Non-Gazetted Govern- ment servant, after determining the leave admissible to him. The leave account of the Government servant concerned for this purpose shall, henceforth, be maintained by the Foreign employer on the extracts of the leave account which shall be supplied to him by the Audit Officer in the case of Gazetted Officer and by the Head of the Office, in the case of Non-Gazetted Officer at the time of his transfer to Foreign Service. The amount of leave salary so paid by the Foreign employer shall be reimbursed to him on receipt of half-yearly claims from the Foreign employer who will prefer and send the claims by 31st October and 30th April to the Audit Officer in respect of Gazetted Government servant and to the Head of the Department in respect of Non-Gazetted Government servant for the period from 1st April to 30th September and fro March each year. These claims

should be duly supported by details of the Government servants on Foreign service, nature and period of leave sanctioned and the rate and the amount of leave salary paid. The Audit Officer or the Head of the parent Department, as the case may be, will verify the claims and arrange payment through Bank Draft within a month from the date of receipt of such claims.]

437. **(a) A Government servant in foreign service out of India may be granted leave by his employer on such conditions as the employer may determine. In any individual case the authority sanctioning the transfer may determine before hand, in consultation with the employer, the conditions on which leave will be granted by the employer. The leave salary in respect of leave granted by the employer will be paid by the employer and the leave will not be debited against the Government servant's leave account.**

(b) In special circumstances, the authority sanctioning a transfer to foreign service out of India may make an arrangement with the foreign employer under which leave may be granted to the Government servant in accordance with the rules applicable to him as a Government servant, if the foreign employer pays to [1][the State Government] leave contribution at the rate prescribed in Rule 427.

1. Substituted by No. FD 31 SRS 60 dated 7-3- 196O (wef 24-3-1960)

438. **A Government servant in foreign service, if appointed to officiate in a post in Government service, will draw pay calculated on the pay of the post in Government service on which he holds a lien or would hold a lien had his lien not been suspended and that of the post in which he officiates. His pay in foreign service will not be taken into account in fixing his pay.**

439. **A Government servant reverts from foreign service to Government service, on the date on which he takes charge of his post in Government service.**

Provided that, if he takes leave preparatory to retirement and the conclusion of foreign service his reversion shall take effect from the date on which he proceeds on leave.

[1][Provided further that in cases where a Government servant on relief from foreign service proceeds on leave before taking charge of his post in Government service, his reversion shall take effect from the date of his relief from foreign service.] [2][Note 1 - A Government servant shall be deemed to have reverted to Government service on the date he reports for duty under Government even though he does not take charge of any specific post.]

[1][Note 1-A - A Government servant, on relief from foreign service, shall ordinarily join a post in Government service, unless, having been prevented from doing so for reasons beyond his control, such as, illness, he is compelled to proceed on leave immediately on relief from foreign service.]

Note 2 - If a Government servant on foreign service applies for leave preparatory to retirement, the foreign employer is not competent authority to sanction or refuse the leave.

[3][Note 3 - Where a Government Servant on foreign service under a body corporate, owned or controlled by Government, applies for leave preparatory to retirement, such leave may be granted only if the body corporate is prepared to release him from their employment to enjoy the leave. [4][xxx]

1. Inserted by No. FD 82 SRS 77 dated. 23-10-1978 (wef 2-11-1978).

2. lnserted by No. FD 37 SRS 63 dated 19-8- 1963.

3. Inserted by No. FD 177 SRS 68 dated 21-5-1969.

4.Omitted by No.FD 03 SRA 2012,dated 28.1.2013.

440. **When a Government servant reverts from foreign service to Government service, his pay will cease to be paid by the foreign employer, and his contributions will be discontinued with effect from the date of reversion.**

[1][On such reversion, the Government Servant will draw the pay he would have drawn but for his deputation or his pay will be refixed at what would have been in the post which he held immediately prior to his transfer or in the post which he would have held but for his transfer on foreign service.]

441. **When an addition is made to a regular establishment on the condition that its cost, or a definite portion of its cost shall be recovered from the persons for whose benefit the additional establishment is created, recoveries shall be made under the following rules.**

(a) The amount to be recovered shall be the gross sanctioned cost of the service, or of the portion of the service, as the case may be, and shall not vary with the actual expenditure of any month.

(b) The cost of the service, shall include contributions at the rates prescribed in Rule 427 and the contributions shall be calculated [2][on the gross sanctioned cost of the service, in respect of the leave salary portion of the contribution and on the average cost of the establishment in respect of the pension portion of the contributions.]

[3][(bb) The cost of the service shall be paid within fifteen days from the date of raising the recovery under this Rule, on failure of which an interest at the rate of two paise per day per Rs. 100 shall be levied on the amount due from the date of expiry of the prescribed period of fifteen days up to the date on which the amount is finally paid.]

1. Inserted by No. FD 43 SRS 67 dated 18-12-1968.

2. Substituted by No. FD 75 SRS 60 dated 5-9-1960 (wef 15-9-1960).

3.Inserted by No. FD 99 SRS 75 dated.25-8-1977/17-9-1977(wef22-9-1977).

(c) Government may reduce the amount of recoveries or may entirely forego them.

[1][Note 1 - The term 'gross sanctioned cost of the service' used in this Rule means the average cost of the establishment plus Dearness Allowance [2][and Dearness-cum-Compensatory-cum-House Rent Allowance] appropriate to the average cost, in the absence of specific orders to the contrary.]

Note 2 - The recoveries on account of pension contribution should not be effected in the case of temporary

establishments entertained under this Rule when the persons have not been transferred from Government service but are outsiders temporarily appointed. Cases in which the temporary service eventually becomes pensionable should be met by recovering contribution in arrears under proper authority.

Note 3 - The words "its cost" where they occur for the

first time in this Rule refer to "an addition". The underlying intention of the Rule is to cover the cost of the additional establishment sanctioned. 3[xxx]

442. **A Government servant, who is a subscriber to the contributory provident fund, and who is transferred to foreign service, shall pay monthly subscriptions to the Fund. The foreign employer or the officer himself, according to the arrangements made under Rule 426 shall pay, in addition, for the period of active foreign service at such time as Government may prescribe in each case, the prescribed Government contribution to the fund and also leave salary contribution (twelve and a half percent of the pay under Government).**

443. **The Travelling Allowance of a Government servant both when proceeding on transfer to foreign service and when reverting to duty under Government shall be borne by the foreign employer.**

1. Substituted by No. FD 75 SRS 60 dated 5-9-1960 (wef 15-9-1960).

2.Amended by No. FD 66 SRS 62 dt. 4-10-1962.

3. Deleted by No. FD 75 SRS 60 dated 5-9-1960 (wef 15-9-1960).

MISCELLANEOUS

444. **Foreign Service is of two kinds. viz.,**

First.-The service of a Government servant transferred to service under an employer who is not under the orders of Government and is allowed while in such service to maintain his claim to pension or to leave and pension in the same way as if he were still in the service of Government.

Example:- Government servants lent to other Governments, a Municipality, a District Board or other Local Fund.

Second:- The service of a Government servant employed in connection with the management by Government of estates or funds which they have taken under their control or received in trust, and paid from the revenues of such estates or from such funds. The service must be strictly connected with the management by Government and appointments existing apart from or continuing after relinquishment of Government control can be made only under the conditions of foreign service of the first kind.

Example:- Government servants lent in connection with the management of private estates under Government management.

445. **A Government servant transferred to foreign service remains, subject to the general and disciplinary rules which would have applied to him as a servant of Government, had he not been so transferred.**

1[Note - No Government Servant transferred to foreign service, including those deputed to Companies, Boards, etc., should undertake tour of countries outside India without the specific sanction of Government.]

446. **The transfer of a Government servant from qualifying service to Foreign service will be made by Government on public grounds and not merely in the private interest of th**

1. lnserted by No. FD 65 SRS 69 dated 10-9-1969.

Note 1 - Service under a land holder who retains the management of his own estate, is not "foreign Service" for the purposes of these Rules, unless, in an altogether exceptional case, the importance of the estate or its owner is such as to justify the transfer of the services of a Government servant to occupy an important position such as Manager, etc.

Note 2 - Heads of Departments are empowered to sanction the deputation of Non-Gazetted Government servants under their control to State-owned industrial concerns.

Note 3 - The Chief Engineer of Karnataka is empowered to lend the services of Non-Gazetted staff of the Public Works Department to Local Bodies and on other Foreign service subject to the recovery of leave and pensionary contribution at the rates prescribed in the Rules and to withdraw the staff, without specific sanction of Government in each case.

Note 4 - The rate of recovery of contribution for pension on behalf of employees of other departments working in the Electrical Department will be one eighth of their pay.

1[Note 5 - xxx]

Note 6 - In respect of I.A.S. and I.P.S. officers under the administrative control of the State Government and who are on foreign service, the recovery of contribution towards leave and pension will be governed by the rules applicable to officers of the Central services, Class 1.

2[Note 7 - xxx]

3[Note 8 - The Director of Public Instruction in Karnataka, Bangalore, is empowered to depute for a period not exceeding five years, the Non-Gazetted Government Servants of his Department to other Departments, or private agencies, subject to recovery of pensionary and leave contribution etc.,in accordance with these Rules.]

1.Deleted by No. FD 7 SRS 64 dated 19-3-1964.

2.Deleted by No. FD 69 SRS 62 dated 6-3-1958 (wef 12-6-1958).

3.Inserted by No. FD 98 SRS 58 dated 4-6-1958.

1[Note.8-A(1)- The Divisional Commissioners are empowered to depute Non-Gazetted staff working under them to Local Bodies and Co- operative Societies. They are also empowered to depute Tahsildars to Local Bodies.

(2) The Chief Engineers are empowered to depute Assistant Engineers to the Local Bodies.

(3) The Director of Health Services is empowered to depute officers of the rank of Health Officer-cum-Assistant Surgeon, 5[Group-B], and below to Local Bodies.

(4) The Registrar of Co-operative Societies is authorized to depute Non-Gazetted staff of his Department to Co-operative Societies within the State.]

2[(5) The Commissioner for Survey Settlement and Land Records is empowered to depute 5[Group-B] Officers and Non-Gazetted staff of his Department to Local Bodies, Board, Factories, etc.]

[3][(6) The Controller or Weights and Measures in Karnataka, Bangalore, is empowered to depute Non-Gazetted staff of his Department to the office of the Post-Master General, Bangalore and to the offices of the General Manager, Sourthern Railway, Headquarters office, Madras and the General Manager, South Central Railways, Secunderabad, (Andhra Pradesh) in connection with the verification and stamping of Weights and Measures used in the Post and Telegraphs Department and the Railways.]

[4][(7) The Registrar of Co-operative Societies is authorised to depute [5][Group-B], Officers of his Department on foreign service terms and conditions to the Co-operative Institutions in the State.]

1.Inserted by No. FD 78 SRS 67 dated 12-12-1967

2.Inserted by No. FD 75 SRS 68 dated 31-5-1968

3.Inserted by No. FD 151 SRS 68 dated 12-9-1968

4.Inserted by No.FD 21 SRS 70 dated 10.6.1970

5.Substituted by No. FD 05 SRA 2012,dated 29.01.2014(wef.30.01.2014)

[1][(8) The Director of Agriculture in Karnataka, Bangalore, is empowered to depute the Non-Gazetted staff working under him to Institutions registered under Societies Registration Act, 1960 such as Small Farmers Development Agencies, Marginal Farmers and Agricultural Labour and Similar other Institutions on foreign service terms and conditions.]

[2][The period of deputation should not exceed three years in any case and the order sanctioning the deputation should contain clear instructions as to the regulation of pay and allowances, maintenance of Service Books, amount of leave and pensionary contribution, etc., as provided for in these rules. The extra allowances like Special Pay should be regulated as per specific Government Orders issued from time to time.]

[3][Note 9:- (a) The State Government may depute or lend the services of a Group-A Officer who is in the pay scale of Rs.20,025-28,275 or its equivalent revised from time to time and above, working under its control, to any Non-Governmental Organisation which shall be a not for profit Organisation involved in the research or development or in any field; performing or undertaking projects and schemes similar to the Government projects or schemes; and where public interest is served.

(b) The general rules in this chapter, as modified from time to time, shall apply to such cases.

Provided that in cases deserving special consideration, Government may allow the Officer to draw the pay and allowance as per the scheme of the borrowing organization but not less than the pay drawn by him, to his disadvantage.

(c) The maximum period of deputation under (a) above, shall be two years.

1. Inserted by No.FD 13 SRS 71 dated 16.3.1971

2. Inserted by No.FD 78 SRS 67 dated 12.12.1967.

3. Inserted by No. FD 4 SRA 2007 dated 13-3-2008(wef.3.4.2008).

Provided that the Government may in exceptional cases extend the same by [1][not more than three years];

Provided further that the number of Officers so deputed at any point of time, shall not exceed three percent (3%) of the sanctioned strength of the concerned cadre.]

447. **Whenever a Government servant is, under these Rules, transferred from qualifying service to Foreign service it must be arranged that he does not forfeit a lien upon, or a right to return to, a substantive office under Government. His locum tenes can hold the appointment only in subordination to such lien by the absentee, but subject to this condition, the locum tenes may be appointed provisionally if the transfer is to duty of a permanent kind.**

448. **A Government servant so transferred when he returns to Government service is entitled to resume the same position as that in which he left it; if he holds a progressive appointment his foreign service counts towards increments, but he cannot return to acting service under Government without reverting also to his substantive office.**

Note - The object of this rule is to secure to a Government servant the right to resume on his return to Government service the position he held when he left it.

1.Substituted by No. FD 03 SRA 2012, dated 28.1.2013.

PART VIII-
CHAPTER XXVII-
TRAVELLING ALLOWANCE
GENERAL RULES

449. **This Part shall apply in respect of all claims in respect of journeys and halts made on and after the first day of September 1957 as if they are claims under this part.**

450. **Travelling Allowance means an allowance granted to a Government servant to cover the expenses which he incurs in travelling in the interests of the public service.**

[1][451. **(1) For the purpose of Travelling Allowance, Government servants shall be classified into the following categories based on pay, namely :-**

[1][TABLE]

Category	Pay range (per month)
I A	Rs.40,050/- and above
I B	Rs.34,500/- to Rs.40,049/-
II	Rs.22,200/- to Rs.34,499/-
III	Rs.16,000/- to Rs.22,199/-
IV	Below Rs.16,000/-

1.Substituted by No.FD 05 SRA 2012, dated 29.1.2014(wef.1.4.2012)

(2) A Government servant shall be entitled to Daily Allowance for halts within the State and halts outside the State at the following rates as admissible for the category to which he belongs, namely:-

TABLE

Category to which Government Servant belongs	**Halts within the State**			**Halts outside the State**	
	Bangalore	**Places with Municipal Corporations**	**Other Places**	**Ahmedabad, Mumbai, Kolkata, Delhi, Ghaziabad,Hyderabad Kanpur, Chennai, Mussoorie, Pune, Shimla,Nagpur, Srinagar,Goa, Diu and Daman.**	**Other Places**
(1)	(2)	(3)	(4)	(5)	(6)
IA and IB	Rs.340	Rs.285	Rs.225	Rs.405	Rs.340
II	Rs.250	Rs.195	Rs.165	Rs.340	Rs.250
III	Rs.195	Rs.165	Rs.135	Rs.285	Rs.165
IV	Rs.135	Rs.130	Rs.115	Rs.195	Rs.135

(3) Special rates of Daily Allowance for halts in respect of journeys on tour outside the State, in a Hotel or Other registered establishment providing boarding and / or lodging at schedule tariff shall be at the following rates namely:-

Table

Category to which Govt. servant belongs	Ahmedabad, Mumbai,Kolkata, Delhi, Ghaziabad, Hyderabad, Kanpur Chennai, Mussoorie, Pune, Shìimla, Nagpur, Srinagar, Goa, Diu and Daman.	Other places outside the State
(1)	(2)	(3)
IA and IB	Rs.750	Rs.600
II	Rs.600	Rs.450
III	Rs.450	Rs.375
IV	Rs.330	Rs.300]

1[(4) Air/Railway/Sea/Road Mileage etc., admissible to a Government Servant belonging to the categories specified in column(1) of the Table below shall be at the rates specified in Column(2) to (8) thereof:-

TABLE

Cate gory	[2] [By Air in Economy class only]	Railway accommodation	Accommodation Journey by Sea or River Steamer	By full Taxi or Own Car	By Motor Cycle / Scooter/ Tanga / Cycle Rikshaw/ Man driven Rikshaw	Auto Rikshaw	Bicycle / Foot
1	2	3	4	5	6	7	8
I(a)	Out side State only	Executive class in Shatabdi Express and A.C. 1st class in other trains	Highest Class	Rate fixed by Transport Commissioner from time to time.	[2] [Rs.2.00 per K.M].	Rate fixed by Transport Commissioner from time to time.	[2][Rs.1.00 per K.M]
I(b)	Within the State only except to travel via Hyderabad to Bidar/ Bangalore to Gulbarga and vice versa	AC Chair car in Shatabdi Express and AC 2 tier in other trains	Higher Class	Rate fixed by Transport Commissioner from time to time	[2][Rs.2.00 per K.M].	Rate fixed by Transport Commissioner from time to time.	[2] [Rs.1.00 per K.M]

1. Substituted by No.FD 03 SRA 2009, dated 23.9.2010 (wef.01.08.2008).

2. Substituted by No.FD 05 SRA 2012, dated 29.01.2014 (wef.01.04.2012)

Cate gory	[2] [By Air in Economy class only]	Railway accommodation	Accommodation Journey by Sea or River Steamer	By full Taxi or Own Car	By Motor Cycle / Scooter/ Tanga / Cycle Rikshaw/ Man driven Rikshaw	Auto Rikshaw	Bicycle / Foot
1	2	3	4	5	6	7	8

II		AC Chair car / First Class/ AC 3 tier/	If there be two classes on the steamer Higher Class and if there be more than two classes Middle and Second Class	Rate fixed by Transport Commissioner from time to time.	[2][Rs.2.00 per K.M].	Rate fixed by Transport Commissioner from time to time.	[2][Rs.1.00 per K.M]
III		AC Chair car /s First Class /AC 3 tier	If there be two classes Lower Class. If there be three classes or Middle or Second class. If there be four classes Thrid class	Rate fixed by Transport Commissioner from time to time.	[2][Rs.2.00 per K.M].	Rate fixed by the Transport Commissioner from time to time.	[2][Rs.1.00 per K.M]

1. Substituted by No.FD 03 SRA 2009, dated 23.9.2010 (wef.01.08.2008).

2. Substituted by No.FD 05 SRA 2012, dated 29.1.2014 (wef.01.04.2012)

1	2	3	4	5	6	7	8
IV		AC Chair car in Shatabdi and Rajadhani express & Sleeper Class in other trains	Lowest Class	Rate fixed by Transport Commissioner from time to time.	[2][Rs.2.00 per K.M]	Rate fixed by Transport Commissioner from time to time.	[2][Rs.1.00 per K.M]

Note:- Where the Transport Commissioner has not fixed rates for any class of vehicle outside the State, the rate fixed by him within the State shall be applicable in respect of such class of vehicle outside the State subject to rule 463.]

(5) In cases where a consolidated pay has been allowed to Government servants inclusive of Dearness Allowance and other allowances, the net pay after deducting the above allowances, has to be taken as pay for regulating Travelling Allowance under these rules.

(6) Mileage allowance for journeys not involving a change of camp or from Headquarters and back to Headquarters on the same day shall be limited to Rs.50 by motor car and Rs.25 by motor cycle/scooter.

(7) Government servants who travel in goods train as escorts for motor cars, other vehicles, tractors and machinery conveyed by that train may be allowed second class railway fare eligible.

(8) Government servants performing journeys in their motor cycles may be allowed mileage as admissible under this rule provided such journey is in public interest.

[1][Note-1:- Those entitled to travel by First Class/AC 3-tier/AC.Chair Car may travel on tour / transfer by AC.2-tier, if any of the trains connecting the originating and destination stations by the direct and shortest route do not provide for any of the three classes.

Note-2:- Travel by AC.3-tire is permissible in trains not providing AC. Chair Car accommodation.

1. Substituted by No.FD 22 SRA 99, dated 12.7.2001 (wef. 30.8.2001)

2. Substituted by No.FD 05 SRA 2012, dated 29.1.2014 (wef. 1.4.2012)

Note-3:- When journey is performed by longer route by rail partly by lower class and partly by the entitled class, the claim is to be regulated on proportionate basis, by calculating mileage allowance for different modes/classes by the shortest route in the ratio of the distance covered by such modes by the longer route actually used.]

452. **Government may, for reasons, which should be recorded, order that any Government servant or class of Government servants shall be included in a grade higher or lower than that prescribed in Rule 451.**

453. **A Government servant in transit from one post to another ranks in the class to which the lower of the two posts would entitle him.**

454. **A Government servant on special duty belongs, in the absence of a special order of Government to the contrary, to the class to which he belonged immediately before he was placed on such duty.**

455. **A Government servant, whose whole time is not retained for the public service or who is remunerated wholly or partly by fees, ranks in such grade as the authority competent to fill up the appointment, may with due regard to the Government servant specifically declare.**

[1][456.[XXX]

457. **Whenever any person is employed temporarily by competent authority as an extra servant on any establishment he is entitled to travelling allowances under the rules applicable to the Government servants of corresponding rank, permanently employed on that establishment.**

1. Omitted by No.FD 8 SRA 99 , dated 2.6.2000.

458. **When a Government servant holds either substanstively or in an officiating capacity two or more posts to each of which permanent Travelling Allowance is attached, he may be granted such permanent travelling allowance, not exceeding the total of all the allowances, as Government may consider to be necessary in order to cover the travelling expenses which he has to incur.**

459. **A Government servant placed in charge of the current duties of an office is not entitled to the Travelling Allowance attached to the office except under the special orders of Government.**

460. **For purposes of regulating the grant of Travelling Allowances to re-employed pensioners, the following rules are laid down:-**

(i) Where the pension is held in abeyance during the period of re-employment, the grade of the re-employed pensioner shall be determined in accordance with the pay actually received from time to time.

(ii) Where the pension is allowed to be drawn in addition to pay, the re-employed pensioner should, for purposes of this Rule, be deemed to be in receipt of actual pay equal to his pay on re-employment plus the pension subject to the condition that, if the sum of such pay plus pension exceeds the pay attached to the post, if it is fixed rate of pay or the maximum pay of the post, if it is on a time scale, such excess shall be ignored.

(iii) For the purposes of these rules, the amount of pension to be taken into account will be the amount originally sanctioned, i.e., before commutation. If any and will also include the pensionary equivalent of death-cum-retirement gratuity, if any.

(iv) The term pay used in clauses (i)and (ii) shall be deemed to include also honorarium on fixed monthly rates in respect of officers appointed on a contract basis.

461. **1[No revision of claims of Travelling Allowance is permissible in cases where a Government servant is promoted or reverted or is granted an increased rate of pay with retrospective effect, in respect of the period intervening between the date of promotion or reversion or grant of increased rate of pay and the date on which it is notified unless it is clear that there has been an actual change of duties.**

Note - The provision of this Rule shall apply for the regulation of payment of conveyance allowances also.]

462. **(a) For the purpose of calculating Travelling Allowance, a journey between two stations shall be held to be performed by the shortest of two or more practicable routes, or by the cheapest of such routes as may be equally short; provided that, when there are alternative railway routes and the difference between them in point of time and cost is not great, Mileage Allowance should be calculated on the route actually used.**

(b) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In cases of doubt, Government will declare which shall be regarded as the shortest of two or more routes.

(c) Government may, for special reasons which should be recorded, permit Mileage Allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route.

Note 1 - Heads of Departments are authorised to declare the shortest route in respect of journeys within the State performed by their subordinates.

Note 2 - Officers performing journeys to Delhi and back on Government work by train may perform such journeys either via Madras or via Guntakal and Bombay.

1. Substituted by No.FD 104 SRS 60 dated 14-11-1960 (wef 24-1-1960)

1[Note 3-xxx]

2[Note-4. Government servants proceeding on duty from Bangalore to 3[any place in Bidar District and vice versa] are authorised to travel via Hyderabad. For such journeys, Government servants drawing a pay of 4[Rs. 34,500] and above are authorised to travel by air between Bangalore and Hyderabad

without special sanction of Government.]

[5][Note 5 - Government servants proceeding on duty from Raichur District to Bidar District and vice-versa are permitted to travel via Hyderabad or via Gulburga.]

[6][Note 6 - Journeys on duty between Alnawar and Dandeli may be performed by road and mileage or bus fare claimed as per rules for road journeys between places not connected by rail.]

[7][Note 7 - Government servants proceeding on duty from Bellary to Bidar and vice versa are permitted to travel via Hyderabad.]

[8][Note 8 - Government servants performing journeys on duty between Bijapur and Bangalore are permitted to travel by rail via Hubli.]

[1][Note 9-xxx]

[9][Note 10 - Government servants drawing a pay of [4][Rs.34,500] and above performing journey on duty between Bangalore and Gulburga may travel via Hyderabad by Air.]

[10][Note 11 - Government servants performing journeys on duty from,

1. Deleted by No.FD 17 SRS 87 dated 1-8-1987 (wef 27-8-1987)

2. Inserted by No.FD 206 SRS 58 dated 22-9-1958 (wef 2-10-1958).

3. Amended by No.FD 39 SRS 67 dated 7-7-1967.

4. Substituted by No. FD 05 SRA 2012 dated 29.1.2014(wef 1-4-2012).

5. Inserted by No.FD 258 SRS 58 dated 3-11-1958 (wef 13-11-1958).

6. Inserted by No. FD 270 SRS 59 dated 4-1-1960 (wef 14-1-1960).

7. Inserted by No.FD 273 SRS 59 dated 5-1-1960 (wef 14-1-1960)

8. Amended by No. FD 14 SRS 64 dated 22-2-1964.

9. Inserted by No.FD 3 SRS 66 dated 1-6-1966.

10. Inserted by No. FD 121 SRS 67 dated 7-10-1967.

(a) Honnavar to Bangalore and vice-versa are permitted to travel via Kumta-Sirsi-Siddapur-Talaguppa by road and from Talaguppa to Bangalore by rail.

(b) Kumta to Bangalore and vice versa are permitted to travel via Sirsi- Siddapur- Talaguppa by road and from Talaguppa to Bangalore by rail.]

[1][Note 12 - Government servants proceeding on duty from Karwar to Bangalore and vice-versa are permitted to travel via Hubli-Haveri.]

[2][Note 13 - Journeys between Bangalore and Bombay or vice-versa may be performed either via Guntakal or Miraj, T.A. will be regulated on the basis of the route actually used.]

[3][Note 14 - Government servants who are entitled to travel by air performing journey on duty between Bangalore and Karvar may travel by air, via Goa.]

[4][Note 15 - Government servants proceeding on tour or transfer or leave travel concession between Bangalore and Mangalore may be allowed to travel by the newly introduced rail service via Hassan.]

(d) If a Government servant travels by a route which is not the shortest, but which is cheaper than the shortest, his travelling allowance is calculated by the route by- which he makes the journey.

(e) Where it is possible to travel by railway, it should be used as the cheaper route and charged for accordingly, except when it is deemed to be in the interests of the public service to make a road journey for purposes of inspection enroute.

1.Inserted by No.FD 81 SRS 68 dated 2-11-1968

2.Inserted by No.FD 22 SRS 72 dated 27-7-1972 (wef 31-8-1972)

3.Substituted by No.FD 05 SRA 2012 Dated 29-1-2014 (wef 6-12-2012)

4.Inserted by No.FD 33 SRS 84 dated 25-7-1985 (wef 8-8-1985)

(f) For a road journey between places connected by a rail,an officer would be entitled to claim Railway fare on the basis of a first class railway fare alone even though he may be entitled to travel in Air-conditioned class.

[1][(g) Heads of Departments may perform road journeys between the places connected by rail and claim road mileage both ways, provided the Travelling Allowance bill is accompanied by a statement specifying clearly in the public interest served by the road journey, such as inspection enroute or saving of public time which would not have been served had the journey been made by railway.]

(h) The Heads of Departments may also permit their subordinates to perform road journeys between places connected by railway when such journeys are required to be performed in the interest of public service. Road mileage for both forward and return journeys, may be admitted provided prior approval of the Head of the Department is obtained for undertaking such journeys.

Note - The Transport Commissioner and the Executive Staff of the Motor Vehicles Department and such other officers of other Departments as ordered by Government from time to time are permitted to perform journey by road, both forward and return, for inspection enroute between places connected by railway and claim road mileage both ways.]

Explanatory Note:- The power delegated should be exercised only in exceptional cases. In granting this concession, the officers should consider whether any public interest, such as, the saving of public time, inspection work enroute was served by the journey being performed by a route other than the cheapest (railway route), which would not have been served had the officer travelled by the ordinary route, a copy of the order sanctioning the concession, which shall specify the special reasons justifying the same, should accompany the travelling allowance bill.

1. Substituted by No.FD 10 SRS 71 dated 15-7-1971(wef 1-4-1971)

[1][(i) xxx]

[2][(j) Notwithstanding anything contained in clauses (g) and (h), the Transport Commissioner and the Executive Staff of the Motor Vehicles

Department and such other officers of other Departments as ordered by Government from time to time are permitted to perform journey by road, both forward and return, for inspection enroute between places connected by railway and claim road mileage both ways.]

463. **A journey on transfer begins and ends at the actual residence of Government servant concerned. The point in any station from which a journey other than a journey on transfer is to be held to commence, or at which it is to be held to end, shall be the Chief public office or such other point as may be fixed for the purpose by Government.**

In Bangalore and Mysore Cities, the Public Offices and in other places, the Traveller's Bungalow or Inspection Lodge from which distances are reckoned in the road map issued by the Karnataka Public Works Department will be regarded as the [3][duty point] fixed by Government for the Purpose of this Rule.

Note 1 - A journey which does not extend beyond the Municipal or other administrative limits of a station is not a journey for the purpose of these Rules.

[4]Exception 1:- The provision of the above note shall not apply to journeys on tour [5][or transfer] between Hubli and Dharwar.

[3][Exception 2:- Mileage may be allowed between Railway Station/Bus Stand and the duty point or vice-versa.]

[6][Note 2 - The Talakavadi Post Office shall be treated as starting and terminal points, for the staff of the Vaccine Institute, Belgaum.]

1. Deleted by No.FD 10 SRS 71 dated 15-7-1971 (wef 1-4-1971)

2. Inserted by No.FD 26 SRS 65 dated 17-8-1965.

3. Inserted by No.FD 174 SRS 72 dated 16-2-1973.

4. Inserted by No.FD 21 SRS 65 dated 6-7-1965.

5. Substituted by No. FD 93 SRS 68, dated 23.10-1968,

6. Inserted by No.FD 1 SRS 59 dated 6-1-1959 (wef 15-1-1959).

[1][Note 3 - Government servants visiting Delhi on duty may be allowed actual taxi charges at the local prevailing rates from the Railway Station to the Karnataka Bhavan and back subject to the road mileage fixed in sub-rule (4) of rule 451 each way for a particular journey to Delhi. When officers travel together, they should make use of one taxi and one of the officers may claim the fare indicating the names of the officers who made use of the taxi along with him.]

[2][Note-4:- "Duty Point" at Head-Quarters means the place or office where a Government servant remains on duty, i.e., the place or office of employment at the Head Quarters. The Duty point for out stations shall be taken to be the place or office visited by the Government Servant on duty. Where there are two or more such points at the out stations, the following shall be taken as the duty point,-

(a) If the Government servant reaches the duty point by rail, steamer or air, the point which is farthest from the railway station, harbour or jetty or the airport, as the case may be; and

(b) If he reaches that Station by road, the point which is farthest from the point where the journey to that station commenced].

1. Substituted by No. FD 4 SRA 98, dated 22-11-2002,(wef.25.11.2002)

2. Inserted by No. FD 8 SRA 99 dated 2.6.2000.

JOURNEYS OUTSIDE T HE STATE

[1][464.[xxx]

JOURNEYS TO OOTACAMOND

465. **(a) Non-Gazetted Government servants [2][proceeding on duty] to Ootacamond and back shall be entitled to one and a halftimes the usual rates of daily allowance if they are provided with Government lodging and double the usual rates, if they are required to find their own lodging.**

Note - The Special Allowance referred to above will also be allowed to Gazetted Government servants who proceed to Ootacamond on any public duty under orders.

(b) When a Government servant is permitted for his own convenience to conduct his duties at a hill station, neither he nor any of the establishment which accompanies him is entitled to Travelling Allowance for the journey to or from the station.

1. Omitted by No.FD 1 SRA 97 dated 23-4-1998 (wef 15-10-98)

2. Substituted by No. FD 2 SRS 60 dated 28-1-1960 (wef 4-2-1960).

PART-VIII
CHAPTER XXVIII
MILEAGE ALLOWANCES

466. **A Mileage Allowance is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey.**

[1][467. **Government may, for special reasons which should be recorded, permit Mileage Allowance to be calculated on a route other than the shortest or cheapest provided that the journey is actually performed by such route.]**

468. **The Rules in this chapter prescribe the method of calculating Travelling Allowance in those cases in which they are regulated by the distance travelled. The succeeding chapter must be referred to for a definition of the circumstances under which the title to the allowances accrues.**

TRAVELLING BY RAILWAY

[2][469. **The scale of railway accommodation admissible for the several classes of Government servants is detailed in Rule 451.**

Exception 1:- Government servants borne on the Minister's, Speaker's, Chairman's, [3][Ministers' of State] or Deputy Minister's Establishment (other than the Attenders, Jamedars and those falling under last class) will be entitled to travel in first class and claim one single first class railway fare for the journey [4][xxx] whenever they accompany the Ministers, Speaker [3][Chairman, Ministers of State or Deputy Ministers] on duty to places outside the State.

Exception 2:- Government servants borne on the Minister's, Speaker's, Chairman's, [3][Ministers' of State] and Deputy Ministers' Establishment and doing duties as Private Secretaries or Personal Assistants, who are not entitled to travel in first class by virtue of their salary, are permitted to

1. Substituted by No. FD 195 SRS 58 dated 17-9-1958 (wef 1-4-58).
2. Substituted by No. FD 4 SRS 60 dated 2-2-1960 (wef 11-2-60).
3. Inserted by No. FD 175 SRS 68 dated 27-11-1968 (wef 11-10-68).
4. Omitted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

travel in first class whenever they accompany the Ministers, Speaker [6][Chairman, Ministers of State or Deputy Ministers] on duty within the State, and to claim a single first class fare [9][xxx].

[1][Exception 3 :- xxx]

[2][Exception 4 :- xxx]

[3][Exception 5:- The concessions referred to in Exceptions [4][1 and 2] above shall be applicable also to the staff borne or the establishment (other than the Attenders, Jamedars and those falling under the last class) of the Government of Karnataka.]

[5][Note 1 - Whenever Government servants borne on the Minister's, Speaker's [6][Chairman's, Minister's of State or Deputy Minister's] establishment [6][and the Security Officers attached to the Chief Minister and the Home Minister] are required to proceed in advance by rail to the place of camp of the Minister, Speaker, [6][Chairman, Minister of State or Deputy Ministers] outside the State they shall be treated as having accompanied the Ministers, Speaker, [6][Chairman, Ministers of State or Deputy Ministers] for purpose of regulation of travelling allowance under Exception 1 [7][xxx] of this Rule.

[8][Note 2 - The provisions of Exceptions [4][1 and 2] above are applicable also to the Security Officers attached to the Chief Minister and the Home Minister.]

[2][Note 3 - xxx]

1. Deleted by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-71).
2. Omitted by No. FD 05 SRA 2012 dated 29-1-2014 (wef 30-01-2014)
3. Inserted by No. FD 13 SRS 66 dated 1-6-1966 (wef 3-3-65).
4. Substituted by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-71).
5. Amended by No. FD 7 SRS 61 dated 24-2-1961 (wef 2-3-61).

6. Amended by No. FD 175 SRS 68 dated 27-11-1968 (wef 11-10-68)

7. Deleted by No. FD 7 SRS 62 dated 20-2-1962.

8. Amended by No. FD 134 SRS 61 dated 18-11-1961 (wef 19-5-60).

9. Omitted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

5[470. xxx]

1[471. xxx]

472. **The concessional rates allowed by railway should be availed of by Government servants and the claims of the railway fare should be reduced accordingly.**

473. **A Government servant who is entitled to travel higher than in the 2[second] class will record in his T.A Bill a certificate of having travelled in the class for which Railway fare is claimed thereon.**

3[Note - No such certificate shall be insisted upon in respect of Travelling Allowance Bill for a journey on transfer.]

474. **When a Government servant is entitled to, or is allowed free transit by rail, whether under a free pass or otherwise, his Travelling Allowance must be reduced by the amount of the fare which but for such free transit, he would have paid.**

Note - The deduction made from Travelling Allowance under this Rule shall ordinarily be for the full number of fares covered by the pass. If the deduction made on any bill is less, the Government servant drawing the bill must attach a certificate that he did not use the pass in respect of the fare or fares for which deduction is not made.

475. **When a Government is entitled to travel in a higher class at a lower fare, his Travelling Allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid.**

476. **If a Government servant entitled to travel in a higher class by rail travels in 4[second class] and pays the extra charges for sleeping accommodation provided by the Railways for second class passengers during night journeys, he may be allowed the fare of the accommodation actually used inclusive of the charges for the sleeping accommodation, provided it does not exceed the fare of the class in which he is entitled to travel.**

6[xxx]

1. Omitted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

2. Inserted by No. FD 20 SRS 74 dated 25-9-1974 (wef 1-4-74)

3. Inserted by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-71)

4. Substituted by No. FD 20 SRS 74 dated 25-9-1974 (wef 1-4-1974)

5. Omitted by No. FD 05 SRA 2012, dated 29-01-2014 (wef 30-01-2014)

6. Deleted by No. FD 274 SRS 71 dated 11-1-1973 (wef 8-2-1973)

JOURNEY BY SEA OR BY RIVER STEAMER

477. **1[(1). The entitlement of accommodation for journeys within the limits of 'Indian Waters' shall be as specified in Rule 451.]**

Note:- The rules in this sub-section are intended to govern only journeys within the limits of 'Indian Waters'.

(2) The mileage allowance admissible to a Government servant is $1\frac{3}{5}$ of the fare of the class in which he is entitled to accommodation. In cases where the Steamer company has two rates of fare, one inclusive and one exclusive of diet, the word 'fare' in this Rule shall be deemed to mean fare exclusive of diet.

Note - The fare charged by the Steamer company, minus the rebate allowed to the Indian passengers who do not partake of the food supplied by the company, represents the fare without diet.

(3) In cases of doubt, or in which owing to the arrangement of classes on a steamer, the provisions of clause (1) of this Rule, if strictly construed, involve hardship, Government may decide, for journeys generally or for particular journeys, to what class of accommodation, a Government servant is entitled; and whether, if a concession is sanctioned, he should be granted the full allowance admissible for the higher class in which he is permitted to travel.

(4) The above rules apply to Government servants who cross a river or arm of the Sea by steamer in the course of a journey, unless such crossing accrues during a Railway journey and the charge for it is included in the Railway fare. In the later case, the crossing is treated as part of the Railway journey.

(5) If suitable accommodation on a Government vessel is offered to a Government servant, he is entitled to only Daily Allowance under Rule 527 and not to mileage allowance. It is not open to him to refuse to accept such accommodation and to draw Mileage Allowance.

1. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998).

JOURNEYS BY ROAD

478. **Travelling by road includes travelling by river otherwise than in a steamer, and travelling by canal.**

479. **For rates of mileage allowance admissible for road journeys to several classes of officers, see Rule 451.**

2[480. xxx]

1[481. **In respect of road marches exceeding 100 kilo meters a day, mileage allowance shall be admissible at a uniform rate of Rs. 3.00 per K.M. in respect of journey performed by Motor Car and Rs. 1.00 per K.M. in respect of journey performed by Motor Cycle/Scooter.]**

2[482. xxx]

483. **When two or more Government servants travel on duty by the same conveyance, they shall not all be entitled to draw full mileage for the journey, but only one of them may exchange daily allowance for full mileage, the rest drawing only daily allowance under Rule 527. But mileage will be allowed if in any case a Government servant has the necessity to and does take his conveyance also, though he is provided with a seat in another's conveyance or**

Government conveyance and gives the Certificate in that behalf in the Travelling Allowance bill.

In respect of road journeys between places connected by railway, only the officer providing the conveyance is allowed to exchange his Daily Allowance for the railway fare, the others accompanying him being entitled only to the Daily Allowance.

Explanatory Notes:- (1) When a Government servant travels partly in another officer's car and partly in his own car in a single day, he will be allowed mileage for the entire journey (if admissible under Rule 522), when there is absolute necessity for taking his own car, though he is given a seat in another

1. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998).

2. Omitted by No. FD 05 SRA 2012, dated 29-01-2014 (wef 30-01-2014)

officer's car. Otherwise only Daily Allowance for the road journey is admissible.

(2) When a Government servant makes in a single day two journeys from his headquarters or from the camping place, one entirely in another officer's conveyance and another in his own, he will be allowed either mileage (if admissible under Rule 522) for the part of the journey made in his conveyance or Daily allowance for the entire road journey.

(3) When a Government servant makes a road journey in continuation of journey by rail and when he is provided with a seat in another officer's conveyance or in a Government conveyance,he will be allowed for the road portion of the journey half the mileage limited to half Daily Allowance in addition to the usual railway fare for the railway portion of the journey.

(4) When a Government servant makes in continuation of a railway journey, a road journey, partly in another officer's car and partly by other means of conveyance at his own cost, he will be allowed, in addition to railway fare, mileage admissible for the portion of the road journey travelled by other means of conveyance at his own cost or full Daily allowance for the entire journey.

(5)(a) When a Government servant performs a single road journey or a road journey in continuation of a railway journey between places not connected by railway, in a motor conveyance plying regularly for hire and hired by him solely for his use, vouchers for hire charges should invariably be produced for claiming mileage allowance for the journey performed by him in such a conveyance.

(b) In a case where a Government servant travels in the motor car of his relative or friend, only the actual charges incurred by him on petrol and oil for the journeys as evidenced by the vouchers may be drawn subject to the limitation that these charges do not exceed, the mileage allowance admissible for the journey.

[1][(bb) In a case where a Government servant travels by Taxi or in a vehicle by paying propulsion charges between places connected by Railway the claim may be limited to the actual expenses incurred as evidenced by vouchers or to the railway fare of the class of accommodation to which he is entitled, whichever is less.]

(c) In both the cases mentioned in clauses (a) and (b) above, the Government servant shall furnish the following certificates;-

"I certify that the cost of running expenses for travelling in a Car was actually incurred by me and that the claim is limited to the actual expenses or mileage, whichever is less.

I, also certify that I did not perform the road journeys by taking a single seat in a Taxi, Motor Omni Bus, or Motor Lorry Plying for hire."

(d) If, however, the places are unconnected by public buses,road mileage may be drawn.

(e) In the cases of Government servants who travel between places not connected by public buses in hired conveyances, the following certificate should invariably be furnished by them while claiming mileage:-

"I certify that the places..... for journeys between which road mileage is claimed at the rates prescribed in Rules 451and 481 are not connected by public buses. I also certify that the road journeys were not performed by taking a single seat in any public conveyance which plies regularly for hire between fixed point sand charges fixed rates and also that the journeys were not performed in any other vehicle without payment of its hire charges or incurring its running expenses."

[2][(f) A Government servant performing journey on tour between places not connected by Public Buses, on foot, can claim road mileage at the rates prescribed in Rule 451, provided it is otherwise admissible under Rule 522.]

This Rule shall also apply in cases where the road journey by Government conveyance precedes or is in continuation of the journey by Rail or Private conveyance for which Railway fare is claimed.

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1. Inserted by No. FD 88 SRS 75 dated 24-3-1977 (wef 20-7-1978)

2. Inserted by No. FD 275 SRS 59 dated 23.2.1960 (wef 3.3.60)

484. In calculating Travelling Allowance at mileage rates, fractions of a [4][kilometre] shall be omitted; but only in the total of a bill for any one journey and not in the various items which make up the bill.

[1][485. (a)(i)Gazetted Government Servant and Non-Gazetted Government servant who travel by bus between places unconnected by railway, may draw single bus fare each way and daily allowances for halt as admissible under Rule 514.

[2][(ii) Bus fare admissible to Government servants belonging to the categories spefified in column (1) of the table below shall be at the rates not exceeding the rates fixed for the following category of buses of the Karnataka State Road Transport Corporation and other State Owned Transport Corporations as specified in column (2) thereof.

TABLE

Categories of Government Servants specified in rule 451	Bus fares of the following types of buses
(1)	(2)
IA and IB	Volvo (Airavatha) - Air Conditioned Seater, Carona(Ambari)-Non Air Conditioned Seater, Air Conditioned Sleeper and Non-Air Conditioned Sleeper, Ultra Deluxe (Rajahamsa) - Non- Air Conditioned Seater.
II	Sheethal – Air Conditioned Seater, Ultra Deluxe (Rajahamsa)- Non- Air Conditioned Seater.
III and IV	Ordinary /Express - Non- Air Conditioned Seater]

3[(b) xxx]

1[(c)[xxx]

1[Note-1 - xxx]

1[Note-2 - xxx]

1.Amended by No. FD 5 SRA 2009 dated 27.6.2011 (wef .1.1.2010)

2. Substituted by No. FD 05 SRS 2012 dated 29.01.2014 (wef 1.4.2012)

3. Deleted by No. FD 174 SRS 72 dated 16.2.1973.

4. Substituted by No. FD 10 SRS 71 dated 15.7.1971 (wef 1.4.71)

1[Exception:- The Officers of the Police Department may perform journeys by bus between places connected by railway and draw travelling allowance as for a journey by bus provided a certificate is recorded by the Head of the office that the travel by bus was necessary in the interest of public services.]

(d) Wherever bus warrants are issued, the value of the warrants should be deducted from the Travelling Allowance admissible.

Exception:- Police Officers performing journeys by motor-bicycles in an emergency are entitled to draw mileage 2[xxx] under Rules 451 and 481, subject to the furnishing of a certificate in the following form:-

"I certify that I travelled by my own Motor-Bicycle due to emergency and that neither a public conveyance nor a Departmental van or jeep was available for the purpose....."

The above provisions are also applicable to the cases of Health Officers of the Public Health Department when they travel by their own Motor Cycles during emergency periods such as outbreak of Cholera, etc.

3[(e) In respect, however, of journeys on transfer, it is not obligatory for Government servants to travel by public buses only, between places unconnected by railway.]

486. **When a Non - Gazetted Government servant is required by superior authority to travel by special means of conveyance, the cost of which exceeds the Daily Allowance, when daily allowance only is admissible or the mileage admissible the actual cost of transit may be drawn in lieu of Daily Allowance or mileage. The bill for the actual cost of transit must be supported by a**

certificate by the superior authority and counter-signed by the Controlling Authority, if any stating that the use of the special means of conveyance was absolutely necessary, and specifying the circumstances which rendered it necessary.

1. Inserted by No. FD 92 SRS 67 dated 29.8.1967.

2. Deleted by No. FD 10 SRS 71 dated 15.7.1971 (wef 1.4.71)

3. Inserted by No. FD 312 SRS 58 dated 21.2.1959 (wef 5.3.59).

1[487. **(1) (a) All Government servants drawing a pay of 2[Rs.40,050] or above shall be entitled to travel by air for journey on duty within and outside the State.**

Exception 1:- Government servants drawing a pay of 2[Rs.34,500] or above proceeding on duty from Bangalore to any place in Bidar District and vice-versa are authorised to travel by air via Hyderabad.

Exception 2:-Government servants drawing a pay of 2[Rs.34,500] or above proceeding on duty from Bangalore to Mangalore and vice-versa are authorised to travel by Air.

3[Exception 3:- Government servants drawing a pay of 2[Rs.34,500] and above proceeding on duty from Bangalore to Belgaum and vice-versa are authorised to travel by Air].

3[Exception 4]:- Government servants borne on the establishments of the Ministers, Speaker, Chairman and Ministers of State (other than the Attenders, Jamedars and those falling under the last class) may travel by air outside the State under the express orders of the Minister, Speaker, Chairman and Minister of State, as the case may be, issued with prior approval of the Chief Minister obtained through the Chief Secretary to Government. They may, however, travel by air within the State without such approval but under the express orders of the Minister, Speaker, Chairman and Minister of State, as the case may be.

Exception 5:- Government servants (other than the Attenders, Jamedars and those falling under the last class) borne on the establishment of the Governor of Karnataka may, under the specific orders of the Secretary to the Governor, travel by air both within and outside the State.]

1. Substituted by No. FD 51 SRS 80 dated 19.8.1980 (wef 1.9.80).

2. Substituted by No. FD 05 SRA 2012 dated 29.1.2014 (wef 1.4.2012)

3. Substituted by No. FD 44 SRS 81 dated 4.12.1981 (wef 1-11-1981)

1[Exception - 6:- Government Servants (other than Attenders, Jamedars and those falling under the last class) borne on the establishment of the Chief Minister may, under the specific orders of the Chief Minister obtained through Principal Secretary or Secretary to the Chief Minister, travel by Air both within and outside the State.]

Note 1:- Government servants authorised to travel by air at Government expenses, shall travel by air by Economy (Tourist) Class where two classes of accommodation i.e., First Class and Economy (Tourist) Class accommodation, are available on the Airlines.

(b) Notwithstanding the provisions of clause (a) above, Government may, in the interest of public service, authorise any Government servant to travel by air for j n or outside the State. But no

Government servant, not entitled or authorised to travel by air in accordance with the provisions of the said clause, shall travel by air, except with the prior permission of Government.]

2[(2) Travel by air means journeys performed in any scheduled Airline having scheduled services approved by the Ministry of Civil Aviation.]

3[(3) xxx]

3[(4) xxx]

1. Inserted by No. FD 8 SRA 97 dated 10-9-1998 (wef 15.10.1998)

2. Substituted by No. FD 3 SRA 2003 dated 29.1.2004 (wef. 5.2.2004)

3. Omitted by No. FD 05 SRA 2012 dated 29.1.2014 (wef. 30-01-2014)

1[(5) Travel by air of a Government servant is to be covered by the Group Aviation Personal Accident insurance Policy issued by the Life Insurance Corporation in favour of Government in accordance with the provisions of Rule 32 of the Manual of Contingent Expenditure.]

Note I:- Government servant authorised to travel by air is allowed road mileage from the point from which a journey is held to commence as defined in Rule 463, to the Booking Office of the Air Transport Companies. 2[Wherever and whenever the Indian Airlines do not provide transport facilities from their Booking Office to the Airport the Government servant shall be allowed the actual expenditure incurred by him or road mileage, whichever is less from the point at which a journey is held to commence as defined in Rule 463, to the Airport, subject to the production of a Certificate that the Indian Airlines did not provide transport facilities from their Booking Office to the Airport which should invariably be furnished in the Travelling Allowance bill.]

3[Note 2:- xxx]

488. **A Government servant who is not authorised to travel by air, but performs a journey by air can draw-**

(i) Travelling Allowance admissible under Rule 487, or

(ii) Travelling allowance for journey by Railway or Road whichever is less, (i) or (ii).

1.Inserted by No. FD 28 SRS 77 dated 4.1.1980 (wef 1.3.1970)

2.Inserted by No. FD 102 SRS 74 dated 31.12.1974 (wef 13.2.75)

3.Deleted by No. FD 28 SRS 77 dated 4.1.1980 (wef 1.3.1970)

1[Exception:-[xxx]

2[489. **(1) Where a Government servant has cancelled his journey in the exigencies of public service, he may be reimbursed an amount equal to the difference between the fare actually paid, including reservation charges 3[and service tax], (reservation charges do not include Agency charges in respect of tickets booked through a travel agent) if any and the amount refunded by transport authorities on such cancellation with the approval of the Head of the Department concerned.**

(2) In the case of Secretaries to Government, Heads of Departments and those officers in f Karnataka Civil Services Rules

whose T.A. Bills do not require counter signature, the amount may be claimed by the respective officers themselves after recording a certificate in the Bill to the effect that the journey was cancelled in the exigencies of public Service;

form classifying the expenditure under the Head "Travel Expenses"

(4) The amount shall be restricted with reference to the fare admissible by the shortest route or authorized route and by the entitled class of accommodation or the fare for the class of accommodation actually paid whichever is less;

(5) The Heads of Departments and Secretaries to Government and those Officers included in Appendix-V of Karnataka Civil Services Rules shall send a statement indicating the details of reimbursements allowed by them/claimed by them to Finance Department once in six months i.e., on 30th June and 31st December every year.]

1.Deleted by No. FD 89 SRS 72 dated 21.8.1972 (wef 24.8.72)

2. Substituted by No. FD 6 SRA 2002 dated 17.12.2002 (wef 20.2.1985)

3.Inserted by No. FD 6 SRA 2004 dated 8.5.2006 (wef 12.5.2006)

489-A. **1[(1) If an Airport is situated at a distance of more than 1[8(eight) Kilometres from a Government servant's Headquarters and if the Government servant is directed to proceed to the Airport to meet the visiting/departing Minister, high officials or non-officials or distinguished foreign dignitary, or where a senior officer himself proceeds to meet him at the airport in order to discuss matters, connected with his official work, the journeys to and from the Airport can be treated as on official duty justifying the grant of travelling allowance admissible under the rules. Claims for travelling allowance in respect of such journeys should be supported by a certificate from the respective controlling officers that the journeys were undertaken for official purposes and that the staff Car was not available for the use of the Government servant. Officers who are their own controlling officers will themselves record a similar certificate if they propose to claim T.A. for such journeys.**

Note 1:- Any such journey performed by a Government servant on his own initiative, essentially as an act of courtesy, cannot be regarded as a journey on duty, and the question of drawal of T.A. for such a journey does not arise.

Note 2:- The above principles are applicable also to journeys undertaken by Government servants to railway stations to meet a Minister or high official.

2[(2) Government servants visiting Delhi on duty may be allowed actual taxi charges at the local prevailing rates from the airport to the Karnataka Bhavan and back 3[xxx] for a particular journey to Delhi. When officers travel together, they should make use of one taxi and one of the officers may claim the fare indicating the names of the officers who made use of the taxi along with him.]

4[489-B. **Government servants may claim reimbursement of reservation charges except agency charges paid to a travel agency 5[and Service Tax], if any paid by them as part of air, bus, railway, sea, river, steamer fare.]**

1.Amendment by No.FD 10 SRS 71, dated 15.7.1971(wef.1.4.1971)

2.Amendment by No.FD 175 SRS 74, dated 10.7.1974(wef. 1.7.1974)

3. Omitted by No. FD 3 SRA 2009 dated 23.9.2010.(wef. 24.9.2010)

4. Inserted by No. FD 8 SRA

5. Inserted by No. FD 6 SRA 2004 dated 8.5.2006 (wef 12.5.2006)

PART-VIII
CHAPER XXIX
TRAVELLING ALLOWANCE FOR JOURNEYS ON TOUR
GENERAL

490. **The following are the different kinds of travelling allowances which may be drawn in different or special circumstances by Government servants.**

(a) Permanent Travelling Allowance,
(b) Conveyance Allowance,
(c) The actual cost of travelling,
(d) Daily Allowance.
(e) Mileage Allowance.

[1][Note 1:— xxx]

[1][Note 2:— xxx]

491. **A permanent monthly Travelling Allowance may be granted by Government to any Government servant whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of Travelling Allowance for journeys within the Government servant's sphere of duty, and is drawn all the year round, whether the Government servant is absent from his Headquarters or not.**

Note 1:- Officers in receipt of permanent monthly Travelling Allowance should deduct from the amount drawn each month, the value of the fares for any railway journeys for which they have used a free pass during the month.

[2][Note 2:- xxx]

[3][Note 3:- Officers in receipt of permanent monthly Travelling Allowance shall furnish a certificate in their monthly pay bill, indicating: (i) the number of days on which they are required to be on tour and make night halts, (ii) the number of days on which they toured, and (iii) the number of days of deficiency, and also deduct proportionate permanent Travelling Allowance every quarter in respect of the deficiency in touring or night halts. They shall also furnish with their pay bills for January and July a certificate from their Controlling Officers that the conditions for the drawal of permanent Travelling Allowance have been fulfilled and proportionate cut in permanent Travelling Allowance has been effected wherever necessary.]

1. Deleted by No. FD 237 SRS 58 dated 9.10.1958 (wef 1.4.1958).

2. Deleted by No. FD 24 SRS 67 dated 17.7.1967.

3. Inserted by No. FD 124 SRS 68 dated 3.10.1968.

492. **For the days of the journey performed in Government conveyances, recipients of permanent Travelling Allowance should deduct half of the permanent Travelling Allowance for these days, if such days go to make up the period of minimum touring. If however, all or any such days do not go to make up**

the period of minimum touring, no reduction in the Allowance need be made in respect of those days.

Note:- An officer in receipt of Permanent Travelling Allowance should certify in monthly pay bill that no journeys were performed by Departmental vehicles during the period for which Permanent Travelling Allowance is claimed or if he has so travelled, he should specify in the Bill—

(a) the number of days on which he has toured; (b) the prescribed minimum number of days on which he has tobe on tour; and

(c) the number of days on which he has used a vehicle provided by Government.

493. **Government may, by general or special order, permit a Government servant whose sphere of duty extends beyond the limits of a single district, to draw, in addition to permanent Travelling Allowance, whenever his actual travelling expenses for a duly authorised journey on public duty by public conveyance exceed double the amount of his permanent Allowance for the period occupied in such journey, the difference between such double permanent Allowance and the allowances calculated for the journey.**

494. **A Government servant in receipt of a permanent monthly Travelling Allowance may, when proceeding under proper authority beyond his jurisdiction, exchange for the entire journey including such part of it as is within his jurisdiction his Permanent Allowance for the allowances admissible under Rule 522, or for Daily Allowance under Rule 500. [1][This exchange is permissible only for days of journeys and not of halts. In respect, however, of halts at places outside the State, for which no mileage allowance is drawn, Daily Allowance may be drawn at the rates admissible under Rule 464, subject to other rules governing the grant of Daily Allowance. The day's allowance to be exchanged for other allowances is 1/30th of the permanent Monthly Allowance.].**

[2][Exception:- The Inspecting Officers of the Department of Public Instruction in respect of Fixed Travelling Allowance are eligible, when travelling beyond their jurisdiction under proper authority, to draw Travelling Allowance under Rules 500 and 522. Provided their touring for the quarter does not fall short of the required number of days. If it falls short, Fixed Travelling Allowance is refundable for the number of days for which they draw Travelling Allowance under Rules 500 and 522 for travelling beyond their jurisdiction, whichever is less. In order to enable audit to watch the fulfilment of these conditions the Inspecting Officers claiming T.A. under this Exception are required to specify in the Bill :-

(i) The number of days on which they are required to tour, and

(ii) The numb actually travelled.]

1. Substituted by No. FD 44 SRS 60 dated 15.6.1960 (wef 23.6.60).

2. Inserted by No. FD 77 SRS 63 dated 1.6.1964.

[1][Note:- A Government servant in receipt of permanent Travelling Allowance is ineligible to draw both Fixed Travelling Allowance and Daily Allowance if he halts on duty at a station beyond his sphere of duty. But if that outstation is an expensive locality for which a higher rate of Daily Allowance is prescribed, he may be allowed to draw the difference between the ordinary and the higher rates of Daily Allowance.]

[2][494A. **Where a Government servant who is in receipt of Fixed Travelling Allowance is required to travel in public interest outside the limits of his jurisdiction, he shall be entitled to draw Travelling Allowance at normal rate in lieu of fixed travelling allowance.]**

495. **A permanent Travelling Allowance may not be drawn during leave, or joining time or unless in any case it be otherwise expressly provided in these rules, during any period for which Travelling Allowance of any other kind is drawn. But save as provided in this Rule, a Permanent Allowance may, at the option of the officer receiving it, be drawn in lieu of any other travelling allowances admissible under these rules.**

Note:- The Inspecting Officers of the Education Department may be allowed Fixed Travelling Allowance for periods of short leave not exceeding 15 days, provided it is not drawn by a substitute and the touring for the quarter does not fall short of the required number of days.

1.Inserted by No. FD 132 SRS 71 dated 9.2.1973.

2. Inserted by No. FD 8 SRA 99 dated 2.6.2000.

CONVEYANCE ALLOWANCE

496. **When a Government servant has a large amount of travelling at or within a short distance from Headquarters, for which Travelling Allowance is in admissible under the Rules for 'Journey on Tour' a monthly Conveyance Allowance may, under special sanction of Government be granted to him.**

"The word conveyance" in this Rule includes a bicycle also.

Note 1:- Assistant Surgeons, Grade-II, on occasions of outbreaks of all epidemics requiring them to be constantly on the move, are entitled to a special Conveyance Allowance at a rate not exceeding rupees two per day payable on declaration being recorded that such conveyance was maintained. Assistant Surgeons, Grade-I are entitled to an allowance not exceeding rupees three per day for similar work.

Note 2:- Midwives while attending labour cases are not entitled to Daily Allowances. They will be allowed a conveyance hire of twelve naya paise a mile when they travel within a radius of five miles from their Headquarters or beyond that limit to attend labour cases. A Bill for

conveyance hire under this rule should be supported by a certificate, countersigned by the Assistant Surgeon of a Dispensary to which the Midwife is attached, to the effect that she was not provided with a conveyance at the expenses of the party requiring her services for the journey for which hire is claimed.

497.[1][(a) Save as provided in clause (c) of this rule, Conveyance Allowance is drawn all the year round, and is not forfeited during absence from Headquarters and may be drawn in addition to any other Travelling Allowance admissible under these rules, provided the journey in respect of which Travelling Allowance is claimed extends beyond [2][sixteen kilometres] from the usual place of work at Headquarters.]

[1][Note 1:-xxx]

1. Amended by No.FD 47 SRS 66 dated 22.8.1967.

2. Amended by No.FD 10 SRS 71 dated 15.7.1971 (wef 1.4.1971)

[1][Note 2:- (i) A Government servant in receipt of Conveyance Allowance for the maintenance of a Motor Car will have to deduct half the proportionate Conveyance Allowance for each day on which he makes use of Government vehicle either within or outside his Headquarters.

(ii) A Government servant in receipt of Conveyance Allowance for the maintenance of vehicles other than a Motor Car (i.e., a Motor Bicycle or a bicycle) should deduct the full Conveyance Allowance only for the day on which Government vehicle is used and road mileage drawn under Rule 527 and 527-B. Conveyance Allowance need not be deducted on the day or days on which a Government servant makes use of Government Vehicle and draws only Daily Allowance in lieu of mileage.

(iii) The Drawing Officer/Gazetted Officer should furnish in the bill containing claims for Conveyance Allowance, a certificate to the effect that wherever the Government Conveyance was used, proportionate Conveyance Allowance has been deducted/will be deducted from the Travelling Allowance claims or, in the case of journeys within the Headquarters, from the salary bill of the month.

The day's Allowance will be calculated at 1/30th of the monthly Allowance.]

[2][Note 3:- The officers who are granted Conveyance Allowance under these rules shall not be entitled to any other-Travelling Allowance i.e., Daily or Mileage Allowance for journeys upto a distance of [2][16 kilometres] from the usual place of work at Headquarters. The Travelling Allowance for journeys beyond [2][sixteen kilometres] shall be as under:-

(a) if the journey is performed otherwise than in his own Conveyance Daily Allowance and/or Mileage Allowance admissible under these rules, may be drawn in full;

1. Substituted by No. FD 3 S .1959).

2. Amended by No.FD 47 SRS 66 dated 22.8.1967.

3. Amended by No.FD 10 SRS 71 dated 15.7.1971 (wef 1.4.1971)

(b) if the journey is performed by road in his own conveyance either in combination with rail/steamer/air journey or otherwise, the officer may at his option exchange his Conveyance Allowance at the rate of 1/30th for each day for any Travelling Allowance i.e., Daily Allowance and/or Mileage Allowance admissible to him under these rules.

Note 4:- Travelling allowance i.e., Daily and Mileage Allowance to a Government servant in receipt of bicycle allowance will be regulated as under:-

(i) For journey within a radius of 1[8 kilometres] from usual place of work at headquarters.	**No Travelling Allowance**

(ii) For journeys beyond a radius of 1[8 kilometres] but not exceeding 1[16 kilometres] from usual place of work at headquarters.-

(a) If the point falls within local jurisdiction.	**No Travelling Allowance**
(b)If the point falls the outside local jurisdiction	**Travelling Allowance admissible under these rules provided the journey is performed otherwise than on a bicycle.**
(iii) For journeys beyond a radius of 1[16 kilometres] from the usual place of work	**Travelling Allowance admissible under these rules.]**

(b) Conveyance allowance is inadmissible during joining time. Its drawal during leave or deputation is governed by provisions of clause (e) infra.

(c) The monthly allowance drawn by the Sub-Engineers, Supervisors, Overseers and Sub-Overseers, on pay exceeding Rs.75 in the Public Works Department as a conveyance allowance, but it is forfeited whenever road mileage 2[xxx] is drawn.

1. Amended by No.FD 10 SRS 71 dated 15.7.1971 (wef 1.4.1971)

2. Deleted by No. FD 136 SRS 58 dated. 7.8.1958 (wef 14.8.58).

(d) As an exception to clause (b) and (c), the allowance granted to Sub-Engineers, Supervisors, Overseers and Sub-overseers of the Public Works Department and to the undermentioned Government servants of the Electrical Department is continued during joining time, subject to the production of a certificate, that the conveyance was maintained during the period:-

1. **Transmission Line Inspectors and Sub Line Inspectors.**
2. **Senior Operators-in-charge of Sub-Sections.**

3. Line Inspectors, Sub-line Inspectors, Night- Troublemen, Operators in Sub- sections,
Joining duties, Sub-Line Inspectors, Inspectors and Assistant Inspectors of Government Buildings, Metre Inspectors.

4. Telephone Inspectors.

5. Laboratory Assistants (Senior and Junior). 6.
Special Electric Inspectors.

7. Overseers.

8. Store-keepers.

9. Sanitary Inspectors.

10. Work Establishment Staff.

11. Inspectors of Revenue and Cash

12. The Assistant Superintendent of Lines of the Electrical Department.

(e)(i) Conveyance Allowance is not admissible during leave, either earned leave or half pay leave, taken preparatory to retirement or when a Government servant is asked to take leave pending enquiries against him.

(ii) 1[A portion of the allowance not exceeding Rs. 45 in case of a Motor car and Rs.10 in case of a Motor cycle, granted on the condition that a Motor car or motor cycle, as the case may be, maintained may be drawn during earned leave or deputation if,-

1. Substituted by No.FD 73 SRS 78 dated 20.3.1979.(wef 1.1.1977)

(1) the substantive pay of the Government servant during the period of the claim does not exceed 1[Rs.34,500]

(2) the authority sanctioning the leave certifies that the Government is likely, on the expiry of the leave or deputation, to return to the post from which he proceeds on leave or deputation;

(3) the authority sanctioning the leave or deputation certifies that no extra expense is caused to State, and

(4) the Government servant certifies that he continued to maintain the vehicle and incurred the expenditure claimed and that the vehicle was not during that period in use by anybody.

Note 1:- The maximum allowance for a Motor cycle is limited to Rs.10.

2[Note 2:- Subject to a ceiling of Rs. 45 in the case of Motor car Allowance and Rs.10 in the case of Motor cycle Allowance, the authority sanctioning the leave or deputation may sanction the full amount claimed under clause (iv) of this Rule or may require the Government servant to satisfy it that he was unable or could not reasonably be expected to avoid or reduce the expenditure and may, if it is not so satisfied, direct that no part of the allowances shall be drawn or that a part only of the amount claimed shall be drawn.]

3[497-A. A Certificate from the Controlling Officer in the following f ttached to the

salary/Establishment Bills for the month of January and July which include Conveyance Allowance:

"Certified that the Conveyance Allowance claimed in the pay Bill for the month of January/July on account of Shri/Smt/ Shriyuths.....is in order and that the conditions attached to its drawal have been fulfilled."

1. Substituted by No.FD 05 SRA 2012, dated 29.01.2014 (wef 01-04-2012)

2.Inserted by No. FD 24 SRS 60 dated 1.4.1960 (wef 14.4.1960)

3.Inserted by No. FD 295 SRS 58 dated 11.9.1959 (wef 23.7.1959)

DAILY ALLOWANCE

498. **(a) A Daily Allowance is an uniform allowance for each day of absence from Headquarters and intended to cover the ordinary daily charges of a Government servant on tour; it is drawn only during absence from Headquarters on duty, including the period of halts on duty, or on an authorised holiday, during such absence.**

[1][Note:- A Government servant who takes casual leave for half a day while on tour, may draw only half the Daily Allowance admissible under the rules for the day.]

(b) Save as otherwise expressly provided, Daily Allowance is inadmissible for journeys or halts in the course of journeys, under any other Chapter of these Rules.

[2][(c) For the time spent in journey whether outside or inside the State, Daily Allowance is admissible only at the rates admissible for other places within the State under rule 451.]

499. **Official Members attending meetings of Councils, Committees or other Bodies constituted under orders of Government will be entitled to draw Travelling Allowance as for journeys on tour whether the allowances are paid from the State or other funds.**

500. **For rates of Daily Allowance admissible to several classes of officers see Rule 451.**

501. **Government may, for reasons which shall be recorded and on such conditions as it may think fit to impose, sanction for any Government servant or class of Government servants, a Daily Allowance higher or lower than that prescribed in Rule 451, if it considers the allowance so prescribed is inadequate or excessive.**

502. **Government may, by a special or general order enhance the minimum rates of Daily Allowance to Government servants when they are deputed for special duties including those connected with Dasara Festivals and Dasara Exhibitions at Mysore.**

1. Inserted by No. FD 67 SRS 70 dated 23.10.1970.

2. Inserted by No. FD 8 SRA 98 dated 21-11-1999.

[1][503. xxx]

504. **Unless, in any case, it be otherwise expressly provided in these rules, no Government se provided with means of**

conveyance by or at the expenses of Government, or to draw as Travelling Allowance the actual cost or part of the actual cost of travelling.

505. **Unless in any case it be otherwise expressly provided in these rules, a Government servant making a journey for any purpose is not entitled to recover from Government the cost of transporting his family or his personal luggage, conveyances, tents and camp equipage.**

JOURNEYS ON TOUR

506. **The Headquarters of a Government servant shall be in such places as a competent authority may prescribe.**

507. **A competent authority may define the limits of the sphere of duty of any Government servant.**

[2][Note:- The Heads of Departments are authorised to define the limits of the sphere of duty in respect of Non-Gazetted Government servants.]

508. **A Government servant is on tour when absent on duty from his Headquarters either within or, with proper sanction beyond his sphere of duty. For the purpose of this Section, a journey to a hill station is not treated as a journey on tour.**

[3][Note:- A Medical Officer leaving his station to attend upon the family of a public officer, which he is not bound to attend free of charge as part of his regular duties, is not travelling on duty within the meaning of this Rule.]

509. **In case of doubt, a competent authority may decide whether a particular absence is absence on duty for the purpose of Rule 490.**

1. Omitted by No. FD 05 SRA 2012 dated 29.01.2014. (wef 30.01.2014).

2. Inserted by No. FD 37 SRS 59 dated 6.10.1959 (wef 15.10.1959).

3. Inserted by No. FD 237 SRS 58 dated 9.10.1958 (wef 1.4.1958).

510. **A competent Authority may impose such restrictions as it may think fit upon the frequency and duration of journeys to be made on tour by any Government servant or class of Government servants.**

511. **If a competent Authority declares that the pay of a particular Government servant or class of Government servants has been so fixed as to compensate for the cost of all journeys other than journeys by rail, within the Government servant's sphere of duty, such a Government servant may draw no Travelling Allowance for such journeys though he may draw Mileage Allowance for journeys by rail. When travelling on duty, with proper sanction, beyond his sphere of duty, he may draw Travelling Allowance calculated under the ordinary rules for the entire journey, including such part of it as is within his sphere of duty.**

512. **The period of absence from Headquarters begins on the day on which the Government servant actually leaves Headquarters, and**

ends on the day on which he returns to them. It is not reckoned by the departure or return of his camp equipage.

513. **No Travelling Allowance, other than a permanent Monthly Allowance, is admissible for any day on which a Government servant does not reach a distance exceeding 1[eight kilometres] from Headquarters or return thereto from a distance exceeding 1[eight kilometres]. But a Government servant travelling on duty within 1[eight Kilometres] of Headquarters is entitled to draw the actual amount spent by him in payment of ferry and other tolls, bus fare or railway fare.**

Note:- In cases where a village is less in a straight line, than 1[eight Kilometres] from Headquarters, but more than 1[eight kilometres] by the only practicable route to it, Travelling Allowance may be admitted by the route, but the Allowance cannot be granted simply on the ground that a journey exceeding 1[eight kilometres] was performed in visiting several villages, none of which was more than 1[eight kilometres] from Head- quarters by the ordinary direct route.

1. Substituted by No. FD 10 SRS 71 dated 15.7.1971.(wef. 1.4.1971)

HALTS ON TOUR

514. **1[(1) Daily allowance for halt on tour at an outstation will be calculated on the basis of the period of halt which will begin from the time the forward journey ends at the outstation and will end at the time the return or further journey commences. The rate of Daily Allowance will be calculated as follows:-**

Halt upto six hours -	**Nil.**
Halt exceeding six hours but not exceeding twelve hours	**Half Daily Allowance.**
Halt exceeding twelve hours but not exceeding twenty four hours	**Full Daily Allowance.**
Halt exceeding twenty four hours	**one Daily Allowance for every 24 hours. For fraction of 24 hours at the end of halt daily Allowance will be calculated as indicated above.**

Note 1:- No Daily Allowance is admissible to a Govern- ment servant for stopping at a place for any reason other than performance of Government duty. For example, if the Government servant has to simply stop at a place for rest or for catching the next available train on the following day or for resuming his journey by road towards his destination in continuation of the previous day's journey, no Daily Allowance is admissible. However, in cases of air journey involvling an overnight halt (either due to non-availability of a connecting service or due to cancellation of the co ntermediate station for which

the Indian Airlines Corporation does not provide at its cost, any facility for boarding or lodging to the touring Government servants, half Daily Allowance at the rate applicable to the intermediate station shall be allowed in respect of each such overnight halt, 2[xxx] provided the touring Government servants concerned certify that the overnight halt was due to non-availability/ cancellation of the connecting service and no facility was provided for boarding and lodging by the Indian Airlines Corporation.

1. Substituted by No. FD 10 SRS 71 dated 15.7.1971.(wef.1.4.1971)

2. Omitted by No. FD 1 SRA 97 dated 23-4-1998 (wef.15-10-1998).

Note 2:- In cases of enforced halts occurring on route on tour journeys necessitated by break-down of communications due to blockade of roads on account of floods, rains, heavy snow-fall, land slide, etc., Government may treat the period of such enforced halts as duty under Rule 8(15). The Government servant concerned may be granted Daily Allowance at three-fourths of the rate applicable to him at the station in which the enforced halt takes place, for the period of enforced halt excluding the first day of such halt, for which no Daily Allowance should be allowed.]

1[Note 3:- A Government servant who returns from tour to his Headquarters on the same day (i.e., within 24 hours) may draw one Daily Allowance or exchange it for Mileage Allowance subject to the provision of Rule 522 but in addition to this allowance, he shall not be allowed to draw Daily Allowance under this rule even if the halt at an outstation exceeds six hours.

Explanation:- If a Government servant halts at more than one station on the same day the halt at each place may be reckoned separately provided that the sum total of Daily Allowance admissible for a stay of 24 hours, shall not exceed one daily allowance. The proviso applies only if the halts at more than one station begin and terminate within the duration of 24 hours. In that case only, it is necessary, to ensure that the total Daily Allowance for halt period for all the stations does not exceed one Daily Allowance. If the duration of halt at the second station extends beyond 24 hours from the commencement of halt at the first station, the Daily Allowance admissible for halt at the second station is to be reckoned separately.

The period of 24 hours should be calculated from the time of commencement of the forward journey from Headquarters to the time of commencement of the return journey from the outstation. The time of commencement should be taken to mean the actual time of departure from the Airport/Railway Station/Bus Stand, etc., as the case may be.]

1. Inserted by No. FD 274 SRS 71 dated 11. 1. 1973 (wef 8.2.73)

1[Note 4:- In the case of a Government servant travelling from Bangalore to Gulbarga or Bidar and vice-versa, via Hyderabad by Air, who halts at Hyderabad for resuming his journey next day, either to Gulbarga/Bidar by road, or to Bangalore by Air may be allowed Daily Allowance for the halt at Hyderabad at the rates specified in sub-rule (1) provided the Govern at the halt at Hyderabad

was necessitated for avoiding night or early morning (before dawn) road journey.]

(2) A Daily Allowance may not be drawn for more than ten days of a halt at one place except in special cases in which it is established to the satisfaction of Government that the prolonged halt was necessary in the interest of the public service and the Government servant was put to extra expense by his halt after the expiration of the first ten days.

Explanation:- A Government servant who halts for more than ten days at a place may, after he ceases to draw the Daily Allowance, draw Travelling Allowance under the ordinary rules applicable to him for any journey made on one day from and to the halting place, if he reaches a point more than 2[Eight Kilometres] distant from it. A halt is not interrupted for the purpose of this Rule by an absence on duty from the place of halting for less than three nights.

3[Note - A tour is held to be completed when

a Government servant returns to Headquarters even though the return be for less than three nights.]

4[515. **Government servants of the last class will however be entitled to Daily Allowance at the full rate, for the first 90 days (vide Rule 518).]**

516. **Government have delegated to the Heads of Departments the powers of sanctioning Daily Allowance 5[for halts exceeding ten but not exceeding thirty days to Non-Gazetted Government Servants and for halts not exceeding 15 days to Gazetted Government Servants] of their departments.**

1.Inserted by No. FD 220 SRS 72 dated 11. 1.1973 (wef 8.2.73).

2. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998).

3.Inserted by No. FD 27 SRS 61 dated 20-3-1961 (w.e.f. 30.3.1961).

4. Substituted by No. FD 242 SRS 59 dated 13-11-1959 (w.e.f. 1-1-1959)

5. Substituted by No. FD 74 SRS 69 dated 19-1-1970 (w.e.f. 5-2-1970).

Note 1- The following is the list of Government servants who are exempted from the operation of this Rule and Daily Allowance at the rates mentioned in Rule 518 may be passed to them for halts of over ten days at one place without the special sanction of Government.

(i) All officers who are required to be on duty (and not as guests) in connection with the Dasara and other similar functions and Meetings of the Legislature.

(ii) The personal staff of Ministers and the Civil or Assistant Surgeon attached to the headquarters establishment and Secretariat Officers and Officials.

(iii) Sessions Judges and their establishment halting at other stations for the trial of Session cases.

(iv) Local Audit Staff of State Accounts Department and Inspecting Staff of the Electrical Accounts Office.

[1][(v) The Surgeon and the Staff of the Mobile Ophthalmic Unit, Mangalore.]

Note 2 - The Chief Conservator of Forests is authorised to countersign T.A. bills of Forest Officers and their establishment in case of continuous halts, of more than ten but not exceeding thirty days at one place.

Note 3 - The Chief Engineer (Electricity) is authorised to sanction Daily Allowance for halts exceeding ten days to Gazetted Government servants of his Department provided that cases of halts exceeding thirty days shall be reported to Government for sanction.

Note 4 - The Director of Mines and Geology is authorised to sanction Daily Allowance for halts of more than ten but not exceeding thirty days at one place in the case of the Gazetted subordinates of his Department. [2][He is also authorised to sanction Daily Allowance for halts exceeding 30 days but not exceeding 90 days at a place in respect of Non-Gazetted Government servants, the Daily Allowance being regulated in accordance with Rule 518.

1.Inserted by No. FD 31 SRS 62 dated 18-5-1962.

2. Inserted by No. FD 135 SRS 60 dated 23-9-1960 (wef 6-10-1960)

Note 5 - The Director of Agriculture is authorised to sanction halts exceeding thirty days made by the Tractor Drivers and Helpers of the Agricultural Engineering Section in connection with the ploughing of lands with the Departmental Tractors.

Note 6 - The Inspector-General of Police is authorised to sanction Daily Allowance for halts exceeding thirty days in respect of Non-Gazetted Government servants.

Note 7 - The Advisor to the Government of Karnataka Tuberculosis Sanatorium, Bangalore, is authorised to sanction Daily Allowance for halts outside Headquarters exceeding thirty days in respect of the staff of the B.C.G. Vaccination Scheme.

Note 8 - The Deputy Inspectors-General of Police are empowered to sanction Daily Allowance for halts exceeding ten days but not exceeding thirty days, made by Non-Gazetted Government servants.

[1][Note 9 - The Chairman, Karnataka Sales Tax Appellate Tribunal, Bangalore, is authorised to sanction Daily Allowance for halts for more than ten days at a place but not exceeding thirty days, in respect of the Gazetted Officers of the Tribunal. The Chairman is also authorised to draw Daily Allowance for halts for more than ten days at a place but not exceeding thirty days, without the special sanction of Government.]

[2][Note 10 - The Divisional Officers of the status of Assistant Commissioners and above in the Land Records Department are authorised to sanction Daily Allowance for halts for more than ten days at a place but not exceeding thirty days, in respect of Non-Gazetted Governme

[3][Note 11- The Conservator of Forests, Working Plans and Development Circle, Bangalore, is authorised to sanction halts exceeding ten days but not exceeding thirty days in respect of Non-Gazetted Government servants.]

1. Inserted by No. FD 64 SRS 59 dated 6-6-1959 (wef 18-6-1959)

2. Inserted by No. FD 169 SRS 59 dated 11-7-1959 (wef 30-6-1959)

3. Inserted by No. FD 247 SRS 59 dated 13-11-1959 (wef 31-1-1963)

[1][Note 12 -[2][The Director of Treasuries is] authorised to sanction Daily Allowance for halts for more than 30 days at a place in respect of the leave reservists of the Treasury Department working in the District Treasuries when they are posted to Taluk Treasuries for work. (Daily Allowance being regulated in accordance with Rule 518.)]

[3][Note 12-A- The District Treasury Officers are authorised to depute leave reservists in the District Treasuries to any Sub-Treasuries in the District or any officials from one Sub-Treasury to another Sub-Treasury in the District or to District Sub-Treasury to work in the leave vacancies or against other vacancies for a period upto thirty days and to sanction full Daily Allowance for such a period.]

[4][Note 13 - The District and Sessions Judges and the District Magistrates in-charge of the Criminal Courts in the District (independent charge) may sanction halts in excess of ten days but not exceeding thirty days at a place within their jurisdiction in the case of all Gazetted and Non-Gazetted Staff in connection with the trial of Criminal cases or Sessions cases as the case may be.]

[5][Note 14 - The powers delegated under this Rule to certain Heads of Department to sanction Daily Allowance for halts exceeding 30 days shall remain in abeyance for the duration of the National Emergency.]

[6][Note 15 - The Director of Collegiate Education is authorised to sanction Daily Allowance for halts exceeding 10 days but not exceeding 30 days at Mysore in the case of the Gazetted Officers of his Department engaged on tabulation work of the Mysore University.]

1. Inserted by No. FD 240 SRS 59 dated 20-11-1959 (wef 1-4-1958)

2. Amended by No. FD 17 SRS 65 dated 14.5.1965.

3. Inserted by No. FD 79 SRS 75 dated 15-3-1977 (wef 16-6-1975)

4. Inserted by No. FD 15 SRS 62 dated 1-3-1962 (wef 15-3-1962)

5. Inserted by No. FD 7 SRS 63 dated 21-1-1963 (wef 19-11-1959)

6. Inserted by No. FD 35 SRS 63 dated 10-4-1963 (wef 17-11-1962)

[1][Note 16 - The Director of Public Instruction is authorised to sancttion Daily Allowance for halts exceeding 10 days but not exceeding 30 days at a place in the case of Gazetted Officers of his Department engaged on duties connected with Public Examinations.]

[2][Note 17- The Chairman, Karnataka Revenue Appellate Tribunal may sanction Daily Allowance for halts of more than 10 days at a time at Belgaum but not exceeding 30 days in the case of Members, all Gazetted and Non-Gazetted Staff in connection with the sitting of a Bench of Karnataka Revenue Appellate Tribunal at Belgaum.]

[3][Note 18- The Commissioner for Transport is authorised to sanction halts exceeding 30 days but not exceeding 90 days at a place in respect of the Internal Audit Staff of the Motor Vehicles Department, the Daily Allowance being regulated in accordance with Rule 518.]

[4][Note 19 - The Commissioner of Commercial Taxes, is authorised to sanction halts exceeding 10 days but not exceeding 30 days at a place in respect of the Internal Audit Staff (both Gazetted and Non-Gazetted) of the Commercial Taxes Department.]

[5][Note 20 - The Director of Technical Education is authorised to sanction Daily Allowance for halts exceeding 10 days but not exceeding 30 days at a place in the case of the Gazetted Officers of his Department engaged on duties connected with examination work including tabulation work assigned by the Board of Technical Examinations.]

[6][Note 21 - The Secretary, Karnataka Public Service Commission is authorised to sanction Daily Allowance for halts exceeding ten days but not exceeding thirty days, at a place in the case of Gazetted Officer of the Commission engaged in connection with the work of competitive examinations prescribed for recruitment of Gazetted Probationers etc.]

1. Inserted by No. FD 26 SRS 64 dated 4-4-1964

2. Inserted by No. FD 105 SRS 68 dated 27-7-1968 (wef 15-8-1968)

3. Inserted by No. FD 98 SRS 70 dated 19-2-1971 (wef 1-4-1971)

4.Inserted by No. FD 251 SRS 71 dated 28-12-1971 (wef 14-10-1971)

5.Inserted by No. FD 164 SRS 72 dated 23-9-1972 (wef 30-5-1972.)

6.Inserted by No. FD 73 SRS 75 dated 31-1-1976/2-2-1976 (wef 1-5-1975)

[1][Note 22 - The Controller of Weights and Measures, is authorised to sanction Daily Allowance for halts exceeding thirty days but not exceeding sixty days at a place in respect of Field Officers/Officials of his Department.]

[2][Note 23 -The Drugs Controller is authorised to sanction Daily Allowance for halts exceeding ten days but not exceeding thirty days, at a place, in the case of Gazetted Officers of his Department engaged in connection with the work of Pharmacy Examination and other Examinations as well as tabulation work assigned to them by the Board of Examining Authority of that Department.]

[3][Note 24 -The Director of Archives, Bangalore, is authorised to sanction Daily A eding ten days but not

exceeding thirty days at one place to the Gazetted Government servants of his Department.]

[4][Note 25 - The Chief Auditor of Co-operative Societies in Kamataka, Bangalore, is authorised to sanction Daily Allowance for halts exceeding ten days but not exceeding thirty days at one place in the case of Gazetted Auditors of the Department of Cooperative Audit. He is also authorised to sanction Daily Allowance for halts exceeding thirty days but not exceeding ninety days at a place in respect of Non-Gazetted Auditors of the Department of Cooperative Audit.]

517. District Treasury Officers and Tahsildars are authorised to sanction halts outside the Headquarters exceeding ten days but not exceeding thirty days, of Shroffs when they accompany remittances outside their Headquarters.

1.Inserted by No. FD 44 SRS 76 dated 20-11-1976 (wef 20-7-1978)

2. Inserted by No. FD 69 SRS 77 dated 16-11-1977 (wef 1-12-1977)

3. Inserted by No. FD 103 SRS 76 dated 18-10-1978 (wef 28-5-1976)

4. Inserted by No. FD 54 SRS 79 dated 25-10-1979 (wef 13-8-1979)

[1][518. In all cases of halts exceeding thirty days covered by any of the foregoing Rules (both within and outside the State) full Daily Allowance at ordinary rates will be allowed for the first thirty days only and one half of the ordinary rates for the next sixty days [2][subject to a minimum of Rs.4.]. Thereafter, no Daily Allowance is admissible. Government may, in special cases permit Government servants to draw full Daily Allowance in respect of halts after thirty days.]

Note - As a partial exception to the above Rule, full Daily Allowances may be allowed both to the Non- Gazetted and Gazetted Government servants for the days of halt on duty outside the State, even when the period of halt exceeds thirty days.]

519. (a) Ordinarily no allowance is admissible to a Governmerit servant during a halt at Headquarters, but Government may, by general or special order, permit any officer or class of officers, to draw, during a halt at Headquarters, the actual expense (not exceeding the Daily Allowance) of keeping up camp equipage (when it is necessary to do so) during such halt, provided such actual expense is not drawn for more than ten days.

Explanation - A halt is not interrupted for the purposes of this rule by an absence on duty from the place of halting for less than three nights.

(b) A Government servant drawing an allowance under this rule for a halt at Headquarters must certify that it was necessary to keep up his camp equipage, and that he had during such period kept up the whole or part of his camp equipage as the case may be, and that the expense so incurred is not less than the halting allowance drawn. In the case of a Non-Gazetted officer the head of the office must also certify that it was necessary for such officer to keep up the whole or a part of hi case may be.

(c) A halt within [3][eight kilometers] of Headquarters in the course of a tour is, for the purpose of this rule, treated as a halt at Headquarters.

Note - In cases of doubt Government may determine what are the Headquarters of an officer.

1. Substituted by No. FD 316 SRS 58 dated 5-1-1959 (wef 1-1-1959)

2. Substituted by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-1971)

3. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998).

520. **A Government servant compelled, on a sudden emergency to leave his camp standing and proceed rapidly on the duty to a place more than [1][thirty-two Kilometres] distant may, under the special order of Government, draw the actual expenses of maintaining such camp not exceeding the Daily Allowance in addition to the allowances admissible under Chapter XXVIII whether the camp be moved or not.**

521. **A Government servant entitled to Daily Allowance, whose jurisdiction extends over the State, may when making a journey of over [1][160 Kilometers] to the first and from the last camp of a tour, recover the whole necessary expenditure incurred thereupon, including the conveyance of tents, servants and private baggage in lieu of the Daily Allowance admissible for the days occupied by such journey. The number of servants and the quantity of private baggage to be thus charged for will be fixed by Government.**

WHEN DAILY ALLOWANCE IS EXCHANGEABLE

522. **A Government servant may for any day draw in lieu of his Daily Allowance:-**

(i) if he travels by railway, the allowances admissible under Rule 469 to 472.

(ii) if he travels [1][thirty two kilometers] or more by road, the allowance admissible under Rules 478 to 481.

(iii) if he travels partly by road and partly by rail-

(1) in respect of the road journey, the allowance admissible under Rules 478 to 481, limited, unless the conditions of clause (ii) of this rule are fulfilled, to the amount of the Daily Allowance;

Exception:- The limitation referred to will not apply in the case of Government servants travelling by public buses though the distance travelled is less than [1][32 kilometres] and the allowance will be regulated according to Rule.485.

1. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

Note. 1 -When a Government servant proceeds by rail to a station other than his Headquarters and on the same day and in continuation of the railway journey travels on duty by road, he is entitled to Travelling Allowance for the journey by road calculated in accordance with the clause for the whole distance travelled, taking the Railway Station as the starting point.

Note. 2 - In the case of sub-overseers, the limit of road mileage will be the amount of Conveyance Allowance for the day.

Note. 3 - The claims for road mileage under (ii) and (iii) should be supported by a certificate by the Government servant that he travelled [1][in his own car or in a hired conveyance.] Otherwise he will be allowed only the allowances admissible for journeys by public buses (vide Rules 483 and 485).

(2) In respect of the journey by rail, the allowances admissible under Rules 469 to 472.

[2][523.[xxx]

524. **As a special rule, Government servants who have been transferred from one place to another, as well as Assistant Surgeons Grade-II and Medical Graduates, staff for controlling outbreak and spread of plague (Cyanogas duty) Fieldmen, attached to the Scientific Section of the Agricultural Department, Veterinary Inspectors incharge of Elephant of the Forest Department, travelling on duty, may draw mileage even for the marches of less than [3][thirty-two Kilometres] a day.**

Non-Gazetted Government servants who accompany or travel under the orders of Officers, whose duties ordinarily require them to travel throughout the State are also entitled to this privilege.

1.Substituted by No. FD 36 SRS 68 dated 29-6-1968 (wef 11-7-1968)

2. Deleted by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-1971)

3.Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

525. **In the case of Government servants whose actual pay does not exceed [1][Rs.13,600] a month, Government may, by general or special order, and subject to such conditions as it thinks fit to impose, permit any officer or class of officers to draw allowance admissible under Chapter XXVIII for the whole period of absence from Headquarters, on condition that no Daily Allowance is drawn for such period if it considers that their duty is such that the Daily Allowance is not sufficient to cover travelling expenses.**

DESPATCH OF CONVEYANCES BY RAIL

526. **Subject to the general or special sanction of his official superior a Government servant having to travel by railway over a distance of not less than [2][48 kilometres] in a single journey and sending by railway the conveyance required for his bonafide use at the end of such journey shall be entitled in addition, to his ordinary allowance under Rules 469 to 472 to the actual expenses of sending such conveyance.**

Heads of Departments will be permitted to take their conveyance by rail at Government cost both for the outward and the return journeys provided that sanction of Government is applied for in each case with a copy of the tour programme and the programme is approved by Gove

Explanation - Conveyance in this Rule means a motor car, motor bicycle and bicycle. The privilege of taking a motor car is permissible only in the case of Heads of Departments.

Note 1 - A Government servant in receipt of a Permanent Monthly Travelling Allowance is not entitled to the privilege of this rule.

Note 2 - The sanction of the official superior under this rule shall be given only in the interest of the public service.

1. Substituted by FD 05 SRA 2012, dated 29.01.2014

(wef.01.04.2012).

2. Substituted by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-1971)

Note 3 - A Government servant having to send conveyance by rail must avail himself of the concessions, if any, granted by the Railway Department whenever return journey is contemplated within the period of time provided by the Railway Rules under which it is conveyed from one station to another and back on payment of concessional fare, if any.

Note 4 - When a Government servant is entitled to take his conveyance by rail but prefers to take it by road, he will be entitled either for (1) road mileage or (2) for railway fare for himself and freight for his conveyance, whichever is less.

Note 5 - The circumstances in which the concession referred to in this rule may be appropriately sanctioned are indicated below:-

(1) The scale of Travelling Allowance of a Government servant is so fixed as to cover all items of expenditure, incidental to journeys on tour. For ordinary journeys on tour, therefore, an officer is not entitled to charge Railway Freight for his conveyances in addition to full Travelling allowance under the rules especially in cases where a sufficiently large amount of road mileage is drawn for journeys performed by such conveyance.

(2) Accordingly, for journeys for which an officer earns by road mileage an amount equal to atleast twice the outward railway freight for the conveyance which it is necessary for him to take by rail in the interest of the public service, the freight charges will not be borne by Government. Ordinarily, an officer should so arrange his tour that sufficient road journeys are performed at the end of the Railway journey so as to make this rule applicable.

(3) In exceptional case where the road mileage earned is less than twice the railway freight for the conveyance and the interests of the public service require the conveyance at one place immediately after its being similarly used in another place, the concession contemplated in this rule may be sanctioned for the outward journey only. It may be sanctioned for the return journey, if that journey, also satisfied the condition of urgency stated in the following paragraph.

(4) The concession should not be allowed, unless it is clearly shown that public interests wo nce was sent by road in the

usual manner and that in spite of reasonable forethoughts in the arrangement of the tour programme the necessity for its being required at two places almost simultaneously could not be prevented.

(5) The Daily Allowance under the rules drawn by an officer when halting at a station is held to cover all the ordinary daily charges of the officer including the cost of locomotion within the station. Charges for transporting conveyance will not therefore be allowed merely to give an officer facilities of locomotion within stations at which he may halt but only for urgent journeys from one station to another.

(6) Claims for actual charges, incurred for transporting a conveyance when allowed should be supported by the receipt granted by the Railway Authorities.

Exception 1 - Such of the officers in the service of the State (including lent officers) as are required to attend the Sessions of the Legislature may take the conveyances to which they are entitled, by rail at Government expenses, even though in receipt of a Permanent Monthly Travelling Allowance.

Exception 2- District and Sessions Judges may take conveyances to which they are entitled by rail at Government cost when they go out to hold session and also bring them back to Headquarters. 1[The privilege is also extended to the Registrar, High Court of Karnataka proceeding on tour under the direction of the Chief Justice of the High Court for inspection of Courts within the State.] .

Exception 3 - The Chief Engineer may take his conveyance by rail at Government cost while proceeding on inspection work for one of the journeys, whether outward or inward - each time he proceeds on tour and claim for such journey road mileage or railway fare for himself and haulage for the motor car, whichever is less.

1.Inserted by No. FD 144 SRS 67 dated 2-5-1968 (wef 23-5-1968).

This privilege is also extended to the Superintending Engineers proceeding on tour.

WHEN MEANS OF LOCOMOTION ARE SUPPLIED

527. **(1) A Government servant who is provided with and avails himself of means of locomotion at the expense of Government or Local or other Funds and does not pay the expenses of its use or propulsion, may draw Travelling Allowance as follows:-**

(a) If he returns to his Headquarters on the same day, Daily Allowance, if admissible, will be calculated as follows:-

If the absence from Headquarters does not exceed six hours -	**NIL**
If the absence from Headquarters exceeds six hours but does not	**Half Daily Allowance**
If the absence from Headquarters exceeds twelve hours –	**Full Daily Allowance.**

Note : The cumulative absence from Headquarters will be taken into considera ily Allowance.

[1][(aa) If he does not return to his Headquarters on the same day, he may draw an allowance [2][xxx] based on the distance covered by road by the direct route and restricted to one Daily Allowance for every twenty-four hours of journey or part thereof. In addition, he may draw Daily Allowance for halt at the rate admissible under Rule 514.]

(b) If he has not to provide separate conveyance at his own expense for his servants or luggage, he may draw the Daily Allowance ordinarily admissible to him and is not entitled to exchange the daily rate for mileage under Rule 522. But if part of the journey is performed by other means of locomotion, he may, at his option, draw in lieu of Daily Allowance, the Travelling Allowance admissible for that part [3][Provided the distance travelled exceed twenty miles.]

1. Inserted by No. FD 281 SRS 71 dated 3-10-1972 (wef 26-10-72).

2. Omitted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

3. Inserted by No. FD 114 SRS 59 dated 2-6-1959 (wef 11-6-1959).

(c) If he has to provide separate conveyance at his own expense for his servants or luggage, he may, under Rule 522 exchange his Daily Allowance for half the mileage ordinarily admissible to him and may draw in addition, the Travelling Allowance admissible for any part of the journey performed by other means of locomotion.

Instruction- As regards a Government servant who is provided with and avails himself of a means of locomotion at the expense of Government or Local or other Funds or who travels in an officer's car such as Drivers, etc., rules 514 and 513 of the Karnataka Civil Services Rules are inapplicable and they would be continued to be governed by the provisions of the existing rule viz., Rule 527 (1) of the Karnataka Civil Services Rules and their Daily Allowance would be regulated with reference to the period of absence from Headquarters. (Extract from O. M. No. FD 28 SRS 71 dated. 20-5-1971).

(2) A Government servant provided with the means of locomotion as in clause (1) who pays all expenses of its use or propulsion is entitled to Travelling Allowance under the ordinary rules, subject to the deduction therefrom of hire charges equal to half the road mileage of [1][ten paise per Kilometre] whichever is less.

Note 1-[2][This sub-rule] does not apply to Government servants of the last class.

[3][Note 2-xxx]

[4][527-A. **Every Government servant provided with a Govern- ment vehicle should make use of it for journeys on Government work and when road mileage is drawn by him for journeys in his own Car or otherwise, he should specifically note in the Travelling Allowance bills, the reason as to why he could not make use of the Government vehicle.]**

1. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998.)

2. Substituted by No. FD 55 SRS 61 dated 7-6-1961.

3. Deleted by No. FD 43 SRS 73 dated 18-3-1975 (wef 30-10-1974).

4. Inserted by No. FD 170 SRS 58 dated 6-1-1959 (wef 15-1-1959).

1[Note - The Controlling Officers should record a certificate in their T.A. claims as well as those countersigned by them, claiming road mileage, to the effect that the claimant was not provided with the Government vehicle and if so provided, the reasons for the same (road mileage claims) have been recorded in the Bill.]

2[527. B **When a Government servant is provided with free conveyance for part of the journey or for one way journey only, (i.e., either for going from or for return to Headquarters), and he returns to his Headquarters on the same day, the Daily Allowance, if admissible under the rules, may be calculated as follows:-**

If the absence from Headquarters does not exceed twelve hours	**Half Daily Allowance**
If the absence from Headquarters exceeds twelve hours	**Full Daily Allowance**

He may, at his option, draw, in lieu of the aforesaid Daily Allowance, the Mileage Allowance admissible for the part of the journey for which the conveyance is not provided free of charge, provided the distance travelled exceed 3[thirty-two Kilometres]

4[527.C[xxx]

528. **For a journey in a Government conveyance from a place within the State to a place outside the State or vice-versa, Daily Allowance to be paid in lieu of mileage in such cases will be at the rate admissible in similar circumstances for journeys within the State when Government conveyance is used.**

MISCELLANEOUS

529. **A Government servant in service who is treated as a State Guest, i.e., when he is provided with free board and lodging at the expense of the Government of the State visited, while on tour, will be allowed only one-fourth of the Daily Allowance, admissible to him at the station concerned.**

1. Inserted by No. FD 67 SRS 59 dated 19-3-1959 (wef 26-3-1959).

2. Inserted by No. FD 114 SRS 59 dated 2-6-1959 (wef 11-6-1959).

3. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998.)

4. Deleted by No. FD 24 SRS 67 dated 17-7-1967.

1[A Government servant in service who, while on tour, is allowed free board and lodging at the expense of the Central Government or a State Government or Autonomous Industrial or Commercial Undertaking or Corporation or a Statutory Body or a Local authority, in which Government funds have been invested or in which Government have any other interest, may draw only one-fourth of the Daily Allowance admissible to him at the station concerned.

If only board or lodging is allowed free to such a Government servant, he may draw Daily Allowance at one-half of the admissible rate.]

Exception.1-Government servants while accompany- ing their Superior Officers or Ministers on tour and allowed to lodge in the free quarters provided for the Superior Officers or Ministers, may draw full Daily Allowance.

2[Exception. 2 -Government servants occupying Ridge House, Officers Quarters, Chamundi House, Secretariat Staff Quarters Mysore, Mysore House, Mysore, House Cottage, Sudharsana and Sudharsana Cottage, Ooty, and Sudharsana Guest House, and Infantry Road Guest House, Bangalore and Sudharsana Guest House, Mercara, will be charged half the lodging rates fixed for them.

The Special duty staff and the Chief Secretary's staff occupying the Secretariat Staff Quarters during Dasara festivities, will be provided with free boarding at Mysore.]

3[Exception 3- The staff borne on the personal establishment of Ministers/Ministers of State who are provided with free accommodation in the Government Guest Houses at Bangalore and Mysore/State Government Circuit Houses /Inspection Bungalows/ Travellers Bungalows under the control of the Public Works Department, while accompanying the Ministers / Ministers of State may draw full Daily Allowance admissible to them as though they have paid lodging charges.]

1.Substituted by No. FD 183 SRS 58 dated 24-10-1958(wef 30-10-1958).

2. Inserted by No. FD 126 SRS 59 dated 20-5-1959 (wef 28-5-1959)

3. Inserted by No. FD 181 SRS 72, dated 5-7-1976 (wef 20-7-1978)

1[Note - The provisions of this rule shall be applicable only to the Daily Allowance admissible for the days of halt and shall not apply to the Daily Allowance 2[xxx] admissible for days of journey.]

3[530. The Government servant, provided with the board and /or free lodging, should indicate the fact in his T.A. bill for the information of the Countersigning Authority and the Audit Officer.]

4[Note - xxx]

TRAVELLING ALLOWANCE TO OFFICERS AND MEN OF THE RAILWAY POLICE

531. Police Officers (both Gazetted and Non-Gazetted) whose duties require them to travel constantly by railway, are not entitled to allowances under rules 469 to 476 except in cases of transfer from one place to another, but are granted Daily Allowance in addition to a free pass for any day on which they are absent from their station for more than eight consecutive hours or if they are not allowed a free pass, the fares for themselves and for the servants and baggage accompanying them which a free pass would cover.

1. Inserted by No. FD 31 SRS 68 dated 2-2-1968 (wef 21-3-1968).

2. Omitted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

3. Substituted by No. FD 183 SRS 58 dated 24-10-1958(wef 30-10-1958)

4.Deleted by No. FD 61 SRS 68 dated 2-5-1968 (wef 23-5-1968)

PART-VIII
CHAPTER - XXX
TRAVELLING ALLOWANCE FOR JOURNEYS ON TRANSFER

532. **(1) Travelling Allowance may not be drawn under this section by a Government servant on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs. Government servants of the last class should not be transferred save in exceptional cases in which there may be special reasons for a transfer.**

Note - When a Government servant is transferred otherwise than for the public convenience, a copy of the order of transfer should be sent to the Audit Officer with an endorsement stating the reasons for the transfer. In the absence of such an endorsement, it may be assumed in audit that the Government servant has been transferred for the public convenience.

In the case of Non-Gazetted Government servants a certificate from the Head of the office will be sent in lieu of the copy of the order of transfer.

[1][(1A) A Government servant who is transferred from one place to another place for the public convenience and whose family does not accompany him to the new station during the first journey shall be allowed to claim Travelling Allowance for himself either for the first journey undertaken by him to join the post at his new Headquarters or for the subsequent journey which he may undertake along with the family members from the old to the new station. The category to which the Government servant belongs and his entitlement to the class of railway accommodation etc., shall, however, continue to be determined with reference to the facts as on the date of his transfer. There shall be no change in the existing procedure for grant of joining time and joining time pay on

1. Inserted by No. FD 71 SRS 77 dated 18-10-1978 (wef 9-11-77)

Government servant who prefers the Transfer Travelling Allowance claims for the second journey performed by him along with the members of his family during leave holidays in relaxation of rule 548 of Karnataka Civil Service Rules.]

(2) A Government servant may draw Mileage Allowance for a journey on transfer.

(3) (A) Unless in any case it be otherwise especially provided in these Rules, a Government servant is entitled for a journey, on transfer to the following concessions:-

I. FOR JOURNEYS BY RAIL

1[(1) He may draw single fare of the class of accomodaton to which he is entitled.]

(2) He may draw one extra fare for each adult member of his family who accompanies him and for whom full fare is paid and one half fare for each child for whom such fare is actually paid.

Note - Children of Government servants, who are studying in Educational Institutions and who are not actually residing with their parents at the time of transfer, but later come to spend the vacation with them may be considered as members of the Government servant's family under the definition of family for purposes of Travelling Allowance. On transfer of the Government servants from one station to another, the usual Travelling Allowance for the journey of the children may be allowed provided all other conditions for the grant of Travelling Allowance are fulfilled.

2[(2A) If a Government servant undertakes journey, by any means of conveyance other than railway or by the class of accommodation lower than that to which he is entitled, the amount of Travelling Allowance payable to him shall be equal to what is admissible in accordance with sub-clause (2).]

3[3)(a) He may draw the actual cost of carriage by goods train of personal effects up to the following maximum.

1. Substituted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

2. Inserted by No. FD 8 SRA 1999 dated 2.6.2000.

3. Substituted by No. FD 3 SRA 2009 dated 23.9.2010(wef.1.8.2008)

TABLE

Category	Kilograms
I	5000
II	3000
III	2000
IV	2000]

1[(b) Notwithstanding the maximum maundage prescribed above, Government servants whose actual pay is 2[Rs.34,500] or more a month, whether possessing Family or not, are allowed, at their option, to engage a whole Railway Wagon, or to avail themselves of the facility of the Container service provided by, Railways and to draw ,-

(i) If railway wagon is engaged and the charges therefore exceed the charges for the maximum maundage prescribed for them, the minimum railway charges for a wagon and the road nder sub-clause (iii) of

Clause (A) II of sub-rule (3) of this Rule, for transportation of personal effects between the places of residence and railway station concerned,

or

(ii) If the facility of the container service is utilised, the minimum railway charges for such service or the amount admissible under (i) above, whichever is less]

Note 1:- If a Government servant carries his personal effects by passenger instead of by Goods Train, he may draw the actual cost of carriage upto a limit of the amount which would have been admissible had he taken the maximum number of maunds by goods train.

1. Substituted by No. FD 38 SRS 79 dated 29-4-1980 (wef 17-7-79).

2. Substituted by No. FD 05 SRA 2012 dated 29-1-2014 (wef 1-4-2012)

Note 2:- A Government servant who carries his personal effects by a road between stations connected by rail may draw actual expenses upto the limit of the amount which would have been admissible had he taken the same quantity by goods train. In cases where the actual expenses claimed exceed the limit mentioned above, Government may, for valid reasons, allow such claims subject to the limit of the amount which would have been admissible if the maximum number of maunds had been transferred by goods train.

Note 3:- Subject to the prescribed maximum number of maunds a Government servant may draw the actual cost of transporting personal effects to his new station from a place in the State other than his old station, (e.g., from a place where they are purchased enroute or have been left on the occasion of a previous transfer) or from his old station to a place in the State other than his new station provided that the total amount drawn including cost of transporting these personal effects, shall not exceed that admissible had the maximum admissible number of maunds been transported by goods train from the old to the newstation direct.

[1][Note 4:- The cost of transportation of personal effects on transfer may be allowed, subject to the maximum maundage prescribed under this rule at the "Quick Transit Service" rates, if personal effects are actually transported by such service. The certificate to the effect that the personal effects were transported by the "Quick Transit Service" and that they reached the destination within the specified period should be recorded by the claimant on the T.A. bill.]

[2][(4) Provided that,-

(1) The distance travelled exceeds 120 Kilometres.

(2) The Government servant is travelling to join a post in which the possession of a conveyance is advantageous from the point of view of his efficiency; and

1. Inserted by No. FD 81 SRS 60 dated 27-6-1960 (wef 7-7-1960)

2. Substituted by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-1971)

[1][(3) Conveyance are actually carried by rail or other craft, he may draw the actual cost of transporting at owners risk conveyances on the following scales namely :-

[2][TABLE

Pay Range	Vehicles Allowed
(i) Rs 38,100 or above	A Motor car or a Motor Cycle
(ii) Rs.16,800 or above but below Rs. 38,100/-	A Motor cycle/ Scooter/ Moped or a Cycle
(iii) Below Rs.16,800/-	A Cycle.]

Note 1:- In the case of a motor car, the cost of transporting a Chauffeur or cleaner, may be drawn if it is actually paid and the rules of the railway on which journey is undertaken do not allow his travelling free of charge.

Note 2:- On occasions when a Government servant is authorised to convey his Motor Car/Motor Cycle by rail at the public expense, he may do so by passenger train or goods train at his option. In the former case, the actual freight charged by the Railway may be drawn by the Government servant. In the latter case, i.e. if the car or cycle is despatched by goods train the Government servants may draw, in addition to the freight charged by the railway company the cost of packing and transporting the packed car or cycle to and from goods shed at the stations of departure and arrival, provided that the total amount so drawn shall not exceed the freight charged for transporting the car or cycle by passenger train.

Note 3:- The concession under Note (2) applies mutatis mutandis to a Government servant who carries an ordinary cycle.

Note 4:- When a Government servant transports his Motor car or Motor cycle by road under its own power between stations connected by rail, he may draw an allowance of [2][10 paise kilometre] in respect of the Motor car and [2][5 paise kilometre] in respect of the Motor cycle, the distance to be reckoned for the purpose of this concession being limited to the distance between the stations by rail. If the Government servant himself travels by the car or cycle he [3][may draw the fare and incidental expenses] admissible under clause (A) I (1). For any member of his family who travels by the car or cycle, the Government servant may draw the extra fare or half fare which would have been admissible under clause (A)I(2) if the member had travelled by rail.

[1][The transportation allowance of 10 paise a kilometre in respect of the motor car and 5 paise in respect of the motor cycle as the case may be, is admissible in addition to the Railway fare/s admissible to the Government servant and /or his family under clause

1. Amended by No.FD 3 SRA 2009 dated 23-9-2010 (wef 1-8-2008)

2. Substituted by No. FD 10 SRS 71 dated 15-7-1971 (wef 1-4-1971)

3. Substituted by No. FD 44 SRS 70 dated 17-2-1971 (wef 1-4-1971)

(A) I (1) and (2).]

Note.5 - When a Government servant who is transferred from a post in which the possession of a conveyance is advantageous from the point of view of his efficiency to another post in which it is not advantageous, is again transferred within a period not exceeding four months to a post in which the possession of the conveyance is advantageous from the point of view of his efficiency, he may draw the cost of its transport from the first to the last station provided that the conditions in sub-clause (4) are fulfilled and it is certified that the conveyance was possessed by him at

the first station.

Note.6 - If a Government servant possessed a conveyance at the station from which he is transferred he may draw the actual cost of transporting a conveyance from a place in the State other than his former station, provided that the amount so drawn shall not exceed the amount admissible had it been from the old to the new station direct, and provided further that the conveyance is actually transported to the new station within a reasonable time before or after the officer is transferred. 2[In the case of a Government servant who has not possessed a conveyance in the station from which he is transferred, but purchases one and takes to the new station from some other place within six months from the date of his transfer, the above expenses may be allowed with the sanction of Government.]

1. Inserted by No. FD 292 SRS 58 dated 29-4-1959 (wef 7-5-1959)

2. Substituted by No. FD 19 SRS 67 dated 8-4-1968 (wef 25-4-1968)

1[Note 7:- When a Government servant authorised to convey his cycle at public expense, transports it by road between stations connected by rail (the distance between the two stations by rail being in excess of 80 miles) he may in addition to the maximum quantity of personal effects admissible under the rules, be allowed the actual cost of transportation of the cycle limited to the Freight charges by Passenger train. In cases where the places are not connected by rail, cycles may be transported by treating them as personal effects.]

2[I-A. FOR JOURNEY BY AIR

(i) A Government servant authorised to travel by air under Rule 487, and travelling by air on transfer between places connected by rail and/or steamer, is entitled to draw:-

(a) the air fares actually paid for himself and the members of his family;

(b) the incidental fares/expenses which would have been admissible to him had he performed the journey by rail and/or steamer.

(ii) A Government servant authorised to travel by air under Rule 487 and travelling by air on transfer between places connected by road only, is entitled to draw:

(a) the air fares actually paid for himself and the members of his family;

(b) A lumpsum allowance for incidental expenses equal to half month's pay subject to a maximum of Rs.150/-.

II. FOR A JOURNEY BY ROAD

3[(i) A Government servant authorised to travel by air under Rule 451, and travelling by air on transfer between places connected by rail and/or steamer is entitled to draw the air fares actually paid for himself and the

(ii) A Government servant authorised to travel by air under Rule 451 and travelling by air on transfer between places connected by road only, is entitled to draw the air fares actually paid for himself and the members of the family.]

1. Inserted by No. FD 14 SRS 63 dated 12-3-1963 (wef 21-3-1963)

2.Inserted by No.FD 46 SRS 70 dated 26-6-1970 (wef 16-7-1970)

3. Substituted by No.FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

Note 1:- Mileage should be allowed for the distance between the Government servant's actual residence and the nearest railway station (vide Rule 463).

Note 2:- When Journeys are performed in a Motor vehicle plying regularly for conveyance of passengers he may draw [4][single fare] for himself and in addition one fare for every adult member of his family and one half fare for each child for whom such fare is payable if they accompany him.

[1][Note 3 :- A Government servant may be allowed to draw mileage by road as prescribed above at the rates laid down in Rule 451 and Rule 481 provided the claim is accompanied by a certificate in the form prescribed below:-

"I certify that the road journeys for which mileage has been claimed as laid down in Rules 451 and 481 were not performed by taking single seats in any public conveyance which plies regularly for hire between fixed points and charges at fixed rates, and also that the journeys were not performed in any other vehicle without payment of its hire charges or incurring its running expenses".]

[2][Note.4:- A Government servant need not necessarily travel by public buses between places unconnected by railway.]

[4][Note.5:- A Government servant drawing a pay of Rs.24,000/- or above may, on transfer in public interest, under take journey by own car or by taxi and may claim Mileage Allowance at the rates prescribed under sub-rule(4) of rule 451 irrespective of the number of members of his family.]

[3][(iii) A Government servant on transfer shall be entitled to draw Road Mileage for transportation of his personal effects of the maximum permissible quantity, at the following rates between places not connected by railway]:-

[4][TABLE

Category	Revised Rates (Per Km.)
IA, IB and II	Rs. 15.00
III and IV	Rs. 10.00]

1. Substituted by No. FD 129 SRS 59 dated 1-6-1959 (wef 11-6-1959)

2. Inserted by No. FD 312 SRS 58 dated 21/24-2-1959 (wef 5-3-1959)

3. Substituted by No. FD 8 SRA 99 dated 02-06-2000

4. Substituted by No. FD 05 SRA 2012 dated 29-1-2014 (wef 1-4-2012)

(iv) Where door to door facility is not available for transportation of his personal effects, a Government servant on transfer, shall be entitled to, road mileage, at the following rates,from the place of residence to the railway station or place of delivery of goods and vice versa-

Category of the Government Servant	Rate per Kilometre .
I to IV	Rs.30/-in Municpal Corporation areas and Rs.15 in other areas.

(v) If a Government servant on transfer, transports his personal effects by any route other than road, the amount reimbursable to him by Government shall be equal to the minimum of what is indicated in sub-clause (iii) and (iv)].

(B) The following explanations are given of terms employed in clause (A) of this Rule,-

(i) The term 'Personal effect' is not subject to definition, but the Controlling Officer must satisfy himself that a claim to reimbursement on account of transportation is reasonable;

(ii) The term 'Motor Cycle' includes a side car;

(iii) A member of a Government servant's family who follows him within six months from the date of his transfer or precedes him by not more than one month may be treated as accompanying him. These two limits may be extended by Government in individual cases attendant with special circumstances. If such member travels to the new station from a place other than the Government servant's old station, the Government servant may draw the actual fare for the journey made by such member by rail plus the road mileage. If any, at the rate and subject to the conditions prescribed in clause(A) II (ii), for the actual distance of the road journey performed by such member; provided that their sum shall not exceed the total mileage allowance that would have been admissible had such member proceeded from the old to the new station. For the purposes of this Rule, the grade of a Government servant should be determined with reference to the facts on the date of his transfer while the number of fares admissible should be determined with reference to the facts on the date of the journey in respect of which the Travelling Allowance is claimed.

1[Provided further that in the case of transfer of a Government servant from station A to Station B and again to Station C, the interval between the first and subsequent transfer being within six months, he may draw the actual fare for the journey from station A to station C made by any member of the family subject to the conditions that the total amount claimed from station A to station B from station B to station C and from station A to station C shall not exceed the amount admissible from station A to station B plus that admissible from station B to station C.]

(iv) Tents supplied by Government are transported at the expenses of Government. Tents purchased and maintained by a Government servant himself may be transported at the expense of Government provided they do not exceed the scale prescribed below;

if they exceed this scale, the excess may be treated as a part of personal effects:-

[2]**Pay Range**	**Maximum weight of tents to be Carried free of charge (in kilograms)**
(i) [3][Rs.38,100/-] or above.	1500
(ii)[3][Rs.16,800/-] or above.	1000
(iii)Below [3][Rs.16,800/-]	500

1. Inserted by No. FD 20 SRS 62 dated 14-8-1962 (wef 23-8-62)

2. Substituted by No. FD 4 SRA 99 dated 2-6-2000 (wef 1-1-1999)

3. Substituted by No. FD 05 SRA 2012 dated 29-1-2014 (wef 1-4-2012)

(v) A Government servant who claims higher Travelling Allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the numbers and relationship of such members.

(vi) A Government servant claiming the cost of transporting personal effects must support his claim by a certificate that the actual expense incurred was not less than the sum claimed. He should state in the certificate the weight of personal effects actually paid for their transport separately by rail, or road.

[1][xxx]

[2][(vii) A Government servant shall be entitled to draw Travelling Allowance on transfer in accordance with his eligibility calculated on permissible basis, without production of vouchers and certificates.]

[3][Provided that where the Government Servants are allowed at their option, to engage a whole Railway Wagon, or to avail themselves of the facility of the container service of the Railways, the Government servant concerned shall satisfy by documentary evidence to the effect that he has either actually engaged the Railway wagon or actually utilized the facility of container service.]

Note 1 - Charges of the transport of personal effects of a Government servant on transfer may be admitted in audit if they do not for good and sufficient reasons accompany him but are carried within a [4][period of six months] before or after the date of his journey on transfer.

Note 2 - The principle of Rule 462 (d) should be applied in cases of transport of Motor Car by a Government servant on transfer even if the Government servant and his car take different routes.

1. Deleted by No. FD 83 SRS 75 dated 3-8-1976 (wef 20-7-78).

2. Substituted by No.FD 8 SRA 99 dated 2-6-2000.

3. Inserted by No. FD 11 SRA 2002 dated 13-3-2003 (wef 21-3-2003).

4.Substituted by No.FD 206 SRS 68 dated 28-2.1969.

Note 3:- When the family of a Government servant on transfer proceedes or follows him and proceeds to a station other than the Government servant's new Headquarters, the period of one month or six months as laid down in this Rule should be reckoned from the date of the Government servant's handing over charge at his old station. If however, the family proceedes to his new Headquarters, the above limits should be calculated with reference to the date of his taking over charge at the new station.

Note 4:- The authority competent to allow Government servants the concession laid down in Rule 532 (3) (A) 1 (4) (2) will be the Heads of Departments. The Government do not consider it necessary to prepare lists of appointments, the holders of which may be admitted to the concession. Any case, in which it is found that the privilege has been abused, should be brought to the notice of the Government.

1[In the case of Heads of Departments and other Government servants specified in Appendix-V, the certificate that the possession of conveyance at the new station is advantageous to them from the point of view of efficiency may be recorded by them on their own Travelling Allowance bills and the same may be accepted in Audit.]

Note 5.- A reference to family has been omitted deliberately from this rule in view of the provision relating to actual payments in the rule. The intention is that if the family travels in a lower class of accommodation the words 'actually paid' in the rule should be taken to cover only fares of the class of accommodation actually used.

Note 6:- Claims preferred under this Rule for the carriage of personal effects should be admitted in all cases at the lowest available rates for 'smalls'.

'Smalls' are defined as goods which of themselves do not constitute a working load for the unit of railway transport, the wagon. The minimum load constituting a wagon load is specified

1. Inserted by No. FD 93 SRS 67 dated 22-1-1968 (wef 8-2-1968)

by each of the Railways who quote refused rates for wagon loads, in their tariffs.

Note 7:- In cases where a Government servant is transferred from Station 'A' to 'B' and again transferred within a reasonable short time to Station 'C', he may be allowed under clause 3 (A) I (3) of this rule to recover the cost of carriage of personal effects from Station 'A' to Station 'C', subject to the conditions.-

(1) that the total weight carried from Station 'B' to Station'C' and from Station 'A' to Station 'C' does not exceed the maximum limits prescribed in the rule and (2) that the total cost of transporting the effects from station 'A' to Station 'B' from Station 'B' to Station 'C' and from station 'A' to Station 'C' does not exceed the amount

admissible from Station 'A' to Station 'B' plus that admissible from Station 'B' to Station 'C'.

Note 8:- When a Government servant transports more than the maximum maundage admissible under clause 3 (A) I (3) by a cheaper route, he can draw actual charge not exceeding the amount admissible for the maximum maundage by the normal recognised route.

Note 9:- There is no objection to a Motor car being deemed a part of personal effects (vide clause 3 (A) I (3) of the rule) in cases where an officer is not entitled to its free transport in addition to personal effects.

Note 10:- The limit upto which the actual cost of transporting his personal effects by goods or passenger train or by both from and to the various qualifying stations may be drawn by a Government servant under clause 3(A) I (3) of this rule is the maximum amount admissible under the main rule read with Note 1 thereto.

1[Note 11 :-Notwithstanding anything contained in this Rule, in respect of journeys on transfer or deputation outside Karnataka State in public interest, the Travelling Allowance claims of Government servant with regard to transportation of personal effects shall be allowed on the following scale.

1. Inserted by No. FD 11 SRA 2002 dated 13-3-2003 (wef 21-3-2003)

1. Transportation of Personal Effects by Rail

Category	Personal Effects that can be carried
I	(a) Full four wheeler wagon or 6000kg by goods train or one Double Container. (b) Full four wheeler wagon or 6000 kg by goods train or one Single Container.
II	3000 kg. by goods train.
III	1500 kg. by goods train.
IV	1000 kg. by goods train.

2. Transportation of Personal Effects by Road:- The rates of allowances for carriage of personal effects between places connected by road only will be as indicated below :-

Category	A-1/A/B-1 Class Cities Rs. Per Km.	Other Cities Rs. Per Km.
I	30.00	18.00
II	15.00	09.00
III	07.60	04.60
IV	06.00	04.00

In case of carriage of personal effects by road between places connected by rail, a Government servant can draw the actual expenditure on transportation of personal effects by road or the amount admissible on transportation of the maximum admissible quantity by rail and an additional amount of not more than twenty five percent thereof whichever is less:

Provided that where the Government servants are allowed, at their option, to engage a whole Railway Wagon, or to avail themselves of the facility of the container service, provided by Railways or otherwise the Government servant concerned shall satisfy by documentary evidence to the effect that he either actually engaged the Railway wagon or actually utilized the facility of container service.

3.Transportation of Conveyance:- The Scale for transportation of conveyance at Government expense will be as follows:-

Pay Range	Scale
2[Rs.38,100/- and above]	One Motor Car or Motor Cycle/ Scooter.
2[Less than Rs.38,000/-]	One Motor Cycle / Scooter/ Moped/ or One Bicycle.]

1[532-A. **A Government servant transferred from one post to another who under the orders of competent authority is permitted to hand over chargeof his old post or to take over charge of the new post at a place other than the Headquarters is entitled to-**

(i)Travelling Allowance as on tour from the place of handing over charge to the place of taking over;

(ii)The difference between Travelling Allowance admissible for a journey on transfer and Travelling Allowance admissible for a journey on tour from his old to his new headquarters;

(iii)All the further concession admissible under rule 532(3)(A) I and II in respect of a transfer from the old to the new Headquarters, excluding those in clause I (i) and clause II (i) thereof.

For the journeys from his old Headquarters to the place of handing over charge or from the place of taking charge to his new Headquarters without returning to his old, is entitled for journeys on tour.

1. Inserted by No. FD 116 SRS 59 dated 9- 11-1959.

2. Substituted by No. FD 05 SRA 2012 dated 29-1-2014 (wef 1-4-2012)

532-B. **A Government servant whose Headquarters are changed while he is on tour [1][or training] and who proceeds to his new Headquarters without returning to his old, is entitled to-**

(i) Travelling Allowance as on tour for his journey up to new Headquarters.

(ii) The difference between Travelling Allowance admissible for a journey on transfer and Travelling Allowance admissible for a journey on tour from his old to his new Headquarters.

(iii) All the further concessions admissible under Rule532(3)(A) I and II in respect of a transfer from the old to the new Headquarters, excluding those in clause I (i) and clause II (i) thereof.]

[2]**[532-C.** **In cases where both husband and wife are in the employment of Government and are transferred at the same time or within six months of his/her transfer from one and the same old station to one and the same new station, transfer Travelling Allowance will not be admissible to both of them as independent Government servants. Either of them may claim Transfer Travelling Allowance, the other being treated as member of his/her family not in the employment of Government.]**

[3]**[Note:- Each claim for Transfer Travelling Allowance under the above Rule should be supported by the following certificate:**

"Certified that my wife/husband who is employed under Government and who has been transferred from.....to.....within six months of my transfer has not already claimed any Transfer Travelling Allowance in consequence of her/his transfer."]

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1. Amended by No. FD 39 SRS 60 dated 8-7-1960 (wef .14-7-1960)

2. Inserted by No. FD 256 SRS 59 dated 22- 12-1959. (wef. 7.1.1960)

3. Inserted by No. FD 77 SRS 60 dated 24-5-1960 (wef 2-6-1960)

533. **If the family of a Government servant, in consequence of his transfer, travels to a station other than the new Headquarters, Travelling Allowance for the journey of the family may be drawn subject to the condition that it does not exceed the travelling allowance that would have been admissible if the family had proceeded to the new Headquarters station.**

534. **A Government servant appointed to a new post while in transit from one post to another is entitled to draw Travelling Allowance under this section for so much of the journey on transfer as he has accomplished when he receives the fresh orders and for the journey from the place at which he receives such orders to his new station.**

535. **A Government servant who goes on leave, not exceeding [1][six months] after he has old post and before he was**

taken charge of his new post is entitled, whether the order of transfer is received before or after the commencement of his leave to Travelling Allowance under this section, as for a journey from his old to his new post.

Note:- The provisions of Note 3 to Clause 3(A)1(3) and of Note 6 of Clauses 3 (A) 1 (4) of rule 532 apply here also.

536. **A Government servant who takes leaves exceeding [1][six months] while in transit from one post to another may draw Travelling Allowance under this rule for so much of the journey to join the new post as he has accomplished before the order granting his leave is received, in addition to any allowance admissible under rule 537.**

[2][537. **When on return from leave exceeding [1][six months], a Government servant is posted to a headquarters, other than that at which he was stationed when he went on leave, the Controlling Officer may permit him to recover the Travelling Allowance under Rule 532 (3) (A) I (3) and (4) and II (ii) (i.e., actual cost of carriage of personal effects and of transporting conveyance by rail and road) as for a journey from his old to his new station. The Travelling Allowance for the journeys of the Government servant and the members of his family is not admissible.]**

1. Substituted by No. FD 13 SRS 63 dated 5-3-1963 (wef 21-3-1963)

2. Inserted by No. FD 6 SRS 59 dated 18-2-1959 (wef 26-2-1959)

[1][Exception:- Government servants deputed abroad on Study Leave Concessions contemplated in Appendix II shall on return from study leave, be entitled to Ttransfer Travelling Allowance under the normal rules when they are posted to Headquarters other than those at which they were stationed at the time of proceeding abroad.]

538. **When a Government servant under the administrative control of the Government of Karnataka is transferred to the control of another Government, which has made rules prescribing the amounts and conditions of Travelling Allowance, his Travelling Allowance for the journey to join his post under that Government and for the return journey will be governed by the rules of that Government regulating Travelling Allowance on transfer.**

Note:- The Controlling Officer for the purposes of Travelling Allowance for the journey of a Government servant to join his post under a borrowing Government as well as for the return journey will be the Controlling Officer in regard to his post under that Government.

539. **The Travelling Allowance of a Government servant both when proceeding on transfer to foreign service and when reverting to duty under Government shall be borne by the foreign employer.**

Note:- The rule above applies even in cases in which a Government servant in foreign service takes leave immediately before returning to duty under Government.

1. Amended by No. FD 29 SRS 65 dated 19-8-1965.

[1][539-A **(1). The rates of transfer grant admissible to a**

Government servant on transfer in public interest involving changes in headquarters, from one station to another station shall be as specified below, namely:-]

[3][Category	Transfer within the District.	Transfer Outside the District.
IA, IB and II	Rs.3,750	Rs. 6,000
III and IV	Rs. 1,500	Rs. 3,000]

[2][Note:-Notwithstanding anything contained in this rule, Government servants transferred or deputed in public interest outside the State of Karnataka shall be allowed to draw a Composite Transfer Grant which shall be equal to one month's Basic pay.]

(2) No transfer grant shall be granted when the transfer is on the request of the Government servant.

(3) The transfer grant is part and parcel of the transfer TA claims of the Government servant. The transfer grant can be drawn on the TA bill as advance TA. The entries with regard to the TA advance and transfer grant drawn in the old office may be made not in the Service Register, but in the Last Pay Certificate issued on the basis of which the new office can verify the claims in the final TA Bill produced in the new office.

(4) The main purpose of allowing transfer grant is to equip the Government servant for bearing the expenses which arise immediately before the commencement of the journey and hence it has to be paid in the old station itself.

(5) No transfer grant is available to a Government servant who is transferred in public interest from one office to another office in the same station.

1. Substituted by No. FD 3 SRA 2009 dated 23-9-2010(wef 1-8-2008)

2. Inserted by No. FD 11 SRA 2002 dated 13-3-2003(wef 21-3-2003)

3. Substituted by No. FD 05 SRA 2012 dated 29-1-2014 (wef 1-4-2012)

CONVEYANCE AT GOVERNMENT EXPENSE OF FAMILIES AND PERSONAL EFFECTS OF GOVERNMENT SERVANTS WHO DIE WHILE IN SERVICE

540. **(1) The following concessions will be admissible to members of the families of Government servants who die while in service provided the journey is completed within six months after the death of the Government servant.**

[1][(2) Travel expenses will be admissible by the shortest route from the last headquarters of the Government servant to the place where his family decides to draw Family Pension through Treasury/Bank.]

(3) The amount of travel expenses payable to the members of the family will be-

(a) For Journey by rail: -

(i) Actual fare (without the incidentals) of the class of accommodation to which the deceased Government servant was himself entitled, for each member of family;

(ii) Actual cost of transportation of personal effects on the scale as admissible under Rule 532.

(b) For Journey by road:-

2[(i) Single mileage at the rate applicable for a journey on tour under rule 451, irrespective of the number of members of the family;]

(ii) Actual cost of transportation of personal effects on the scale as admissible under Rule 532.

2[Note:- The amount of travelling allowance admissible under this sub-rule shall be paid in the order of precedence given below:

(i) The surviving widow or the eldest among them if there be more than one surviving widow (not being a minor) if the deceased Government Servant was a male officer, or the husband, if the deceased was a female officer.

1. Substituted by No.FD 55 SRS 88 dated 29-3-1989 (wef 25- 5-89).

2. Inserted by No. FD 23 SRS 63 dated 30-3-1963 (wef 11-4-63).

(ii) The eldest surviving (dependent) child of the deceased Government Servant provided that he/she has attained the age of majority:

(iii) Any person who, in the opinion of the Head of Office, is fit to receive payment on behalf of the minor(s) subject to the execution by such person of a bond, duly signed by two sureties, agreeing to indemnify Government against any subsequent claim, provided that such a bond may be dispensed with when payment is made to a legal guardian.

The amount may be drawn on Travelling allowance Bill (Non-Gazetted establishment) in Form K.F.C. 29 by the Head of the Office under whom the deceased Government servant last served.

The certificates usually obtained from Government Servants in support of transfer T.A. claims regarding class or accommodation used, use of express/mail trains, dependency and relationship of the family members, actual expenses on the transfer of personal effects etc., may be obtained from the claimant in support of the claim.

1[(4) xxx]

(5) The provisions of this Rule shall not apply to-

(a) Government servants engaged on a contract and those who are not in the whole time employment of Government;

(b) Government servants paid out of contingencies;

(c) Government servants who die while on leave preparatory to retirement;

(d) Retired Government servants who have been re-employed;

(e) Temporary Government Servants who have not rendered thr ice.

1. Substituted by No.FD 55 SRS 88 dated 29-3-1989(wef 25-5-89).

PART-VIII
CHAPTER –XXXI
OTHER JOURNEYS
SECTION I - JOINING FIRST APPOINTMENT

Allowance when Admissible

541. **Travelling Allowance is not ordinarily granted to any person for the journey to join a first appointment in the Government service; but when a person is entitled to Travelling Allowance for joining a first appointment, he is treated as if he had already joined such appointment.**

542. **In the following cases, travelling allowances are admissible:-**

Any person appointed to the Public Works Department, Medical or any other department in any capacity requiring technical skill or knowledge, for which he has been specially trained may be allowed, with the sanction of Government, Travelling Allowance for joining his first appointment in such department.

Note:- Under this clause, Travelling Allowance may be granted with the sanction of Government to a student at a Normal School or Technical Institution for the journey to and from such School or Institution at the rate allowed for Non-Gazetted Government servants.

543. **The grant of Travelling Allowances, under the two preceding rules, for joining first appointments and the rates at which such allowances are to be passed are purely matters within the discretion of Government and ordinarily a single fare for Railway journey and mileage at half the usual rates are alone admissible.**

Journey by Sea

544. **Government may grant a free passage, for so much of the journey to join an appointment as is performed by sea, to any persons appointed to an office which he cannot join except by sea.**

Pensioner Re-employed

545. **A pensioner or a Government servant thrown out of employment by reduction of establishment or abolition of appointment, may be allowed, with the sanction of Government,Travelling Allowance for the journey to take up a new appointment.**

SECTION II - JOURNEYS TO ATTEND

EXAMINATIONS

Departmental Examinations

[1][546. **(1) A Government servant who is required to pass the Kannada Language Examination or any service examination prescribed under the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974 for earning increments/ confirmation in the post held by him or for getting promotion to a higher post, shall be eligible for Travelling Allowance for the first two attempts for each such examination for the journey from his Headquarters to the nearest Examination Centre and back, irrespective whether the Government servant appears for the whole examination or a particular part or parts comprised therein:**

Provided that in the case of a Government servant who is required to pass the Subordinate Accounts Service Examination or Treasury Head Account's Examination, the Travelling Allowance for the journey from his headquarters to the nearest examination centre and back shall be admissible for the first three attempts.

(2) No incidental charges or Daily Allowance shall be admissible to a Government servant for the journey period or halts during the above examinations.]

547. **If a candidate appears to have culpably neglected the duty of preparing himself for an obligatory Departmental Examination during the period available for the purpose, the Head of the department may disallow the Travelling Allowance to which he would otherwise have been entitled under the preceding rule.**

1. Substituted by No. FD 89 SRS 83 dated 7-2-1984 (w e f 8-3-1984)

SECTION III -

JOURNEYS OCCASIONED BY LEAVE OR RETIREMENT

Generally Inadmissible

548. **Save as provided in this Section, a Government servant is not entitled to Travelling Allowance for a journey-**

(i) on proceeding on leave;

(ii) on re-joining from leave;

(iii) during leave of any kind;

(iv) on [1][xxx] dismissal from the public service.

Note 1: - A Government servant who takes any kind of leave under proper authority in the course of a tour is not thereby debarred from drawing the Travelling Allowance admissible to him for the return journey to Headquarters from the place where he availed himself of the leave. The orders of Government regarding the above Travelling Allowance will be passed at the time when sanction to transfer of charge is accorded.

2[Note 2:- The Travelling allowance of a Government servant who during the period of his refused leave running concurrently with re-employment under Government is required to travel on Government duty, should be regulated by the pay and grade of the post which he held immediately before proceeding on refused leave even though his pay in the re-employed post together with leave salary in respect of refused leave may be less than the pay of the post held by him prior to the commencement of the refused leave.]

Exception:- A Government servant on leave for a period not exceeding four months is entitled to Travelling Allowance for a journey undertaken for the purpose of passing an obligatory Departmental Examination provided he is otherwise eligible, calculated either from the place where he was last on duty or from the place where he is residing, whichever would give him less Travelling Allowance. If the place where the Government servant was last on duty is also one of the centres where the examination is held no Travelling Allowance will be admissible under this Rule.

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1. Deleted by No.FD 65 SRS 70, dated 6.10.1977 (wef.17.11.1977)

2. Inserted by No. FD 309 SRS 58 dated 16/17-2-1959 (wef 26-2-59)

1[548-A. (1) The Government servant and members of his family shall on his retirement be entitled to the Travelling Allowance in respect of journey by the shortest route from the last station of his duty 2[to the place where Government servant on retirement decides to draw pension through Treasury or Bank) and of the transportation of his personal effects between the same places at the following rates,-

(a) For journeys by rail and/or Steamer:-

(i) Actual fare, including the tax on fares, of the class of accommodation to which the Government servant was entitled on the date when he was last on duty, in respect of himself and members of his family as defined in sub rule (16) of Rule 8 for purposes of Transfer Travelling Allowance. No allowance for incidental expenses are admissible.

(ii) Actual cost of transportation of personal effects on the scale admissible under rule 532(3)(A)I(3).

(b) For Journeys by road:-

1[(i) Single mileage at the rate admissible for a journey on tour under Rule 541, irrespective of the number of members of the family.]

(ii) Actual cost of transportation of personal effects on the scale admissible under rule 532(3)(A)I(3).

(c) For journeys partly by one mode of travel and partly by another:-

As admissible under clauses (a) and (b) in so far as they are respectively admissible

Note-1:- The actual cost of transporting a Motor Car or other conveyance maintained by the Government servant before his retirement is not reimbursable under these Rules. But the motor car or the conveyance may be treated as part of the personal effects for the purpose of application of the scale referred to in clauses (a) to (c).

1.Amended by No. FD 65 SRS 70 dated 6-10-1977 (wef 17-11-77).

2.Substituted by No.FD 55 SRS 88, dated 29-3-1989 (wef 25-5-1989).

Note 2:- No Mileage Allowance will be admissible for journey between residence and the railway station or bus terminals, as the case may be, at either end.

(d) For journeys performed in the officer's own Car or in a private Car between stations connected by Rail / Steamers:- As admissible under clause (b), limited to Railway/ Steamer are admissible under clause (a).

[1][xxx]

[1](2) xxx]

(3) The Travelling allowance under this rule is admissible to:-

(i) All Government servants who retire on superannuation pension, retiring pension, Invalid Pension,or Compensation Pension and it is not admissible to those who resign or who are dismissed or removed from service.

(ii) The Government servants who are retrenched from service without being offered an alternate employment provided they have put in a qualifying service of not less than ten years.

(iii) the Government servant who is re-employed in the State Government service while on leave preparatory to retirement or within six months of the date of retirement.

(4) In the case of Government servant who availed of a Leave Travel Concession during a period of one year before the date of availing Travelling Allowance under this rule, the amount of Travelling Allowance as admissible under sub-rule (1) shall be reduced by the amount reimbursed to him on account of Leave Travel Concession. The amount to be so deducted shall be the amount paid to him in respect of only the forward journey or journeys to the home town performed by himself and/or the members of his family during the period mentioned above. The controlling officer at his discretion may however "waive" such deduction in respect of Leave Travel

1. Deleted by No. FD 55 SRS 88 dated 29-3-1989 (wef 25-5-1989)

Concession availed of by the Government servant himself during the period of one year mentioned above. If owing to the exigencies of public service, he was not able to avail of the concession on the last occasion preceding the same period. No deduction in this behalf shall be made in cases of invalidation from service.

(5)(i) The Travelling Allowance admissible under this rule shall be claimed by the Government servant who is eligible for the same, at any time during his leave preparatory to retirement 2[xxx] or within six months of the date of his retirement, as the case may be.

(ii) A member of the Government servant's family who does not actually travel with him, but who precedes him by not more than one month or follows him within six months, from the date the Government servant commenced his journey, shall be treated as accompanying him for the purpose of this rule. These time limits may on merits be extended by the Administrative Department of the Secretariat upto one year in individual cases having regard to special circumstances of each case. No member of the family of the Government servant will be entitled to Travelling Allowance unless the Head of the family, (the Government servant) moves to 1[the place where he decided to draw pension through Treasury/Bank.]

(iii) The time limits and extension of the same as admissible under clause (ii) of this sub-rule may also be allowed in respect of transportation of personal effects.

(6) The claims for Travelling Allowance admissible under this Rule shall be preferred on Travelling Allowance bill forms like Leave Travel Concession claims and Countersigned by the Controlling Officer who was countersigning Travelling Allowance Bill of the concerned Government servant before his retirement. The claims of officers who were their own Controlling Officers before retirement may be countersigned

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1. Substituted by No. FD 55 SRS 88 dated 29-3-1989(wef 25-5-1989)

2. Omitted by No. FD 05 SRA 2012 dated 29-1-2014.(wef 30-1-2014)

by the next superior Administrative Authority. The certificates required to be furnished in respect of Leave Travel Concession claims may be furnished in respect of claims for Travelling Allowance under this rule with suitable adjustments. The Government servants claiming Travelling Allowance under this rule should also produce vouchers or ticket nu ourneys

actually performed and transportation or personal effects.

(7) The Provisions of this Rule are not applicable to the persons who:-

(i) are not in whole time employ of the State Government or engaged on contract;

(ii) are born on work charged establishment;

(iii) are paid from contingencies;

(iv) are eligible for an other form of travel concession on retirement, and

(v) are compulsorily retired as a measure of punishment or removed or dismissed from service or have quit the service by resignation.]

1**[xxx]**

2**[549.** **(1) Government servants serving in connection with the affairs of the Government of Karnataka and their families shall be eligible for Home Travel Concession once in a period of two calendar years commencing from 2002 for visiting their homes. The families need not necessarily accompany the Government servants but may precede or follow them during the same block period of two years . For purposes of deciding the number of occasions the qualifying journeys made by a Government servant and his family will be viewed as one. Where the spouse is also a Government servant, the concession shall be admissible to the family on the scale admissible to the husband or the wife and not both.**

(2) The concession is admissible to the members of the family of a Government Servant with reference to the facts existing at the time of forward and return journeys

1. Omitted by No.FD 11 SRA 2000,dated 24.12.2002 (wef.31.12.2002)

2.Substituted by No.FD 11 SRA 2000,dated 24.12.2002(wef.31.12.2002)

independently. The following types of cases are by way of illustration:-

(a) Entitled to reimbursement in respect of the onward journey only:-

(i) A dependent son/daughter getting employment after going to Home Town or remaining there for prosecution of studies.

(ii) The family having performed the journey to Home Town have no intention of completing the return journey from Home Town provided the Government servant foregoes in writing the concession in respect of the return journey if performed by the family members at a subsequent date.

(b) Entitled to reimbursement in respect of return journey only:-

(i) A newly married wife coming from Home Town to Headquarters station or a wife who has been living at 'home town'

and did not avail herself of the Home Travel Concession in respect of the onward journey.

(ii) A dependent son/daughter returning with parents or coming alone from 'home town' where he/she has been prosecuted studies or living with grand parents etc.

(iii) A child who was previously below five/twelve years of age but has completed five/ twelve years of age only at the time of return journey.

(iv) A child legally adopted by a Government servant while staying in the 'Home Town'.

(3) Government shall meet the cost of actual fares as specified in sub-rule(14) for each of the onward and return journeys from the Headquarters of a Government servant to his Home Town by the shortest route. In every case the journey should be to the 'Home' and back, but it need not necessarily commence from or end at the Headquarters of the Government servant either in his own case or in the case of the family. But the assistance admissible will be the amount admissible for the actual distance travelled limited to the

amount that would have been admissible has the journey been performed between the Headquarters and the 'Home' of the Government servant.

(4) The term home referred to in this rule shall be permanent Home Town or village as entered in the Service Book or other appropriate official record of the Government servant concerned, or such other place as has been declared by him, duly supported by reasons (such as, ownership of immovable property, permanent residence of near relatives, for example parents,brothers,etc.) as the place where he would normally reside but for his absence from such a station for service in Government. In every cases the declaration should be made to the authority who has been declared to be the Controlling Officer in respect of the Government servant, for purposes of Travelling Allowance claims. It should reach that authority on a date prior to the availing of the Concession under this rule. In the case of a Government servant on foreign service the period of six months shall be reckoned from the date of his reversion to Government service unless the concession is extended to him during his foreign service, in which case a declaration shall be made within six months of the date on which it is decided to extend the concession to him.

(5) The declaration will be subject in each case to the acceptance of the Controlling Officer who shall satisfy himself about the correctness thereof after calling for such evidence as he may consider necessary.

(6) In the case of Non-Gazetted Government Servant, the declaration will be kept on the Service Book, or other appropriate service record of the Government servant. In the case of Gazetted

Officers, the Controlling Officer shall forward the declaration after due verification to the Accounts Officer concerned who shall keep them with the Officer's History of Service.

(7) A declaration of 'Home' once made shall oridinarily be treated as final, but in exceptional circumstance the Head of the Department or if the Government servant himself is the Head of the Department, the Administrative Department of Government may authorize a change in such declaration, provided that such change shall not be made more than once during the service of Government servant.

(8) In the absence of a specific declaration of any place as 'Home' under this sub-rule, the Home Town or Village as entered in the Service Book or any other appropriate official record of the Government servant concerned may be treated as 'Home Town' for purpose of this rule.

(9) The term 'family' means a Government Servant's wife/husband residing with him / her and legitimate children not exceeding two who are residing with and wholly dependent on him/ her. Only one wife is included in the term family for the purpose of these rules. Where both the spouses are Government servants, the concession shall be admissible to the family on the scale admissible to the husband or the wife and not both. Where the wife/husband is a Servant of the Central Government or any other State Government or any Statutory Body,the concession will be admissible to the family only on the scale admissible either to the husband or the wife under the rules governing his or her services.

(10) The concession is not admissible to a Government servant who has not completed one year of continuous service on the date of Journey performed by him or his family as the case may be.

(11) The concession will be admissible in the case of journey performed by the Government servant during leave including medical leave, earned leave,half pay leave or extraordinary leave, commuted leave, and vacation and also in the case of journeys performed during Casual Leave and General Holidays.

(12) The concession will be admissible to the members of the family of the Government Servant even if he does not proceed on leave.

(13) In the event of the return journey falling in the succeeding block period the concession should be counted against the block period in which the onward journey commenced.

(14) (i) A Government servant and / or his family may undertake journeys to and from the Home Town either by railway or by bus. The liability of Government for bearing the expenses incurred on the journeys shall be determined with reference to the shortest route or the cheapest route and restricted to:-

(a) Single fare of the class of accommodation to which the Government servant 1 for himself and each

member of his family or the class of railway accommodation in which the journey has been actually performed, whichever is less, and if a Government servant who is entitled to travel by Air conditioned class under rule 451, travels by that class, the claim shall be restricted to the First Class fare, or

(b) Single bus fare for himself and each member of his family.

1[Note:- Bus fares admissible to Government Servants belonging to the categories specified in column (1) of the table below shall be at the rates not exceeding the rates fixed for the following categories of the Karnataka State Road Transport Corporation buses specified in column No.(2) thereof.

TABLE

Categories of Government Servants specified in rule 451	Bus fares of the following Types of Buses
(1)	(2)
Category IA	Air Conditioned/ Air Conditioned Sleeper/ Air Conditioned Carona Sleeper
Category I B	Air Conditioned / Air Conditioned Carona Sleeper / Air Cool
Category II	Air Conditioned/ Rajahamsa/ Air Cool
Category III	Rajahamsa / Semi Deluxe
Category IV	Semi Deluxe /Vegadootha.]

1.Inserted by FD 5 SRA 2009, dated 27.6.2011 (wef.1.1.2010)

(ii) A Government servant may undertake journeys to and from the home town partly by railway and partly by bus or use any other mode of conveyance during the journey. In such cases he shall be entitled to reimbursement of travel expenses as follows:-

(a) If between places connected by railway, journeys to visit his Home Town are performed by a Government servant and / or his family by Taxi or owned conveyance or private conveyance the liability of Government for bearing the expenses incurred on the journeys shall be restricted to:-

(i) Railway fare as determined with reference to the shortest route, of the class of accommodation, to which the Government servant is entitled under rule 451, for himself and the members of the family,or

(ii) Single mileage as determined with reference to the shortest route, at the rate admissible for a journey on tour under rule 451, read with rule 481 irrespective of the number of members of the family, or

(iii) the taxi fare actually paid, whichever, is less.

(b) If between places not connected by railway, journeys to visit his Home Town are performed by a Government Servant and / or his family by Taxi or owned conveyance or private conveyance the liability of Government for bearing the expenses incurred on the journeys is restricted to:-

(i) Single mileage as determined with reference to the shortest route, at the rate admissible to the Government servant for journey on tour under rule 451 read with Rule 481 irrespective of the number of members of the family, or

(ii) the taxi fare actually paid, whichever is less.

(c) If between places connected partly by railway and partly by road, journeys to visit his Home Town are performed by a Government servant and / or his family by Taxi or owned conveyance or private conveyance the liability of Government for bearing the expenses incurred on the journeys are limited to:-

(i) what is indicated at (a) above between places connected by railway, and

(ii) what is indicated at (b) above between places not connected by railway.

(15) Single air fare, if the Government servant is entitled to travel by air for journeys on duty, shall be allowed provided the claims for performance of journey by air are found to be less than those for performance of journey by air-conditioned class of accommodation in railways, admissible as per Rules and available particularly on the days on which journey by air is performed and air fare is claimed therefor.

(16) In cases where Mileage Allowance or taxi fare is claimed under sub-rule(14) vouchers for the purchase of petrol and oil or vouchers for the payment of taxi fare shall be produced in evidence of their having actually performed journey, but the claims need not be limited to petrol and oil charges only.

[1][(17) A Government servant drawing a pay of [2][Rs.38,100/-] or above may, after obtaining specific and prior approval of the competent authority to undertake journey in his own car namely, by car registered in his own name for journey to Home Town between places connected by railway under the scheme of travel concession for journey to Home Town and claim (a) first class railway fare for himself and the members of his family; or (b) single mileage at the rate prescribed under sub-rule (4) of rule 451 by the shortest direct route, irrespective of the number of members of his family, whichever is less.]

(18) In the case of the Trade Agent for the Government of Karnataka in London and his family, Government shall meet the actual air fare from London to the place of landing in India and back and actual railway fare of the class to which the Trade Agent is

ordinarily entitled from the place of landing in India to the Home Town and back.

1. Substituted by No. FD 3 SRA 2009, dated 23.9.2010(wef.1.8.2008)

2. Substituted by No. FD 05 SRA 2012 dated 29-1-2014 (wef 1-4-2012)

(19) The concessional rates if any, allowed by the Railways should be availed of by the Government servants and in such cases the reimbursement shall be the actual railway fare, they have paid for themselves and their families on presentation of claims in T.A Bill forms on the usual certificate that they actually performed such journeys and travelled by the class of accommodation not lower than that for which reimbursement of fare is claimed. The Government servants should inform the Controlling Officer before journeys for which assistance under this scheme will be claimed are undertaken. They should also produce evidence of their having actually performed the journey for example serial numbers of Railway Tickets, Air Tickets, Bus Tickets,Cash Receipt, etc.

(20) A Record of all assistance granted under these rules shall be suitably maintained. In the case of Gazetted Officers, the record will be maintained by the Accounts Officers concerned. In the case of Non-Gazetted Government servants, the record should be in the form of entries in the Service Book or other appropriate Service records and should indicate the date or dates on which the journey or journeys to the "Home Town" commenced. The authority responsible for the maintenance of the service record shall ensure that on every occasion a Government servant proceeds on leave which is entered in the record, the fact whether or not he availed of the travel assistance under these orders is indicated.

(21) These rules will not apply to persons who are:-

(i) not in the whole time employment of Government; (ii) paid out of contingencies;

(iii) borne on work charged establishments;

(iv) industrial employees;

(v) eligible for any other form of leave travel concession; (vi) local candidates;

(vii) under suspension;

(viii) borne on monthly rated establishments;

(ix) paid hourly,daily,weekly or monthly rated wages;

(x) Employed on contract;

(xi) Appointed on consoldidated pay or salary;

(xii) Employed on contract basis after retirement;

(22) A journey on Home Travel Concession may be combined with a journey on transfer or with a journey on tour, the combined claims being regulated as indicated below:-

(i) When a journey on Home Travel Concession is combined with a transfer journey i.e., a Government servant going to Home Town on regular leave proceeds therefrom on transfer to the new Headquarters, he may be allowed as his minimum entitlement for

Transfer Travelling Allowance under rule 535 or rule 537 as the case may be. He may be allowed in addition, Home Travel Concession under the rules to the extent the distance from the old Headquarters to Home Town and from home town to the new Headquarters exceeds the distance for which Transfer Travelling Allowance is admissible. In cases where the distance for which Home Travel Concession would be admissible as above is negligible, it will however, be open to the Government servant not to avail of the Home Travel Concession at all, he being permitted to avail of it on some other occasion within the block period, subject to other conditions being fulfilled. The option has to be, exercised in respect of self and the members of the family at the time of preferring claim for Transfer Travelling Allowance.

(ii) When a Government servant proceeding with proper prior permission to Home Town on regular leave from a tour station returns to Headquarters direct from Home Town, T.A. as on tour may be allowed for the journey from the Headquarters to the tour station from which Government servant proceeds to Home Town and Home Travel Concession for the journey from tour station to Home Town and back to Headquarters deeming the tour station as the starting point for the onward journey;

(iii) When a Government servant proceeding to a tour station from Home Town with proper prior permission, returns to Headquarters therefrom, Home Travel Concession as admissible under the rules may be allowed from Headquarters to Home Town and Travelling Allowance as on tour for the journey from Home Town to tour station and back to Headquarters.

550 **(1) A Government servant shall be eligible for Travel Concession for journey to any place in India in accordance with the provisions of this rule.**

(2) The concession shall be admissible to a Govern- ment servant only [1][twice] during his entire service.

(3) The concession shall be admissible to a Govern- ment servant who has completed a continuous service of not less than ten years. [1][The first block is from the 10th year of joining service to 15th year of service of a Government Servant and the second block is from the 16th year of service to the date of superannuation or the date of cessation of service.]

[1][Provided that Government Employee who has availed the facility of Leave Travel Concession once in his service as on 01.04.2012 as per the then existing rules prevailing prior to 01.04.2012, shall be entitled for the benefit of Leave Travel Concession for the second time in his remaining service and the Government Servant who has not availed this facility even once shall be entitled to avail the benefit of Leave Travel Concession twice in his remaining service]

2[(4) The concession shall be admissible to a Government servant during any leave including Casual Leave and Special Casual leave]

(5) A Government servant may utilize the concession for himself and members of his family. The term 'family' for this purpose means a Government servant's wife or husband as the case may be, legitimate children not exceeding two, who are residing with and are entirely dependent

1.Substututed/Inserted by No.FD 5 SRA 2012,dated 29-1-2014 (wef 1-4-2012)

2. Substituted by No. FD 05 SRA 2012 dated 29-1-2014 (wef 08.04.2013)

upon him. Only one wife is included in the term 'family'. Where the spouse is also a Government servant, the concession shall be admissible to the family on the scale admissible to the husband /or the wife and not both.

(6) The concession, shall be available for journey from the Headquarters of a Government servant to any place in India which is connected by rail or public transport system with vehicles running between fixed points at regular intervals and charging fixed rates.

(7) The entitlements for journey by various modes of transport while availing the concession shall be as under:-

I. Journey by Railway

Pay Range	Entitlement of Class
(a) Government servants drawing pay of 1[Rs.40,050/-p.m] and above.	I Class/AC Chair Car / AC 2 tier
(b) Government servants drawing pay of 1[Rs.16,000/-p.m] and above but less than 1[Rs.40,050/-p.m.]	I Class/ AC 3 tier
(c) Government servants drawing pay less than 1[Rs.16,000/- p.m.]	II Class Sleeper

II. Journey by Road

Pay Range	Entitlement of Class
(a) Government servants drawing pay of 1[Rs.40050/-p.m] and above.	By Super Deluxe/ Deluxe/
(b) Government servants drawing pay of 1[Rs.16,000/-p.m] and above but less than 1[Rs.40,050/-p.m.]	By Deluxe/Express bus (excluding air conditioned bus)
(c) Government servants drawing pay less than 1[Rs.16,000/-p.m.]	By Ordinary Buses only Express (excluding air conditioned bus)

1. Substituted by No. FD 05 SRA 2012 dated 29-1-2014 (wef 1-4-2012)

III. Journey by Sea]

Pay Range	Entitlement of Class

(a) Government servants drawing pay of [1][Rs.40,050/-p.m]and above.	Upper Class
(b) Government servants drawing pay of [1][Rs.16,000/-p.m]and above but less than[1][Rs.40,050/-p.m.]	II Class/ Ordinary Class
(c) Government servants drawing pay less than [1][Rs.16,000/-p.m.]	Ordinary Class

Note-1 Journey by Air or I Class AC by train shall not be entitled mode of journey for the concession to any class of Government servants.

[2][Provided that the Competent Authority may permit a Government Servant at his request to travel in higher class including by Air subject to the condition that his entitlement shall be restricted to the class of journey to which he is eligible.]

Note-2 Leave Travel Concession for journey to any place in India shall not be admissible by a Private Car (owned, borrowed or hired)or bus, van or other vehicle owned or operated on charter by private operators.

Note-3 Between places connected both by railway and road, a Government servant may under take journey either by rail or by bus, by the shortest route.

Note-4 Between places not connected by railway or road, a Government servant may undertake journey by Sea.

(8) The Government's assistance towards the cost of journey by rail/road/sea shall be restricted to the railway/bus/sea fare from the Headquarters of the Government

1.Substituted by No. FD 05 SRA 2012 dated 29-1-2014 (wef 01-04-2012)

2.Inserted by No.FD 05 SRA 2012,dated 29.1.2014(wef.27-11-2012)

Servant to the place of his visit and back by the cheapest and direct route calculated on a through ticket basis, as specified below:-

(i) Journey connected by rail.	**A single railway fare for the Government Servant and each member of family actually accompanying him and for whom such fare is paid by the entitled class of accommodation as specified in sub-rule(7) or the fare actually paid, if lower class of accommodation is used whichever is less.**

(ii) Journey between places not connected by rail.	**A single bus fare for the Government Servant and each member of family actually accompanying him and for whom such fare is paid as charged by the Public Transport System for the entitled class of accommodation, as specified in sub-rule(7) or the actual fare paid, if lower class of accommodation is used, whichever is less.**
(iii)Journey between places connected by Sea.	**A single Sea fare for the Government Servant and each member of his family actually accompanying him and for whom such fare is paid by the entitled class of accommodation, as specified in sub-rule(7) or the fare actually paid, if lower class of accommodation is used whichever is less.**

Note:- In the case of children between three years and twelve years, one-half of the fare or the fare actually charged whichever is less will be admissible.

(9) No daily allowance or any other extra allowance shall be payable as part of the concession.

(10) When a Government servant and members of his family perform journey by a longer route which is not the cheapest in two different classes of accommodation, for example partly by I Class to which he is entitled and partly by II Class, the entitled class rate is admissible for the corresponding proportion of the shortest or the cheapest route and the lower class rate for the remaining mileage. For example, if the total distance by the longer route is 1760 Kms. and that by the shortest route is 1600Kms. and if the Government Servant concerned has travelled the initial 1280 Kms, by II Class and the remaining 480 Kms, by I Class, Government's share of reimbursement of the expenditure shall be calculated as follows:-

(i) Mileage for which II Class fare is admissible: Distance actually travelled by II Class X Total Distance by the longer route / Total Distance by the shortest route=

$$\frac{1280 \times 1600}{1760} = 1{,}164 \text{ Kms.}$$

(ii) Mileage for which I Class fare is admissible: Distance actually travelled by I Class x Total Distance by the longer route/ Total Distance by the shortest route=

$$\frac{480 \times 1600}{1760.} = 436 \text{ Kms.}$$

II Class Fare for 1164 Kms.

I Class Fare for 436 Kms.

(11) The concession shall not be admissible in the following cases:-

(i) A Government servant who has not completed continuous service of ten years. For the purpose of computing the period of continuous service of ten years, the service rendered by a Government Servant from the date of his appointment to a post in pensionable establishment in accordance with the rules of recruitment shall be taken into account subject to the provisions of sub-rule (8) and (11)

1[(ii)] [xxx]

(iii) A Government Servant under suspension;

(iv) A person employed as local candidate;

(v) A person borne on work-charge establishment; (vi) A person borne on monthly rated establishment (vii) A person paid out of contingencies;

(viii) A person paid hourly, daily, weekly or monthly rate, wages;

(ix) A person not in whole-time employment;

(x) A person employed on contract;

(xi) A person appointed on consolidated pay or salary;

(xii) A person re-employed/ re-employed on contract . basis after retirement.

[2][(12)(a) A Government servant, who intends to avail of the concession for journey to any place in India under the provisions of this rule, shall submit an application in

Form-20 annexed to this rule to the Controlling Officer through proper channel atleast one month before the proposed date of journey.

(b)The Controlling Officer, after verifying the records and satisfying himself that the Government servant is eligible for the concession, subject to the availability of funds, shall issue necessary orders before the proposed date of journey.]

(c) A copy of the order sanctioning the concession shall be endorsed to the concerned Head of Department and the Accountant General (Audit).

(d) Necessary entry to the effect that the Government servant has been sanctioned the concession for journey to any place in India shall be made in his Service Book and attested by the Controlling Officer, immediately after the sanction order is issued. A register shall also be maintained by the concerned Controlling Officer showing the names of the Government servants to whom the concession has

1.Omitted by No. FD 05 SRA 2012 dated 29-1-2014 (wef 30-01-2014)

2.Substituted by No. FD 02 SRA 2013 dated 1-4-2014 (wef 02-04-2014)

been sanctioned during the financial year, the amount of advance, if any, sanctioned and the actual amount reimbursed after the final settlement of their T.A. Bills.

(13) A Government servant shall be eligible for an advance against the claim for Leave Travel Concession for journey to any place in India. The advance will be limited to 4/5th of the estimated amount which the Government would have to reimburse in respect of the cost of journey to and from the place of visit.

(14)(a) If a Government servant who has been sanctioned an adavance does not undertake journey within fifteen days from the date of drawal of the advance, the entire amount of the advance shall be refunded by him to the Government immediately.

(b) If the Government servant fails to refund the advance as required above, the Controlling Officer shall take immediate steps to recover the entire advance from salary of the Government servant and in addition, the Government servant shall render himself liable for disciplinary action.

(15) The final bill in adjustment of the advance or T.A. claims for journey. if no advance is drawn shall be submitted within one month from the date of completion of the journey alongwith the certificate in the following form-

CERTIFICATE

Certified that I and the members of my family have undertaken journey from.....to.....(decalred place of visit) by railway/bus/sea, vide the ticket numbers.....during the period from.....to.....

Date:-

Signature.....

Name.....
Designation.....]

1[551,552,553,553-A,
and 553-B [xxx]

1. Deleted by No.FD 11 SRA 2000,dated 24.12.2002 (wef 31.12.2002)

RECALL FROM LEAVE

554. **A Government servant recalled to duty before the expiry of leave in India is entitled 1[xxx] and if the leave is curtailed by one month or more, to 1[Travelling Allowance for the journey on tour] from the place at which the order of recall reaches him. If the amount of the leave curtailed is less than one month, the foregoing privilege may be given or withheld at the discretion of the authority recalling the Government servant.**

Note:- Cases of recall from leave out of India will be dealt with by Government individually on their merits.

TERMINATION OF TEMPORARY EMPLOYMENT.

555. **A person employed for a temporary purpose who has received Travellig Allowance for joining his appointment, may, on the termination of his employment be allowed Travelling Allowance to the place at which he was engaged provided the claim is preferred within three months of the termination of the temporary service and the officer under whom the person was employed is satisfied that he intends to make the journey.**

SECTION IV - TO GIVE EVIDENCE

556. **A Government Servant summoned to give evidence of facts which have come to his knowledge or of matters with which he has had to deal in his public capacity either:-**

(i) in a criminal case,

(ii) in a civil case to which Government is a party,

or

(iii) in a departmental enquiry held by a properly constituted authority, may draw Travelling Allowance under the Rule for journeys on tour: provided that he must obtain from the Court any Travelling or Subsistence Allowance to which he is entitled by the rules of the Court and must deduct the amount from the amount Travelling Allowance claimed under this Section.

1.Deleted/Substituted by No. FD 91 SRS 78 dated 8-2-1980(wef 28-2-1980)

1[Note 1 :- A Government servant summoned to give evidence while on leave or under suspension is entitled to Travelling Allowance under the Rule for the journey from and to the place from which he is summoned, as if he were on duty.]

Note 2 :- The appearance contemplated in this Rule is the appearance in Karnataka courts. When a Government servant is summoned by a Civil or Criminal Court beyond the State to give evidence of facts which have come to his knowledge or of matters with which he has h capacity the necessary

Travelling and Subsistence Allowance will be paid to him under the rules of the court and no claim for travelling allowance under these Rules can be admitted.

[2][Exception :-The Government of Karnataka have entered into reciprocal arrangements with the Central Government. Governments of Punjab, Rajasthan, Andhra Pradesh [3][Maharashtra, Madras], [4][West Bengal, Gujarat and Kerala] in regard to the payment of expenses to the Government servants summoned by Criminal Courts to give evidence in their official capacity. The effect of the arrangements will be as follows:-

(i)In criminal cases to which the State is a party, a Government Servant giving evidence regarding facts of which he has official knowledge will on production of certificate of attendance issued by the summoning court, be paid Travelling Allowance by the Government under whom he is serving;

(ii) in criminal cases to which the State is not a party a Government Servant giving evidence regarding facts of which he has official knowledge be paid Travelling Allowance by the summoning Court according to the rules under which such Government servant draws his Travelling Allowance for a journey on tour and the charges will be borne by the Central Government or any of the five reciprocating Governments mentioned above according as the Court is situated in the Union Territory or in any of the State Territory.

1. Substituted by No. FD 93 SRS 59 dated 14-9-1959 (wef 24-9-1959)

2. Inserted by No. FD 29 SRS 60 dated 7-3-1960 (wef 4-3-1960)

3. Amended by No. FD 47 SRS 64 dated 20-1-1965 (wef 11-2-1965)

4. Amended by No. FD 16 SRS 69 dated 22-2-1969 (wef 26-10-1961)

(iii) When a Government servant serving in a Commercial Department, or when any other officer is summoned to give evidence as a Technical or Expert witness, the pay of the Government Servant concerned for the period of his absence from his Headquarters and Travelling Allowance and other expenses due to him will first be borne by the Government under whom he is serving and subsequently be recovered from the Central Government or any of the five reciprocating State Government according as the Court in which the officer is summoned to give evidence is situated in the Union Territory or in the Territory of any of the aforesaid State Governments respectively.

[1][Note 3 :- A Government servant summoned to give evidence at a Court situated not more than 8 Kms. from the Headquarters may be paid Mileage Allowance at the admissible rates subject to production of a Certificate of attendance issued by the Court concerned.]

[2][556-A. Rule 556 applies also to a Government Servant in

foreign service, provided the facts as to which he is to give evidence have come to his knowledge in the discharge of his duties while in the service of Government.

Note 1:- The pay of Government servant for the period of his absence [3][on court duty and/or on departmental enquiry duty] and travelling allowance and other expenses due to him will initially be borne by the foreign employer under whom he is serving and subsequently recovered from Government.

[4][Note 2 :- The provisions of Rule 556 shall also apply to a Government servant summoned to give evidence on facts which have come to his knowledge while he was in the service of foreign employer. In such cases the pay of the Government servant for the period of his absence on Court duty and travelling allowance and other expenses due to him will initially be borne by the Government and subsequently recovered from the foreign employer under whom he was serving.]

1.Substituted by No. FD 10 SRS 71 dated 15-7-1971 (w.e.f. 1-4-1971)

2.Inserted by No., FD 67 SRS 60 dated 8-6-1960 (w.e.f. 16-6 -1960

3.Amended by No. FD136 SRS 75 dated 15-5-1976 (wef 19-8-1976)

4. Inserted by No. FD 30 SRS 79 dated 5-6-1979 (wef 14-6-1979)

[1][556-B. **A retired Government Servant summoned to give evidence of facts which had come to his knowledge or of matters with which he had to deal, in his public capacity, either-**

(i) in a Criminal Case or

(ii) in a Civil Case to which Government is a party, may draw single rail or bus fare for to and fro journeys and Daily Allowance as per Rules based on the pay he was drawing prior to his retirement.]

557. **(a) A Government servant summoned to give evidence under other circumstances is not entitled by reason of his being an officer of Government, to any allowances, other than those admissible by the rules of the Court.**

(b) But if the Court pays him any sum by way of Subsistence Allowance or compensation, apart from any allowance for travelling expenses he must repay that amount to Government before drawing full pay for the day or days of absence.

Note :- A Government servant who is summoned to give evidence of facts which came to his knowledge in the discharge of his public duties or to produce official documents in a suit in which the Government is not a party will be paid travelling expenses etc., by the Courts at the rates admissible to the Government servants for a journey on tour. In order to enable to the Court to assess the amount admissible to him, the Government servant should carry to the court certificate duly signed by the [2][Head of the Office] of the Government servant showing the rate of travelling and daily allowance admissible to him for a journey on tour. 1[If the Government servant happens to

be the Head of the Office, the certificate will be signed by the next higher authority.]

558. **When a Government servant claims Travelling Allowance under Rule 556, he shall in all cases annexe to his batta bill a certificate in the prescribed form from the Court of Justice as to the number of days he attended it and the date on which he was permitted to depart therefrom.**

1. lnserted by No. FD 276 SRS 72 dated 25-11-1974 (w.e.f. 1-1-1974)

2. Substituted by No. FD 104 SRS 59 dated 27-4-1959(wef 7-5-1959)

Note :- In every case where the attendance of public servant summoned as a witness in a Session case is reasonable and his conduct in the case is not condemned the Court shall give such public servant a certificate to that effect, in order to establish his right to pay and to travelling allowance and batta at the rates admissible under these Rules.

SECTION V - TO OBTAIN MEDICAL ADVICE

559. **A Government servant whether permanent or temporary compelled to leave his station, where there is no Medical Officer, to procure medical advice, is entitled to single Railway or Bus fare for the journey to and from the nearest station where a Medical Office is located.**

Note 1:- Medical Officer in this Rule means a General Medical Officer. Government Servants who want to consult "Specialists" should travel at their own expense.

Note 2:- Bills for Travelling Allowance under this Rule must be countersigned by the Medical Officer consulted who must certify that the journey was in his opinion absolutely necessary.

560. **The permission of the superior authority should be obtained before hand, where it is possible to obtain such permission without risk to the Government servant requiring advice.**

561. **(i) If a Government servant is compelled to travel to another station in order to obtain a Medical Certificate in support of his application for leave, he may draw single Railway or Bus fare each way for the journey.**

(ii) When a Government servant is required to obtain the countersignature of a Medical Officer of Government upon a Certificate in support of an application for leave issued to him by a Registered Medical Practitioner and the Medical Officer of the Government requires the Government Servant to see him, Travelling Allowance as above may be drawn for the journey to and from the headquarters of the Government Medical Officer.

Provided that, when the Government servant has travelled by a route other than the cheapest or shortest, Travelling Allowance shall be admissible for the route actually used if the Medical Officer certifies that the Government Servant could not, without grave risk of

aggravating the complaint have travelled by the cheapest or the shortest route.

Note 1 :- A certificate from the Government Medical Officer to the effect that the Government servant was required to appear before him should accompany the claim for the Travelling Allowance.

Note 2:- The countersignature should be obtained from the nearest Government Medical Officer.

Note 3:- For purposes of this Rule, Travelling Allowance will be calculated from the chief public building of his official Headquarters or the place of his residence during leave according as the leave is spent at Headquarters or elsewhere.

Note 4:- Travelling Allowance shall not be admissible for a journey to obtain a Medical Certificate or counter signature upon a Medical Certificate, in respect of an application for extension of leave.

(iii) When a Government servant is required under the orders of the Head of his Office to obtain the countersignature of a Medical Board or Officer upon a certificate pronouncing him fit to return to duty from leave granted on Medical Certificate, he may draw Travelling Allowance as above for the journey.

562. **Controlling Officer must take care that undue advantage is not taken of this privilege. If the absence of the invalid officer from his station be prolonged, he should be required to take leave on Medical Certificate.**

563. **A Government servant applying for an Invalid pension, who is required to leave his station to appear before a Medical Board at another station for the purpose of obtaining the requisite certificate, may in all cases in which the pension is applied for under the direction of the Applicant's official superior on the ground of his incapacity for work and in the interest of the public service be granted an allowance for the journey not exceeding his actual expenses and also not exceeding the amount he would be entitled to receive if Travelling Allowance were admissible. If it is necessary for the Government servant to return to his station after appearing before the Medical Board he may be granted travelling expenses subject to the same limit. The bill should be supported by a certificate that the applicant was directed, in the interest of the public service, to apply for an Invalid Pension and that he did not voluntarily ask for retirement.**

The same concession may be granted when the application is made voluntarily if the circumstances of the applicant, or in the opinion of Government, such as to justify the grant of travelling allowance.

564. **No Travelling Allowance is admissible to a Govern- ment servant who undertakes a journey to appear before a Medical Officer for examination for the State Life Insurance**

SECTION VI - JOURNEYS BY MEDICAL OFFICERS FOR RENDERING MEDICAL ASSISTANCE

565. **A Medical Officer, proceeding to a station for attending on the Government Offices mentioned below is entitled to Travelling Allowance as for journeys on tour :-**

(i) A Government servant of any rank proceeding on duty to a place and a Government servant stationed in a place, where Medical relief is not available and there falling so seriously ill or meeting with an accident of so serious a nature as to render him enable to move to the nearest station, where such relief can be had and therefore entitled under the rules to gratuitous Medical attendance from the Medical Officer nearest to the station;

(ii) Medical Officer who are ill at stations where there Is no officer to render Medical aid;

2[(iii) Any Government servant requiring the services of a specialist in Government Hospital in special cases occuring in the mofussil where the District Medical Officer certifies that the patient's prospects of recovery would be jeopardised by undertaking the journey to see the said specialist.]

(iv) A Government servant who is, in so serious a condition that the Medical Officer attending on him considers the assistance of another Medical Officer necessary and accordingly summons him for consultation.

Note :- A claim for Travelling Allowance by a Medical Officer under this Rule shall be supported by a certificate from the District Medical Officer in cases of Non-Gazetted Medical Officers and from the Director of Medical Services in cases of Gazetted Medical Officers to the effect that the journey was bonafide for rendering medical aid to a Government servant on Government duty.

566. **A nurse or other person attending on or escorting an insane patient or a sick Government servant should, when travelling in the same compartment with him, be allowed to draw the actual fare of the class in which he travels plus one half the fare of the class in which he is ordinarily entitled to travel. The Superintendent of the Mental Hospital, the ge of a District Hospital**

or the Civil Surgeon, as the case may be, should certify in each case that it was necessary for the patient and his attendant to travel by the particular class of carriage for which T.A. is claimed and give the reasons.

SECTION VII - OTHER OCCASIONS

567. **Government servants attending meetings of the Senate of Madras University as Fellows thereof are treated as on duty. They may either retain the Travelling Allowance paid to them by the University, or at their option draw Travelling Allowance admissible under these Rules for such journeys subject to the Travelling Allowance given by theUniversity being credited to Government.**

1. Substituted by No. FD 4 SRA 99 dated 2-6-2000 (wef 1-1-1999)

2. Substituted by No. FD 01 SRA 2016, dated: 20-03-2017

568. **No Travelling Allowance would be admissible for attending meetings of Service and other Associations which do not serve any public interest.**

In other cases, if the Government servant is permitted to attend meetings or conferences or congresses, he may be paid single railway fare each way without any road mileage or Daily Allowance for halts at the place of meeting.

Whenever a Government servant is officially sent to attend a conference, congress or meeting, railway fare, road mileage and Daily Allowance may be allowed as for journeys on tour.

569. **Whenever Government servants, pensioners and persons not in Government service are summoned by the [1][Lokayukta or Upa Lokayukta], to give evidence of facts, the rates of Travelling Allowances payable to each will be as follows:-**

(a) In the case of Government servants, Travelling allowances as for journeys on tour.

[2][(b) In the case of pensioners, Travelling

Allowance, Daily Allowance and incidental charges as per rules as for journeys on tour, based on the pay they were drawing immediately prior to their retirement.]

1[Note-1] :- Pensioners facing departmental enquiries by the 1[Lokayukta or Upa Lokayukta], may be granted T.A. and D.A. under this clause.

1[Note-2:- A retired Government Servant required to attend departmental enquiry instituted against him may be allowed Travelling Allowance as on tour by the shortest route for the journey in connection with the enquiry from his "Home Town".(declared as such for the purpose of the Home Travel Concession) to the place of enquiry and back. Alternatively, in case the person concerned has taken up residence after retirement at a place other than his "Home Town" he may be allowed Travelling Allowance for journeys from such place of residence to

1.Substituted/Inserted by No. FD 13 SRA 99 dated 29-3-2001(wef 18-10-2001)

2.Amended by No. FD 49 SRS 75 dated 25-9-1975 (wef 19-8-1976)

place is the place for which post retirement Travelling Allowance claim was drawn or the place of Bank / Treasury from which pension is being drawn by such retired Government servant. However, if at the time of receipt of summons/notice, the retired Government servant is at a place different from his "Home Town" or "Place of residence'', the Travelling Allowance should be restricted to the shorter of the two journeys between that place to the place of enquiry and the " Home Town"/place of residence to the place of enquiry.

Provided that the Travelling Allowance shall be regulated in accordance with the pay of the post held by the retired Government servant immediately prior to retirement.

Provided further that no advance of Travelling Allowance should, however be paid in connection with such journeys.]

1[(c) In the case of persons not in Government Service, Railway fare of AC 3 tier /AC Chair Car and Bus fare not exceeding the rates fixed for Rajhamsa/ Semi Delux types of buses for to and fro journeys and Daily Allowance not exceeding Rupees one hundred per day, for the days of halts within the State]

(d) In all these cases, the claims for travelling allowance should be supported by a certificate of

attendance in the following form granted by the 2[Lokayukta or Upa-Lokayukta].

A.C.

No.----------

. E.A.

Office of the2[Lokayukta or Upa-Lokayukta], Bangalore, dated.....

1.Substituted by No. FD 03 SRA 2012 dated 28-1-2013.

2. Substituted/Inserted by No. FD 13 SRA 99 dated 29-3-2001(wef18-10-2001)

Certificate of Attendance

Certified that Sri/Smt..... appeared before me as witness in A.C./E.A. No..... at..... for.....day/days from... ... ... to.....in his/her official/ private capacity to depose the facts within his/her official/ private knowledge and that he/she has not been paid any allowance in this office.

2[Lokayukta or Upa Lokayukta],

(e) Government servants summoned in connection with an enquiry into allegations against themselves will also be allowed Travelling Allowance as for journeys on tour provided they are considered as on duty during the period.

1[No Travelling Allowance will however be admissible if the enquiry is, at his own request, held at a place other than his Headquarters.]

Note- :- The Gazetted Officers of the Efficiency Audit Department viz., District Superintendents of Police, Assistant Superintendents of Police and Gazetted Assistants are authorised to sign the certificates of attendance for and on behalf of the 2[Lokayukta or Upa Lokayukta], whenever witnesses are summoned to appear before them.

3[(f)Government Servants required to undertake journeys outside the Headquarters in connection with an enquiry into alteration of age or date of birth in accordance with the provisions of the Karnataka State Servants (Determination of Age) Act.1974 may be paid Travelling Allowance as for journeys on tour subject to the production of a certificate of attendance in the form similar to the one prescribed in clause (d) from the officer appointed under sub-section(3) of Section 5 of the said Act.]

1.Inserted by No FD 14 SRS 68,dated 20.2.1968 (wef.7.3.1968)

2. Substituted/Inserted by No. FD 13 SRA 99 dated 29-3-2001(wef 18-10-2001)

3.Amended by No FD 12 SRS 75,dated 20.11.1975 (wef.18.6.1974)

1[569-A. The provisions of Rule 569 (a) to (d) apply also in cases where Govern s and persons

not in Government service are summoned to give evidence of facts before a Commissioner of Inquiry or Departmental Inquiry convened under proper authority, in any department [4][or an enquiry into alteration of age or date of birth in accordance with the provisions of the Karnataka State Servants (Determination of Age) Act, 1974.] The certificate of attendance will be signed by the Chairman or the Officer presiding at the Inquiry.]

[2][Note :- For the purposes of this Rule 449 shall apply.]

570. **A Government servant under suspension who is required to perform a journey to attend the Departmental enquiry (other than a Police enquiry) may be allowed Travelling Allowance as for a journey on tour from his Headquarters to the place where the Departmental enquiry is held or from the place at which he has been permitted to reside during suspension to the place of enquiry, whichever is less. No Travelling Allowance will however be admissible if the enquiry is held at the outstation at his own request.**

Note 1:- The Travelling Allowance of the Government servant will be regulated according to the grade to which he belonged prior to his suspension.

Note 2:- The eligibility to Travelling Allowance under this Rule should be governed by the financial condition of the Government servant under suspension and is left to the discretion of the Head of the Department.

[3][570-A. **Government servants facing Departmental Enquiries or enquiries by the [4][Lokayukta or Upa Lokayukta] can claim Travelling Allowance and Daily Allowance as for journeys on tour from their usual places of official duty to the place where records of enquiry are made available, as on duty, subject to the condition that Daily Allowance shall not be payable for a period exceeding three days for halts. The Enquiry Officer shall decide the number of days required for the purpose and certify that the stay was necessary for the purpose.]**

1. Inserted by No. FD 94 SRS 59 dated 13-8-1959(w.e.f. 27-8-1959)

2. Inserted by No. FD 94 SRS 59 dated 28-12-1959(wef 7-1-1960)

3. Inserted by No. FD 231 SRS 59 dated 20-11-1959 (w.e.f. 26-11-1959)

4.Substituted by No.FD 13 SRA 99, dated 29.3.2001(wef.18.10.2001).

[1][Note 1:- This Rule shall be applicable also to the journeys and halts of Government servants who are called upon to give an explanation and who are permitted by the disciplinary authorities concerned to examine certain records in that behalf at places other than their places of duty.

[2][Note 2:-This Rule shall be applicable also to a Government servant who is permitted under rule 11(5) of the Karnataka Civil Control and

Appeal) Rules, 1957, to assist the Government servant facing Departmental enquiries or enquiries by the [3][Lokayukta or Upa Lokayukta] and who make journeys from his headquarters to the place where records of enquiry are made available for examination.]

[4][Note 3:- This rule shall be applicable also to a retired Government servant, who is permitted under Rule 11(8) of the Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957 to assist the Government servant facing Departmental Inquiries or Inquiries by the [3][Lokayukta or Upa Lokayukta] and who is required to make journeys from his usual place of residence i.e., the place from where he draws his pension to the place where the records of inquiry are made available for the examination. The retired Government servant shall be deemed to belong to the grade of Government servant to which he belonged, immediately before his retirement for the purpose of this Rule. The expenditure on T.A. and D.A. will be borne by the Department or Office to which the delinquent Government servant belongs.]

571. **When a [5][xxx] student not already in Government service is selected to undergo a Course of training, a competent authority may decide the scale, if any, on which he shall draw-**

(a) Travelling Allowance for the original journey to and the last journey from the place of training and for halts at such place;

1.Inserted by No FD 131 SRS 62,dated 2.1.1963.

2. Inserted by No. FD 2 SRS 65 dated 28-9-1965.

3. Substituted by No.FD 13 SRA 99, dated 29.3.2001 (wef.18.10.2001).

4. Inserted by No. FD 32 SRS 85 dated 16-10-1985 (wef 21-11-1985)

5. Deleted by No. FD 30 SRS 77 dated 27-7-1978 [(wef 3-8-1978)

(b) in the case of training at a School, College or similar Institution, Travelling Allowance for similar journeys on the occasion of holidays and vacation; and

(c)Travelling Allowance for journeys during the course of training:

Provided that the scale so fixed shall not exceed that admissible to Government servants of similar status on duty at the place of training.

[1][571-A. **When a Government servant is required in connection with his promotion to a higher post, to appear for an interview before the Departmental Screening Committee at a place other than his headquarters, he may be allowed Travelling Allowance for the journeys from his headquarters to the place of interview and back**

limited to single railway fare or bus fare [2][xxx] and daily allowance for halt at the place of interview.

The Departmental Screening Committee shall decide the number of days required for the purpose and certify that the stay was necessary for the purpose.]

1. Inserted by No. FD 66 SRS 64 dated 28-12-1964 (wef 14-1-1965)

2. Omitted by No.FD 05 SRA 2012,dated 29.1.2014.(wef.30.1.2014)

PART-VIII
CHAPTER-XXXII
RULES OF PROCEDURE

Countersignature and Audit.

572. **A bill for Travelling Allowance (other than a Permanent Allowance) [1][xxx] should be paid after counter-signature by the Controlling Authority.**

[1][For the purpose of this rule, the Controlling Authority shall be,

(a) the superior officer of the drawer of the bill, provided that such officer is a Gazetted Government Servant, or

(b) the next higher officer when the immediate superior is not a Gzazetted Government Servant, or

(c) the Secretaries to Government in the Administrative Department in other cases.]

[1][(Note.1):- Travelling Allowance bills of the Heads of Departments and other Government Servants specified in Appendix-V and of their establishments will not require counter-signature.]

[2][([1][Note.2):- The Joint Director of Agriculture and the Deputy Director of Agriculture [3][and Joint Director of Horticulture] are authorized to countersign the T.A. Bills of their own establishment.]

[4][The Travelling Allowance bills of Gazetted Govern-ment Servants who do not come within the jurisdiction of any Regional Joint Director of Agriculture should be countersigned by the Joint Director of Agriculture in the Directorate of Agriculture, who has administrative control of such Gazetted Officers.]

1.Amended by No.FD13 SRS 67 dated 12.12.1967.

2. Substituted by No.FD 252 SRS 71, dated 18.12.1971(wef.20.1.1972)

3. Amended by No.FD 5 SRA 98,dated 24.2.1999(wef.11.3.1999)

4. Inserted by No.FD 201 SRS 74, dated 22.4.1975(wef.28.5.1975)

[1][(Note 3):- The Headquarters Assistant to the Commissioner of Settlement and Land Records is authorised to draw the Travelling Allowance bills of the Officer of the Superintendent of Land Records in Karnataka, without countersignature of any Controlling Authority.

[2][1](Note 4):- T.A. bills of establishment of the Karnataka Government Secretariat (other than Chief Minister's Establishment) drawn by the Under Secretaries to Government, [6][Deparment

of Personnel and Administrative Reforms] do not require countersignature.]

[1][(Note 5) :- Travelling Allowance bills of Police Officers accompanying remittance of treasure do not require the countersignature of any Controlling Authority.

[3][2](Note 6) :- The Additional Deputy Director of Public Instruction (in the Office of the Director) is authorised to countersign the Travelling Allowance bill of the subordinate offices and Institution of the Education Department.]

[4][2](Note 7) :- [4][The Deputy Directors in the Health and Family Planning Services Department are) authorised to countersign the Travelling Allowance bills of both Gazetted and Non-Gazetted Government Servants of the [5](Health and Family Planning Services Department)].

[1][Note 8 :- Bill requiring the countersignature of the High Court may be countersigned under the order of the High Court by the Registrar.

Note 9:- Claims for Travelling Allowance for journeys made by the Secretary, Karnataka Legislature or the Assistant Secretary or any members of the staff of Legislature Secretariat, both within the State of Karnataka and outside but within the territories of the Union of India, do not require

1. Amended by No. FD 13 SRS 67 dated 12-12-1967.

2. Substituted by No. FD 104 SRS 61 dated 5-2-1962.

3. Inserted by No. FD 74 SRS 58 dated 19-5-1958 (wef 29-5-1958).

4. Inserted by No. FD 102 SRS 60 dated 11-7-1960 (wef 21-7-1960).

5. Substituted by No. FD 160 SRS 71 dated 20-1-1972 (wef 10-2-1972)

6. Substituted by No.FD 05 SRA 2012,dated 29.1.2014(wef.30.1.2014.)

certificate to the effect that the journey is necessary in the interest of public service and has been approved by the Board consisting of the Chairman and the Speaker, is recorded on the Travelling Allowance Bill by the Secretary, Karnataka Legislature.

Note 10 :- When an Officer is transferred on promotion to another post mentioned in Appendix-V he may countersign his own bills for the journey on his promotion, but other Travelling Allowance Bills which were pending for his journey in the former post shall require the countersignature of the officer who was competent to countersign such bills and in case, he himself happens to be the countersigning officer, the bills shall be countersigned by the officer of the status of the next higher authority of the Department to which the bills relate].

[1][573. xxx]

574. **In the case of journeys on tour, the Travelling Allowance bills in the forms prescribed, shall be presented at convenient intervals during tour or immediately on any return to the Headquarters and in any case before the 31st March [2][if the tour has been completed before that date]. The claims of the Gazetted Government servants shall be preferred in separate bills one for each officer. The claim of the Non-Gazetted Establishment shall be drawn in one bill.**

[3][Note:- The drawing officers shall prepare separate Travelling Allowance bills in respect of the Non-Gazetted Government servants, whose pay exceeds [4][five thousand two hundred rupees per mensem.]

[5][Exception : xxx]

1.Amended by No. FD 13 SRS 67 dated 12-12-1967.

2. Inserted by No. FD 149 SRS 60 dated 16-12-1960

3. Inserted by No. FD 199 SRS 59 dated 29-9-1959 (wef 15-10-1959)

4. Amended by No. FD 4 SRA 99 dated 2-6-2000 (wef 1-1-1999).

5. Deleted by No. FD 24 SRS 67 dated17.7.1967.

Controlling or Countersigning Officer's Duties

575. **It is the duty of the Controlling Officer or of the Drawing Officer (when a bill does not require countersignature) to scrutinize the necessity, frequency and duration of journey or halts for which Travelling Allowance whether permanent or otherwise is claimed. He may disallow the whole or a portion of the Travelling Allowance claimable for any journey or halt, if he considers that the journey was unnecessary or that it was not completed with due expedition, or that the halt was of excessive duration. He should also carefully scrutinize the distances entered in Travelling Allowance bills (especially in the case of journeys on tour) though they are also liable to examination by the Audit Officer and should check any tendency to abuse the option of exchanging a daily rate for mileage under Rule 522. The Controlling Officer is responsible for the correctness of the claims preferred by the officers subordinate to him. He should scrutinize all claims to road mileage with particular care.**

[1][576. **No controlling Authority may delegate to a subordinate his duty of countersignature. He may however, authorise one of his Gazetted Assistants to countersign Travelling Allowance bills of the Non-Gazetted staff "for him". [2][xxx] This duty should not be delegated in respect of Travelling Allowance Bills of Gazetted Officers.]**

[3][576-A:- **The right of a Government servant to Travelling Allowance including Daily Allowance is forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from the date on which it became due.]**

Audit Officer's Duties

577. **Countersignature does not dispense with the necessity for formal audit with reference to rates, distances and general conditions. An Audit Officer will accept c e proper authority or the**

signature of the Drawing Officer when a bill does not require countersignature as final evidence that the facts of the journey on which the claim is founded are correct and that the claim is admissible with reference to these Rules and to any Departmental Rules. It is the duty of the Controlling or the Drawing Officer, as the case may be, and not of the Audit Officer to enforce Departmental Rules but the Audit Officer may point out any deviations that may appear to him deserving of notice.

1. Substituted by No.FD 280 SRS 58,dated 26.11.1958.
2. Omitted by No.FD 82 SRS 70,dated 3.11.1970(wef.19.11.1970)
3. Inserted by No. FD 108 SRS 67 dated 22-9-1967.

1[APPENDIX-I (Rule 8 (21)]

List of Officers declared to be Heads of Departments

I. Major Heads of Departments :-

01. The Secretaries to Government.
02. The Secretary of Karnataka Public Service Commission.
03. The Registrar, Lokayukta.
04. The Secretary, Karnataka Legislature.
05. The Divisional Commissioners.
06. The Commissioner of Excise,Bangalore.
07. The Commissioner of Commercial Taxes, Bangalore.
08. The Commissioner for Religious and Charitable Endowments.
09. The Principal Chief Conservator of Forests.
10. The Principal Chief Conservator of Forests (Development).
11. The Chairman, Karnataka Appellate Tribunal.
12. The Inspector General of Registration and Commissioner of Stamps.
13. The Secretary to Governor.
14. The Registrar, High Court.
15. The Advocate General.
16. The Inspector General of Prisons.
17. Director General and Inspector General of Police.
18. The Director of Health and Family Planning Services.
19. The Chief Engineers.
2[20.The Director, Town and Country Planning.
21. The Director of Public Instruction.
22. The Director of Technical Education.
23. The Director of Agriculture.
3[24.The Commissioner for Animal Husbandry and Veterinary Services.
25. The Commissioner for Industrial Development and Director of Industries and Commerce.
26. The Additional Director of Industries and Commerce.
27. The Director, Rural Industrialisation.
28. The Director of Food and Civil Supplies.
29. The Commissioner of Labour.

30. The Director of Mines and Geology.

I.Substituted by No.FD 30 SRS 91, dated 16.3.1992(wef.18.3.1992)

2.Substituted by No.FD 2 SRA 2009, dated 15.9.2010(wef.16.9.2010)

3.Substituted by No.FD 3 SRA 2007,dated 8.8.2008(wef.11.8.2008)

31. The Director of Social Welfare.

32. The Director of Food Supplies.

33. The Commissioner for Transport.

34. The President, Stores Purchase Committee.

35 The Director of Karnataka Government Insurance Department.

36. The Controller, State Accounts Department.

37. The Additional Development Commissioner for Community Project and National Extension Service Blocks.

38. The Registrar of Co-operative Societies.

39. The Director of Agricultural Marketing.

40. The Director, Survey Settlement and Land Records

41. The Advisor to Government, Tuberculosis Sanatoria, Bangalore.

1[42. The Commissioner for Collegiate Education.] 43. The Director, Bangalore Dairy.

44. The Special Commissioner of Karnataka, New Delhi.

45. The Director of Treasuries.

46. The Commandant General, Home Guards.

47. The Director, Fire Force.

48. The Director, Stores Purchase Department.

49. The Director of Employment and Training.

50. The Director of Horticulture.

51. The Vice-Chairman, State Planning Board.

52. The Controller of Legal Metrology cum Director of Consumer Protections.

53. The Director of Economics and Statistics.

54. The Additional Director of Public Instruction.

55. The Chief Architect to the Government of Karnataka, Bangalore. 56. The Director, School of Mines, K.G.F.

57. The Director, Water Resources Development Organisation.

58. The Administrator, Tungabhadra Project, Munirabad.

59. The Director, Pre-University Board.

60. The Director of Prosecutions and Government Litigation. 61. The Director of Co-operative Audit.

62. The Commissioner of Public Instructions.

63. The Director of Tourism.

64. The Additional Chief Secretary to Government.

2[65. The Registrar, Karnataka Administrative Tribunal.] 66. The Commissioner for Sericulture Development and Director of Sericulture.

1.Substituted by No. FD 1 SRA 2000,dated 28-1-2003(wef.31-1-2003).

2.Substituted by No.FD 7 SRA 2008,dated 23.12.2008(wef.24.12.2008).

67. The Director of Medical Education.

68. The Additional Director of Public Instruction (Special), Bangalore.

69. The Director, Administrative Training Institute, Mysore.

70. The Director, Printing, Stationery and Publications, Bangalore.

1[71. The Commissioner for Cane Development and Director of Sugar.]

72. The Administrator, Ghataprabha and Malaprabha Projects.

73. The Director, Indo-Danish Project, Hesarghatta.

74. The Additional Director of Public Instructions and Director, State Educational Research and Training

75. The Director of Women and Children's Welfare and Chief Inspector of Certified Schools.

76. The Director, India Population Project.

77. The Chairman, Hyderabad-Karnataka Development Board and Ex-Officio Additional Chief Secretary to Government.

78. The Commissioner for Textiles of the Directorate of Textiles and Hand Looms.

79. The Director of Municipal Administration.

1[80. The Director of Backward Classes and Minorities.

81. The Dean, Chamarajendra Academy of Visual Arts, Mysore.

82. The Chief Project Officer,Project Implementation Unit, Karanataka State Highways Improvement Project.]

2[83. The Commissioner, Watershed Development Department.]

3[84. Commissioner for Agriculture]

4[85. Additional Commissioner,Department of Public Instruction, Gulbarga, 86. Additional Commissioner, Department of Public Instruction, Dharwad.]

5[87 The Commissioner, Rural Development.]

1. Inserted by No. FD 1 SRA 2000, dated 28-1-2003 (wef. 31-1-2003)

2. Inserted by No.FD 1 SRA 2004,dated 4.11.2004(wef. 9.11.2004)

3. Inserted by No.FD 6 SRA 2004,dated 8.5.2006(wef. 12.5.2006)

4.Inserted by No. FD 3 SRA 2007, dated 8-8-2008 (wef. 11-8-2008)

5. Inserted by No.FD 1 SRA 2013,dated 13.1.2014.

II Others

1. Deputy Commis

2. Special Deputy Commissioner, Bangalore.
3. Chief Secretaries of Zilla Parishads.
4. Additional Deputy Commissioner (Harbour and Railways) South Canara,Mangalore.
5. The Director of Central Sericulture Research Institute .
6. The Director of Archaeology and Museums.
7. The Principal, Government Flying training School.
[1][8. TheCommissioner for Information]
9. The Superintendent of Census Operations.
10. The Chief Inspector of Factories and Boilers.
11. The Director of Literary and Cultural Development.
12. The Chief Electoral Officer and Ex-Officio Secretary to Government D.P.A.R.
13. The Director of Fisheries, Bangalore.
14. The Director of Ports and Inland Water Transport.
[2][15. The Chief Electrical Inspector to Government.]
16. The Principal, Government Law College, Bangalore.
17. The Joint Director, Small Scale Industries.
18. The Chief Editor, Karnataka State Gazetteer.
19. The Drugs Controller.
20. The State Librarian.
21. The Joint Controller of Weights and Measures.
22. The Director of Youth Services and Sports.
23. The Joint Director of Agricultural Marketing.
24. The Director of Translations.
25. The Director of Sainik Welfare and Resettlement.
26. The Director, Karnataka Engineering Research Station, K. R. Sagar.
27. The Administrator, Rehabilitation Project, Sindhanoor.
28. The Director of Indian Systems of Medicine and Homeopathy.
29. The Trade Agent for the Government of Karnataka in London.
30. The Project Family Planning Officer, India Population Project.
31. The Project Officer, Pilot Intensive Rural Employment Project, Harihar.
32. The Director, Karnataka Government Computer Centre, Bangalore.
33. The Director, Karnataka State Archives, Bangalore.
34. All Conservators of Forests.
35. Director of Vocational Education

1. Substituted by No. FD 3 SRA 2007, dated 8-8-2008 (wef. 11-8-2008)

2. Substituted by No.FD 1 SRA 2004, dated 4.11.2004(wef. 9.11.2004)

36. Director, Employees State Insurance Scheme (Medical) Service.
37. The Director of Kan

38. Director, Karnataka Government Secretariat Training Institute.

39. The Special Deputy Commissioner, Urban Land Tax, Bangalore.

40. The Secretary, Karnataka Legal Aid Board, Bangalore.

41. The Deputy Inspector General of Police of the Police Department.

42. The Director of Small Savings and State Lottery.

43. Principal, Engineering Personnel Training College, K. R. Sagar.

[1][44. Director, Directorate of Disabled and Senior Citizens Welfare.]

45. The Charity Commissioner, Belgaum

[2][46. The Director, Karnataka Judicial Academy,Bangalore.]

[3][47. The Director, Fiscal Policy Institute.]

1. Substituted by No.FD 1 SRA 2004, dated 4.11.2004(wef. 9.11.2004)
2. Inserted by No. FD 1 SRA 2000, dated 28-1-2003 (wef. 31-1-2003)
3. Inserted by No.FD 10 SRA 2008,dated 14.9.2009(wef. 19.9.2009)

[1][APPENDIX - II]

[2][XXX]

Facilities available for Study or Training outside India.

1.(a) With a view to enable selected candidates to undergo advanced studies or training and with a view to meet the requirements of technical and other Departments for foreign trained personnel, foreign scholarships or fellowships will be granted from the following sources:-

(i) Damodar Das Scholarships from four-fifths of the annual proceeds of the Damodar Das Charities Fund;

(ii) Her Highness the Yuvarani Srimathi Kempu Chaluvajammanniavaru Foreign Scholarships;

(iii) Out of the Budget grants of the departments concerned and of the industrial concerns like the Mysore Iron and Steel Works, Bhadravathi, etc., under study leave, fellowship and deputation of Government servants to foreign countries.

(b) In addition to the above, offers of scholarships and fellowships made by Foreign Governments and foundations under the schemes such as Colombo Plan, Point Four Training Facilities, Indo-German Industrial Co-operation Scheme, United Nations Fellowships and Scholarships, British Council Scholarships and also by the Government of India under the modified Overseas Scholarships Scheme, etc., and certain other schemes operated through non-official channels, such as Rockefeller Foundation, Ford Foundation, Indian Institute of Public Administration, etc., will also be availed of. In these cases, Government Officials should not approach or negotiate direct with Foreign Governments or organisations for scholarships or travel grants.

Note:- Government servants will not be allowed to accept passage money or free transport from a Foreign Government or organisation for visits abroad. Relaxation of this rule is permissible only in cases which are covered by specific agreements or Memoranda of understanding

1. Substituted by No. FD 68 SRS 60 dated 24-5-1960 (wef 24-3-1960)

2. Deleted by No FD 73 SRS 63 dated 5-12-1963.

entered into by the Government of India with the Foreign Government or Organisations.

2. The scholarships or fellowships will be given for study or training in any foreigncountry considered suitable by Government or in cases coming under Rule 1 (b), in the country stipulated in the scholarship scheme sponsored by the concerned organizations.

3. The conditions of grant of facilities mentioned in rule 1, other than Her Highness the Yuvarani Scholarships, will be as in Annexure A and B. The grant of Her High ness the Yuvarani Srimathi Kempuchaluvajammanniavaru Foreign Scholarships will be governed by special orders of Government issued from time to time.

4. In cases where the study or training abroad entails a preliminary training or study in any place in India, the said study or training will form a part of the foreign scholarship and for that period of study or training, rules governing local deputation will be made applicable.

[1][5. Candidates for scholarships under any of the above schemes must have put in a service of at least 5 years and should be below 45 years of age (relaxable upto 48 years in exceptional cases, if full justification is furnished). It will however, be open to Government to relax the service limit also in special cases.]

6.[2][Save as provided in sub-rule (1) of rule 1 of Annexure 'B'] the period of deputation under any of the schemes referred to above will be treated as service counting for pension and promotion but not for leave. The service will also count for earning increments in the post held by them prior to the deputation or in the post to which they had been promoted and which they continue to hold during the period [3][or in the post to which they may receive promotion under Exception below Rule 60 of the Karnataka Civil Services Rules, during the period of Study Leave] but they will not be allowed to draw increments during the period of deputation.

1. Substituted by No. FD 68 SRS 61 dated 15-7-1961 (wef 24-3-1960)

2. Inserted by No. FD 57 SRS 66 dated 22-8-1967 (wef 1-4-1966)

3. Inserted by No. FD 52 SRS 63 dated 5-7-1966

7.(a) The Scholar shall, before leaving the State, enter into a bond stipulating that he accepts the scholarships or fellowship on the conditions specified below. The bond shall be either in the form noted in Annexure "C" or, in case he prefers to furnish a Bank Guarantee, in the form noted in Annexure "D" [1][or in case security is furnished by depositing money in the Government Savings Bank] [2][and or in case security is furnished by pledging National Savings Certificates or National Defence Certificates

endorsed in favour of the Governor] as provided for in Article 355 of K.F.C., in the form noted in Annexure "E".]

(i) It shall be the responsibility of the Scholar to execute the bond and to have it executed by his sureties with all the necessary formalities before he leave the State. Failure to do so will entail that Government will make no payment to the Scholar with consequent inconvenience to the Scholar in a foreign country.

[3][(ii) When security of immovable property is furnished the value thereof shall be twice the value of the amount of scholarship and other payments made to the Scholar.]

[3][(iii)]The Government officer responsible for the disbursement of any scholarship amount shall not authorise such disbursement or any payment in respect of the scholarship, and, where the scholar is in Government service, not relieve the scholar from his post to proceed on the scholarship, study leave, etc., as the case may be, before he has executed the necessary bond with the necessary sureties.

[3][(iv)] [4][The bond in the form noted in Annexure 'C' should be registered. The stamp and Registration fees, if payable thereon shall be borne by Government.]

[4][v] If there is any failure to follow these instructions and as a consequence Government find themselves in a position where payments have to be made to a scholar abroad, the Government servant who disobeyed the instructions in paras (i) and (iii) above will be liable to have the sums so advanced recovered from him.

1. Inserted by No. FD 49 SRS 62 dated 8-2-1963
2. Inserted by No. FD 25 SRS 66 dated 27-8-1966(wef.8.9.1966)
3. Amended by No. FD 103 SRS 61 dated 29-8-1961
4. Substituted by No. FD 142 SRS 61 dated 24-1-1962 (wef 20-9-1961)

(b) A slight modification of sub-clause (a) above, may be made in the case of Government servants belonging to Scheduled Castes and Scheduled Tribes. Where they are unable to furnish security Bonds as prescribed above, personal bond may be obtained from such scholars with two sureties who are permanent Gazetted Officers in the State Service. The form of the bond will be as in Annexure –C, with the omission of clause 12 and Schedules I and III therein. Sub-clauses (i) to (iv) of Clause (a) will hold good in such cases also.

[1][(bb)Where the Scholar mortgages his own properties, collateral security of any two persons whose solvency is certified by an Officer of the Revenue Department not below the rank of Tahsildar shall be furnished. In such a case the sureties shall be personally liable for their obligations under the Bond entered into in the form noted in Annexure 'C'.]

[2][7-A. Deputation of Government Servants abroad for training shall be placed in three categories for the purpose of obtaining Bonds, which should be regulated as indicated below :-

	Type of Training	Period of Bond

1.	**Training related to Specific projects or schemes and where the individuals are either less working in the project / scheme or earmarked for the same.**	**3 years if the period of training is six months or and 4 years if the period of training is over six months.**
2.	**Training not related to any project or scheme such as the various training courses in Harvard, Admini- strative Staff College, Hanle-on Themes, etc., which do not lead to the award of a recognised diploma or degree or certificate which has a market value.**	**2 years if the period of training is over six months (No bond if training is for six months or less)**
3.	**All other types of training.**	**4 years.**

The relevant condition in the Bonds shall be modified as above depending upon the period of training .]

1. Inserted by No. FD 9 SRS 65 dated 27-4-1965.

2. Inserted by No. FD 132 SRS 69 dt. 12-11-1969 (wef 24-9-1969).

1[Exemption.—xxx]

8(a) On the completion of study or training the scholar shall report himself to duty to the Head of the Department concerned and on receipt of his orders he shall join duty immediately. The fact that a person has secured higher qualification by having gone abroad should not in itself be a reason for superseding his seniors in service or for better grades of pay and allowances. Nor should supernumerary posts be created carrying a higher rate of salary to absorb such foreign trained persons. If need be Government may sanction suitable allowances to such persons after considering the merits in each case.

(b) At least a month before the scheduled date of arrival in the State, the scholar will give intimation regarding his arrival and the date thereof to the Chief Secretary to Government and the Head of the Department. The Head of the Department should take action well in time to provide a posting to the officer and compulsory waiting by officers returning from abroad for want of posting orders should be avoided.

(c) The Heads of Departments should send intimation to the Audit Office about the date of arrival of the Government servant from abroad, the date on which he resumes his duties, as also the date from which the recovery of equipment advance should commence.

2[8-A. (1) If a Government servant resigns or retires from service without returning to duty after a period of study leave or within a period of 3[four years] after such return to duty, he shall be required to refund 3[the actual amounts] of leave salary, study allowance, cost of fees, travelling allowance and other expenses if any, incurred by the Government or drawn by him for the period of study leave together with interest thereon from the date of demand at Government rates for the time being in force on Government loans before his resignation is accepted or permission to retire is granted:

Provided that nothing in this rule shall apply to a Government servant who on return to duty from study leave is permitted to retire from service on medical grounds:

1. Deleted by No. FD16 SRS 85 dated 18-6-1985.(wef.18.6.1985)

2. Inserted by No. FD 71 SRS 66 dated 18-9-1967.

3. Substituted by No. FD 31 SRS 72 dated 13-8-1976 (wef 26-8-1976)

Provided further that the amount required to be refunded under this rule shall, in the case of a Government servant who on return to duty from study leave is permitted to resign from service and to take up employment under any statutory or autonomous body or in any institution under the control of the Government, be reduced to an amount equal to the expenditure incurred by Government in respect of the leave salary, Study Allowance, cost of fees, Travelling Allowance and other expenses, if any, incurred by the Government or drawn by him for the period of Study Leave together with interest thereon.

(2) In addition to the amount to be refunded under sub-rule(1), he shall also be required to refund leave salary drawn by him for the period of study leave reduced by regular leave at his credit on the date on which study leave commenced after deducting the regular leave taken by him in continuation of study leave.

(3) Notwithstanding anything contained in this rule,Government may, if it is necessary or expedient so to do, either in public interest or having regard to the peculiar circumstances waive or reduce the amount required to be refunded under sub-rule (1) by any Government servant or class of Government Servants.

[1][9. The scholar will submit to Government annual progress reports and also a final report of training of studies through the Head of the Institution in the form prescribed in Annexure 'F'. Government will forward these reports to the Head of the Department concerned for scrutiny and such action as may be necessary.]

10. Government servants, who go abroad for higher studies at their own cost whose candidature is not sponsored by Government for grant of scholarships and fellowships under Foreign Aid Schemes coming under Rule 1(b) shall be granted leave at their credit and the remaining period of absence be treated as leave without allowance [2][subject to a maximum period of two years on the whole in the case of post-graduate and other training courses and three years on the whole in the case of Ph.D., such period of absence counting for earning increments, pension and promotion provided the candidate is successful in all his examinations within that period] [3][and also subject to the provisions of Rule 244-A.]

[4][Provided that such Government Servant shall satisfy the requirements of rule 5.]

1. Substituted by No. FD 24 SRS 64 dated 13-9-1965.

2. Inserted by No. FD 52 SRS 63 dated 5-7-1966.

3. Inserted by No. FD 161 SRS 69 dated 22-6-1970 (wef 2-7-1970).

4. Substituted by No. FD 90 SRS 67 dated 19-2-1968.

ANNEXURE-A

Study leave benefits and Damodar Das Scholarships

1. If the candidate is not entitled to leave for the full period of his study, whatever leave he is entitled to, may be sanctioned and the balance may be treated as special study leave on half pay.

Note.- No Commuted leave will be sanctioned to candidates who have been granted study leave benefits or Damodar Das Scholarships.

[1][2. (a) The grant of study leave should be made with due regard to the exigencies of the public service. In no case should the grant of this leave, in combination with leave other than extraordinary leave or leave on medical certificate, involve an absence of over twenty-four months from a Government servant's regular duties or exceed two years in the whole period of a Government Servant's service, where such leave is granted for purposes of postgraduate or other studies and thirty six months or three years in the case of Ph.D., provided the candidate is successful in all his examinations within that period. The limit of absence of twenty-four months or thirty-six months, as the case may be, includes periods of vacations, if any, with which the study leave and other leave may be combined. A period of 12 months at one time should ordinarily be regarded as a suitable maximum and should not be exceeded, save for exceptional reasons.

Note.- Extraordinary leave may be taken in conjunction with study leave without regard to the maximum limit of 24 months or thirty-six months mentioned above.]

(b) In calculating the continuous period of absence from duty the travel time from India to the country of training and back will be included.

(c) The special leave will not be debited to the leave account of the Government servant.

1. Substituted by No. FD 52 SRS 63 dated 5-7-1966.

3. A Government servant whose study leave is combined with any other kind of leave admissible should be required to regulate his period of study leave so as to retain at its conclusion a balance of leave, at credit sufficient to cover the period spent in returning to duty.

4. When a Government servant has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his leave period in the absence of express orders of Government to the contrary, will be considered as reduced correspondingly.

5. A Government servant may be allowed to draw StudyAllowance for the entire period of vacation during the course of study subject to the condition that- (i) he attends during vacation any special course of study or practical training, if so required, by Government or other competent authority and (ii) in the absence of any such direction produces satisfactory evidence before the High

Commissioner for India in the United Kingdom or in the case of Government servants on study leave in America, the Ambassador for India in Washington or in the case of Government servant on study leave in any other country, the Head of the Indian Mission in that country, that he has continued his studies during the vacation. No Study Allowances may, however, be drawn during the vacation falling at the end of a course of study except for a maximum period of fourteen days. The period of vacation during which study allowance is drawn shall be taken into account in calculating the maximum period of two years for which Study Allowance is admissible.

Note.- A period during which a Government servant interrupts his course of study for his own convenience cannot be considered as vacation.

6. The certificates of attendance required to be submitted in support of the claims for Study Allowance may be produced at the end of the term of a Government servant who is undergoing study in an educational institution or at intervals not exceeding three months if he is undergoing study at any other institution.

7. Study allowance may be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the Government servant that he would refund to Government any over-payment consequent on his failure to produce the required certificate of attendance or otherwise. The authority sanctioning the Study Leave shall send to the Audit Officer a certificate to the effect that the Government servant has executed the requisite bond.

8. Study allowance may be granted at the discretion of Government for any period up to fourteen days at one time during which he is prevented by sickness from pursuing the sanctioned course of study, if the sickness is duly certified by a Medical Practitioner.

Note:- In the case of a Government servant undergoing a course of study out of India, the Head of the Indian Mission in that course shall have the power to grant Study Allowance during the sickness.

[1][8-A. Government servants deputed to U.S.A. for studies or training under these rules who, after completing their studies or training, are required to halt at London on their return journey awaiting their onward passages to India, may be paid a halting allowance at 16 Sh. per day of such enforced halt at London]. [2][The payment of the allowance will be regulated on the certificate granted by the High Commission of India, London, as to the period of enforced halt of the Government servant concerned at London.]

[3][8-B. Government servants deputed to the United Kingdom for studies or training under these rules who after completing their studies, have to remain in the U.K, awaiting their passages to India for any period beyond the 14 days of vacation falling at the end of the course of stud ition to leave salary

admissible if any, a Halting Allowance at 16 Sh. per day of such enforced halt.

1. Inserted by No. FD 156 SRS 60 dated 26-10-1960 (wef 3-11-1960)

2. Inserted by No. FD 191 SRS 60 dated 1-4-1961 (wef 6-4-1961)

3. Inserted by No. FD 88 SRS 62 dated 7-2-1963 (wef 21-2-1963)

The payment of the allowance will, however, be made on the certificate granted by the High Commission of India to the effect that it was not possible to arrange for the passage earlier and the halt beyond 14 days was unavoidable although efforts were made to secure passage well in time.]

9. Allowance to study leave candidates, Fellowship holders and Deputationists will be determined by Government from time to time and will be liable to revision. The rates to be granted to Government servants who take study leave in countries other than U.S.A. and U.K. will be specifically considered by Government in each case. In U.S.A. and U.K. allowances will be paid at the following rates:-

I. Study Leave

(a) Permanent Government servants sent on study leave.

1. Study allowance:-

In U.S.A.	In U.K.
30 Sh. or $ 4.20 per day	16 Sh. per day

2. Essential apparatus books and Travelling Allowance-

$ 200 per academic year	£ 40 per academic year

Note 1.- The cost of typing thesis if any, certified by the concerned professors, may be allowed under this item, subject to the condition that the total provision of $ 200 or £ 40 per academic year is not exceeded.

Note 2.- The cost of purchase of books will be allowed, if certified by the concerned professors. These books should be returned to the Library of the Department in which the Government servant is serving, after his return from abroad.

Note 3.- Health Insurance fees may be paid out of the above amount subject to the condition that the total provision of $ 200 or £ 40 per academic year is not exceeded.

3.Passage,-	
2nd/Tourist Class sea passage both ways whichever is available . Coach Class from the Port of disembarkation to the place of study and back	**2nd/Tourist Class sea passage both ways whichever is available. II Class from Port of disembarkation to the place of Study and back.**

4.Fees,- **The Embassy to pay Tuition and Examination Fee directly to the University or directly to the Institution.**	

Note.- Compulsory Fee.- The term tuition and examination fees includes fees and charges levied by Foreign Universities / Institutions/Organisations without which the scholars may be liable for removal from the rolls, (e.g., Activity infirmary and Student Union Fees).

Fines or the other penal charges levied for misconduct, etc., will not be borne by Government.

5. Family Maintenance Allowance:- Rs.75/-p.m.	**Rs.75/-p.m.**
[1][6. Equipment Advance.- **[2][Rs.1000] recoverable as follows:-** **1.If the duration of the stay of the Government servant abroad is more than six months, in ten monthly Instalments;**	**[2][Rs.1000] recoverable as follows:-** **1. If the duration of the stay of the Government servant abroad is six months or less, in ten monthly Instalments;**
2. If the duration of the stay of the Government servant abroad is more than six months, in twenty-five monthly instalments;	**2. If the duration of the stay of the Government servant abroad is more than six months in twenty-five monthly Instal- ments.]**
7. Maintenance Allowance: Nil	**Nil**

1. Substituted by No. FD 124 SRS 70 dated 31-5-1971.

2. Substituted by No. FD 7 SRS 76 dated 5-7-1976 (wef 20-7-1976).

Leave Salary and Study Allowance will be paid in lieu of Maintenance Allowance. If the sum total of both falls short of Maintenance Allowance admissible to non-study leave scholars. (i.e., $ 125 In U.S.A. and £ 33 1/3 in Oxford and Cambridge and £ 30 in other places in U.K.) the difference will be paid by the Government as additional allowance.

8. Travelling Allowance from Headquarters to the port of embarkation and on return from the port of arrival to the place of posting [1][as for journeys on tour.]

(b) In the case of temporary Government servants who may be sent abroad on study leave, allowance to be paid will be decided in each case according to its merits.

II. Fellowship

1.Maintenance Allowance:-

Oxford.	£ 33 1/3 per mensem
Cambridge	$ 125 per mensem

Other places	£ 30 per mensem

2. Essential apparatus books and training allowance:-.

$ 200 per annum £ 40 per annum

3. Passage:-

II or Tourist Class sea passage both ways whichever is available. Coach Class from the Port of disembarkation to the place of study and back.	II or Tourist Class sea passage both ways whichever is available. II Class from the Port of disembarkation to the place of study and back.

4. Fees:-

Embassy to pay tuition & Examination fees directly to the University or Institute	High Commissioner to pay tuition fees and examination fees directly to the University or Institute.

1. Substituted by No. FD 30 SRS 64 dated 20-8-1964.

Note:- Compulsory fees.- The term tuition and examination fees, includes fees and charges levied by Foreign Universities/ Institutions/Organisations without which the scholars may be liable for removal from the rolls, (e.g., Activity infirmary and student Union fees).

Fines or other penal charges levied for misconduct, etc., will not be borne by Government.

5. Family maintenance:-

Rs.75/- p.m. Rs.75/-p.m

1[6. Equipment advance:-

2[Rs.1000] recoverable as follows:-	2[Rs. 1000] recoverable as follows:-
1. If the duration of the stay of the Government servant abroad is six months or less, in ten monthly instalments;	If the duration of the stay of the Government servant abroad is six months or less, in ten monthly instalments;
2. If the duration of the stay of the Government servant abroad is more than six months, in twenty-five monthly instalments.	If the duration of the stay of the Government servant abroad is more than six months, in twenty-five monthly instalments.]

7. Travelling Allowance from the Headquarters to the port of embarkation and on return from the port of arrival to the place of posting 3[as for journeys on tour].

8. In addition to the above such Travelling Allowance in the country or countries for training observation or study as is sanctioned in each case.

1. Substituted by No. FD 124

2. Substituted by No. FD 7 SRS 76 dated 5-7-1976 (wef 20-7-1976).

3. Substituted by No. FD 30 SRS 64 dated 20-8-1964.

III. Deputationists

1. Maintenance or Daily Allowance:-

In U.S.A.	In U.K.
(i) 8 dollars per day in the case of officers drawing a pay below 1[Rs. 4150] per mensem	£ 1 1/2 per day
(ii) 10 dollars per day in the case of officers drawing a pay of 1[Rs.4150] and above per mensem.	£ 2 per day

2. Tuition and Training Fees:-

2[(a) Equipment advance of Rs.500 recoverable as follows :-

1. If the duration of the stay of the Government servant abroad is six months or less, in ten monthly instalments.

2. If the duration of the stay of the Government servant abroad is more than six months, in twenty-five monthly instalments.]

(b) Pocket expenses of £ 5 or its equivalent in dollars:-

(c) Travelling allowances as follows:-

Travelling allowance from the Headquarters to the port of embarkation and on return from the port of arrival to the place of posting 3[as for journeys on tour.]

(ii) To and fro passage, I Class sea or air passage whichever is cheaper in the case of officers drawing a pay of 1[Rs.4150] and above per month and, II class sea or air passage whichever is cheaper in the case of officer drawing a pay below 1[Rs. 4150] per month. If the officer of both classes undertake a costlier journey the difference will be treated as loan recoverable on their return from abroad.

(d) Pay.-They are eligible to draw if they were on duty.

1. Amended by No. FD 4 SRA 99 dated 2-6-2000 (wef 1-1-1999)

2. Substituted by No. FD 124 SRS 70 dated 31-5-1971

3.Substituted by No. FD 30 SRS 64 dated 20-8-1964.

Note 1 -Only Officers of I class, viz., Major Heads of Departments, Secretaries to Government, Deputy Commissioners and officers of other Departments of a corresponding status and scales of pay have to be treated as on deputation when such officers are sent abroad for observation for short periods and they are allowed the allowances mentioned for deputationists.

Note 2 - Government servants, who are granted Damodar Das Scholarships / Study Leave concession/ Fellowship/ deputation terms,

may, if they so desire, travel by air to the foreign country and back. But in case they are not entitled under the foregoing rules to travel by air, the difference in cost between the air fare and the fare to which they are eligible, will have to be paid by the Government servants themselves or, if they so prefer, it will be treated as a loan, which will have to be repaid by them on their return, out of their salary in 1[thirty-six] monthly instalments. Interest at five per cent per annum will be charged on the amount treated as loan.

3. In the case of Government servants, who are granted study leave concessions or Damodar Das Scholarship.-

(a) Family Maintenance Allowance is payable for the full period of absence from India including the period spent on journey from India to the foreign country and back. For purpose of payment, the term 'family' should be interpreted in accordance with rule 8 (16) of the Karnataka Civil Services Rules.

The Scholar will nominate, before leaving the State, a member of his family for receiving Family Maintenance Allowance and in addition to giving intimation thereof will forward the specimen signature of the person so nominated to the Accountant General, in case he is a Gazetted Officer or to the Head of that office at which he was last working, in case he is a Non-Gazetted Officer.

1. Substituted by No. FD 112 SRS 62 dated 19-12-1962 (wef 27-12-1962).

(b) Study allowance will be paid only from the date of landing in the country of study and upto the date of departure from that country. It will not be admissible during the periods spent on journey from India to the foreign country and back.

4. The leave salary and other allowances admissible to the Government servant till the day preceding the date of his landing in the foreign country will be paid in rupees, whereas the leave salary, etc., from the date of landing will be payable in sterling or Dollars or the appropriate foreign currency. If, however, a Government servant desires that the entire leave salary may be arranged to be paid in India alone, such requests may be accepted. The leave salary for the period till the day preceding the date of landing in the foreign country may also be arranged to be paid in the foreign country if the period is short and the amount is not large. Cases of doubt may be referred to Government for orders.

Request for part payment of salary in India may also be complied with.

10. Government reserve the right of stopping the daily or other allowances, if the diaries indicate that the time of the Government servant has not been properly employed.

11.(a) A Government servant who is granted study leave to prosecute a course of studies or for receiving specialized training in professional or technical subjects, may be permitted to receive and retain, in addition to his leave salary, any scholarship or stipend that may be awarded to him from a Government or non Government source.

(b) Where a Goverrnment servant on study leave is in receipt of scholarship or stipend (from whatever source granted), the cost of the fees payable for the course of study may not be paid by Government under Rule 9 above.

(c) A Government servant on study leave who is in receipt of a scholarship or stipend (from whatever source granted), but in special cases where the net amount of the scholarship or stipend (i.e. the value of the scholarship or stipend minus any tuition fees paid is less than the study allowance that would be admissible but for the scholarship or stipend, the difference between the value of the net scholarship or stipend and the usual study allowance may be granted by special sanction.

Note - Any scholarship or stipend received during study leave or otherwise, by a Government servant from a source other than the Consolidated Fund of the State for the purpose of prosecuting a course or study or receiving specialized training in professional or technical subjects will not be subject to a cut under the provision of Rule 29(a) of the Karnataka Civil Services Rules, i.e., the scholar will not be required to credit any portion of it to Government. However, Rule 29(a) will continue to apply, unless specifically relaxed, to the payment received by such Government servant as a result of full time or part time employment undertaken by them.

ANNEXURE- B

Benefits in cases coming under Rule 1(b) of Appendix II

[1][1. (i) If the period of absence of a Government servant from his post in lndia does not exceed eighteen months, such period shall be treated as deputation on full pay which he would have drawn had he remained on duty in India and it shall count as duty for all purposes.

(ii) If the period of absence exceeds eighteen months but does not exceed twenty-four months, such period exceeding eighteen months, shall be covered by grant of special leave on half average pay, subject to the conditions mentioned in rule 2 of Annexure 'A' and such period shall be treated as service counting for promotion, pension and increment but not for leave:

1. Substituted by No. FD 57 SRS 66 dated 22-8-1967 (wef 1-4-1967).

Provided that he shall be permitted to avail himself of earned leave to the extent due and admissible in lieu of special leave.

(iii) If the period of absence is permitted to exceed twenty four months such period exceeding twenty-four months shall be covered by grant of leave with pay due and admissible and if no such leave is due or admissible, by grant of leave without allowance to the extent necessary.

2. No Dearness Allowance and Compensatory-cum-House Rent Allowance shall be admissible except for the first six months of absence at the rates at which the Government servant would have drawn, had he remained on duty in India:

Provided that x months,

Dearness Allowance at such rate as is appropriate to the basic pay shall be admissible for a Government servant who has not elected revised scales of pay sanctioned in the Karnataka Civil Services (Revised Pay) Rules, 1961.]

(The benefit derivable under rules 1 and 2 of Annexure 'B' is also applicable to Government servants deputed for study or training outside India under Rule (1) (b) of Appendix II or after 1st April, 1966).

[1][Note.- Dearness Allowance will also be admissible in cases of deputation extending beyond a period of six months, provided the deputation is more than one country and the period of the Government servant's stay on deputation in any one country does not exceed six months.]

3.The Government servant concerned will be permitted to avail of such concessions as are contemplated under the terms of the awards. In addition, Government will extend the following concessions :-

(i) Travelling Allowance to the port of embarkation in India and back [2][as for journeys on tour] if this is not covered under the terms of the award.

1. Inserted by No. FD 68 SRS 69 dated 14-8-1969 (wef 22-11-1968)

2. Substituted by No. FD 30 SRS 64 dated 20-8-1964.

[1][(i-a) Travelling Allowance from the Headquarters to Delhi and back limited to single railway fare (without incidental charges) and Daily Allowance at the admissible rates for the days of halt at Delhi in connection with the interview of the Government servant concerned before the Central Selection Committee, New Delhi.]

[2][Note.- In respect of T.A., claims under this sub-rule, the Government servant concerned shall furnish either of the two certificates prescribed below, as the case may be :

"Certified that I have not drawn T.A./D.A., for this journey and halt from any non Government source."

OR

"Certified that T.A./D.A. admissible from non-Government sources in respect of this journey and halt has been drawn and deducted from the amount claimed in this bill."]

(ii) such other local costs, i.e., for obtaining passports,medical certificates, etc., as are necessary in each case, and

[3][Note.- The term 'local costs' including single railway fare or bus fare and ordinary mileage (without incidental charges) and daily allowance for the days of halt, if any, at the place the Government servant is required to present himself in connection with obtaining passport/medical certificate or for Orientation training. [4][Where air journey is performed in view of urgency, single air fare (without incidentals) may be allowed only for the forward journey, which shall be included in the 'local costs'.]

The actual periods of halt, including the period of compulsory stay,

if any, that was absolutely necessary shall be certified by the authority issuing the passport or the Examining Medical Officer or other Competent Authority.]

[5][(iii) Rs.3000/- shall be paid as equipment grant to an officer deputed by the State Government for training abroad, the duration of which is more than three months.

1. Inserted by No. FD 99 SRS 61 dated 29-8-1961 (wef 29-8-1961).

2. Inserted by No. FD 99 SRS 61 dated 9-1-1962 (wef.9-1-1962).

3. Inserted by No. FD 18 SRS 64 dated 17-2-1965.

4. Inserted by No. FD 71 SRS 70 dated 3-11-1970 (wef 19-11-1970).

5. Substituted by No. FD 1 SRA 97 dated 23-4-98 (wef 15-10-1998)

(iv) Airport tax shall be reimbursed to the officer deputed by the State Government for training abroad, if it is paid at the port of embarkation / dis-embarkation in the course of his duty.]

ANNEXURE – C

This bond is executed in favour of the Governor of Karnatakaka (hereinafter called the "Government") by .....son of.....aged about.....years, now residing at .....(hereinafter called the "SCHOLAR"which term shall include his heirs and legal al representatives);

And Shri.....son of.....aged about.....years, residing at.....aged about.....years, residing at.....and Shri.....son of.....aged about.....years, residing at.....(hereinafter called "SURETIES" which term shall include their heirs and legal representatives).

Whereas at his request the Scholar has been granted a scholarship/Fellowship/Grant/Study leave concession of .....under the rules

forming Appendix II to the Karnataka Civil Services Rules, Volume I, regarding the facilities available for study or training outside India which they read and understood.

The Scholar and the Sureties covenant as follows:-

1.The Scholar shall be bound by all the Rules of the aforesaid Appendix-II of the Karnataka Civil Services Rules and any modification thereof made by the Government from time to time.

2.The Scholar shall prosecute his studies or traning diligently.

3.The Scholar shall join such Institution or Company or Factory or Establishment and take up such course or courses as the Government may require him so to do or may approve.

[1][3-A. The Scholar shall not, without the previous approval of the Government, take up the question of extension/variation of his training with the authorities responsible for his training abroad either on his arrival in the country of training or during his stay in that country.]

1. Inserted by No. FD 12 SRS 61 dated 1-4-1961 (wef 6-4-1961)

4. After completion of [1][the] course or training the Scholar shall not take up another course of study or training or take up any employment, trade or profession, or occupation without the express permission of the Government.

5. On completion of such course of study, or training the Scholar shall return to Karnataka State within reasonable time not exceeding three months from the date of completion of his course or training unless otherwise expressly permitted.

[2][6. In the event of the Scholar contracting an infectious disease requiring prolonged hospitalisation, he shall not forbid the medical advisers/attendants from communicating the nature and condition of disease to Indian Missions concerned or Government.]

7. It shall be open to the Government to re-call the Scholar at any time, whether or not the course for which he is sent has been completed, if he fails in his examination, or the reports regarding his progress are unsatisfactory or he has taken to undesirable ways of life. In the case of such recall the Scholar shall be liable to pay to the Government all sums spent on him.

8. At least one month before the date of his return to Karnataka State and within [3][7] days after such return, the Scholar shall intimate about his return to the Chief Secretary to the Government of Karnataka and also to.....[here the Head of the Department in which the Scholar was serving before going for the course of study or training may be indicated] who shall arrange to issue necessary posting order. The Scholar undertakes to serve the Government in such post, in such capacity and on such remuneration as the Government may, in its absolute discretion require him to do so, for a period of atleast [4][four years] from the date of joining appointment after return. If required by the Government, the Scholar shall apply to the Public Service Commission or any other authority for such posts as the Government may direct.

[5][9. In the event of breach of any of the aforesaid terms by the Scholar, the Scholar and the Sureties do undertake jointly and severally to refund to Government all amounts paid to the

1.Inserted by No. FD 12 SRS 61 dated 1-4-1961 (wef 6-4-1961)

2. Inserted by No. FD 9 SRS 61 dated 16-2-1961 (wef 23-2-1961)

3. Substituted by No. FD 4 SRS 63 dated 20-3-1963 (wef 11-4-1963)

4. Substituted by No. FD 125 SRS 67 dated 21-10-1967 (wef 2-11-1967)

5. Substituted by No. FD 29 SRS

Scholar or expended on his account as scholarship equipment allowance passage money, family allowance, salary and other allowance during the period of such study or training, leave salary, cost of fees, travelling and other expenses, cost of international travel and cost of training abroad met by the Foreign Government Agency, and all other kinds or payments made to him from the time he leaves the State of Karnataka for such study of training upto the period he returns to the State together with interest at six percent per annum on such sums from the respective dates of payment.]

[1][9-A. In the event of the scholar resigning or retiring from service without returning to do duty after a period of study leave or within a period of [2][four years] after such return to duty, the scholar and the sureties do undertake jointly or severally to refund [3][the actual amount] of leave salary, study allowance, cost of fees, travelling allowance and other expenses, if any, incurred by the Government or drawn by the scholar for the period of study leave, together with interest thereon from the date of demand at Government rates for the time being in force on Government loans, before the resignation of the scholar is accepted or permission to retire is granted.]

10. It shall not be necessary for the Government to proceed against the Scholar first by filing suit or initiating recovery proceedings before proceeding against the Sureties or either of them.

11. The Government shall be at liberty to recover all sums due from the Scholar and/or the Sureties, as arrears of Land Revenue.

12. Any extension of time granted to the Scholar or relaxation from any of the aforesaid terms or the rules of the aforesaid Foreign Scholarship Rules shall not release the Sureties from their obligation under this Bond or affect their liability in any manner.

13. The Sureties hereby mortgage in favour of the Government, the properties detailed hereunder by way of

1.Inserted by No. FD 71 SRS 66 dated 18-9-1967.

2. Substituted by No. FD 125 SRS 67 dated 21-10-1967(wef 2-11-1967)

3. Substituted by No. FD 31 SRS 72 dated 13-8-1976 (wef 26-8-1976)

security for their liability under this Bond. The Sureties shall also be personally liable for their obligations under this Bond should the mortgaged properties be insufficient to satisfy the dues of Government.

[1][or]

The Scholar hereby mortgages in favour of the Government, the properties detailed hereunder by way of security for his liability under this Bond.]

14. The Stamps and Registration fees, if payable on this bond, shall be borne by the Government.

SCHEDULE- I
(Properties mortgaged by the First Surety)

(Shri .....)

SCHEDULE- II

(Properties mortgaged by the Second Surety)

(Shri.....)

In witness whereof the Scholar and Sureties have signed this Deed in the presence of the following witnesses :

Witnesses

Scholar:

1. ..... **Surety:**

2. ..... **Surety:**

1[SCHEDULE- III]

(Properties mortgaged by the Scholar)

(Shri…….....)

2[Annexure CC xxx]

1.Inserted by No.FD 9 SRS 65 dated 27.4.1965 (wef.13.5.1965)

2. Deleted by No. FD 90 SRS 67 dated 19-2-1968 (wef 7-3-68).

ANNEXURE-'D'

This Bond is executed in favour of the Governor of Karnataka (hereinafter called the "Government") by.....son of .....aged about..... years, now residing at.....(hereinafter called the "Scholar" which term shall include his heirs and legal representatives) :

And the.....Bank Ltd.....(hereinafter called 'Surety' which term shall include its liquidators and legal representatives):

Whereas at his request, the Scholar has been granted a Scholarship/ Fellowship/ Grant/ Study Leave/ Concession of..... under the Rules

forming Appendix II to the Karnataka Civil Services Rules, Volume I, regarding the facilities available for study or training outside India which they have read and understood:

And whereas at the request of the Scholar and the Surety the Government has agreed to accept the guarantee given by the surety instead of Security of Immovable property;

The Scholar and the Surety covenant as follows:-

1. The Scholar shall be bound by all the Rules or the aforesaid Rules

forming Appendix II to the Karnataka Civil Services Rules and any modification thereof made by the Government from time to time.

2. The Scholar shall prosecute his studies or training diligently.

3. The Scholar shall join such Institutions or Company or Factory or Establishment and take up such course or courses as the Government may require him so to do or may approve.

[1][3-A. The Scholar shall not without the previous approval of the Government, take up the question of extension/variation of his training with the authorities responsible for his training abroad either on his arrival in the country of training or during his stay in that country.]

1. Inserted by No. FD 12 SRS 61 dated 1-4-1961 (wef 6.4.1961)

4. After completion of [1][the] course or training the Scholar shall not take up another course of study or training to take up any employment, trade or profession, or occupation without the express permission of the Government.

5. On completion of such course of study, or training the Scholar shall return to Karnataka State within reasonable time not exceeding three months from the date of completion of his course, or training unless otherwise expressly permitted.

6. It shall be open to the Government to re-call the Scholar at any time, whether or not the course for which he is sent has been completed, if he fails in his examination, or the reports regarding his progress are unsatisfactory or he has taken to undesirable ways of life. In the case of such re-call, the Scholar shall be liable to pay to the Government all sums spent on him.

7. At least one month before the date of his return to Karnataka State and within [2][7] days after such return the Scholar shall intimate about his return to the Chief Secretary to the Government of Karnataka and also to…….....(here the Head of the Department in which the Scholar was serving before going for the course of study or training may be indicated) who shall arrange to issue necessary posting order. The Scholar undertakes to serve the Government in such post, in such capacity and on such remuneration as the Government may, in its absolute discretion require him to do so for a period of at least [3][four years] from the date of joining appointment after return. If required by the Government the Scholar shall apply to the Public Service Commission or any other authority for such posts as the Government may direct.

[4][8. In the event of breach of any of the aforesaid terms by the Scholar, the Scholar and the Surety to undertake jointly and severally to refund to Government all amounts paid to the Scholar or expended on his account as scholarship, equipment allowance, passage money, family allowance, salary and other allowances during the period of such study

1. Inserted by No. FD 12 SRS 61

2. Substituted by No.FD 4 SRS 63 dated 20-3-1963(wef 11-4-1963).

3. Substituted by No.FD 125 SRS 67 dated 21-10-1967 (wef 2-11-1967).

4. Substituted by No. FD 29 SRS 62 dated 31-7-1962 (wef 9-8-1962).

or training, leave salary, cost of fees, travelling and other expenses, cost of international travel and cost of training abroad met by the Foreign Government Agency, and all other kinds of payment made to him from the time he leaves the State of Karnataka for such study or training upto the period he returns to the State together with interest at six percent per annum on such sums from the respective dates of payment.]

[1][8-A. In the event of the scholar resigning or retiring from service without returning to duty after a period of study leave or within a period of [2][four years] after such return to duty the scholar and the sureties do undertake jointly or severally to refund [2][the actual amount] of leave salary, study allowance, cost of fees, travelling allowance and other expenses, if any incurred by the Government or drawn by the Scholar for the period of study leave, together with the interest thereon from the date of demand at Government rates for the time being in force on Government loans, before the resignation of the scholar is accepted or permission to retire is granted.]

9. It shall not be necessary for the Government to proceed against the Scholar first by filing suit or initiating recovery proceedings before proceeding against the Surety or either of them.

10. The Government shall be at liberty to recover all sums due from the Scholar and/or the Surety as arrears of Land Revenue.

11. Any extension of time granted to the Scholar or relaxation from any of the aforesaid terms or the rules of the aforesaid Foreign Scholarship Rules shall not release the Surety from its obligation under this Bond or affect its liability in any manner.

[3][12.xxx]

A witness of the Scholar on his behalf and.....of the Bank, on its behalf have set their hands to this on .....

Witnesses

1..... **Scholar.**

2..... **On behalf of the**

.....Bank.....

Surety.....]

1. Inserted by No. FD 71 SRS 66 dated 18-9-1967.

2. Substituted by No. FD 31 SRS 72 dated 13-8-1976 (wef 26-8-1976).

3. Deleted by No. FD 142 SRS 61 dated 24-1-1962 (wef 20-9-1961)

[1][ANNEXURE - 'E'

[2][When the security is furnished in Karnataka Government Savings Bank Pass-book and/or National Savings Certificates and /or National Defence Certificates.]

KNOW ALL MEN BY THESE PRESENTS THAT

I…….....son of.....aged about .....years, now residing at.....[hereinafter called the 'Scholar' which term shall include his heirs and legal representatives) am bound to the Governor of Karnataka (hereinafter called the Government);

WHEREAS I een granted

Appendix II to the Karnataka Civil Services Rules, Volume I, regarding the facilities available for study or training outside India which I have read and understood.

AND WHEREAS at my request the Government has agreed to accept the security of money deposited by me in the Karnataka Government Savings Bank under Pass Book No .....of.....Treasury [1][and/or the National Savings Certificates and/or the National Defence Certificate Nos.....of the value of Rs.....] instead of security of immovable property;

Now, THEREFORE, the condition of this bond are as follows:

1. The Scholar shall be bound by all the rules in the aforesaid Rules forming Appendix II to the Karnataka Civil Services Rules and any modification thereof made by the Government from time to time.

2. The Scholar shall prosecute his studies or training diligently.

3. The Scholar shall join such institution or Company or Factory or Establishment and take up such course as the Government may require him so to do or may approve.

1. Inserted by No. FD 49 SRS 62 dated 8-2-1963 (wef 14-3-1963).

2. Substituted by No. FD 25 SRS 66 dated 27-8-1966 (wef 8-9-1966).

4.The Scholar shall not without the previous approval of the Government, take up the question of extension/variation of his training with the Authorities responsible for his training abroad either on his arrival in the country of training or during his stay in that country.

5. After completion of the course or training, the Scholar shall not take up another course of study or training or take up any employment, trade or profession or occupation without the express permission of the Government.

6. In the event of the Scholar contracting an infectious disease requiring prolonged hospitalisation, he shall not forbid the medical advisers/attendants from communicating the nature and condition of disease to Indian Mission concerned or Government.

7. On completion of the course of study or training, the Scholar shall return to Karnataka State within reasonable time not exceeding three months from the date of completion of his course, or training unless otherwise expressly permitted.

8. It shall be open to the Government to recall the Scholar at any time, whether or not the course for which he is sent has been completed, if he fails in his examination or the reports regarding his progress are unsatisfactory or he has taken to undesirable ways

of life. In the case of such re-call, the Scholar shall be liable to pay to the Government all sums spent on him.

9. At least one month before the date of his return to Karnataka State and within 7 days of such return, the Scholar shall intimate about his return to the Chief Secretary to the Government of Karnataka and also to (here the Head of the Department in which the Scholar was serving before going for the course of study or training may be indicated) who shall arrange to issue necessary posting orders. The Scholar undertakes to serve the Government in such post, in such capacity and on such remuneration as the Government may, in his absolute discretion require him to do so, for a period of atleast [1][four years] from the date of joining appointment after return. If required by the Government, the Scholar shall apply to the Public Service Commission or any other authority for such posts as the Government may direct.

10. In the event of breach of any of the aforesaid terms by the Scholar, the Scholar shall be bound to refund to the Government all amounts, received by the Scholar or expended on his account as Scholarship, equipment allowance, passage money, family allowance, salary and other allowances paid to him during the period of such study or training, leave salary, cost of fees, travelling and other expenses, cost of international travel and cost of training abroad met by the Foreign Government Agency, and all other kinds of payments made to him from the time he leaves the State of Karnataka for such study or training upto the period he returns to the State together with interest at six percent per annum on such sums from the respective dates of payment.

[2][10-A. In the event of the scholar resigning or retiring from service without returning to duty after a period of study leave or within a period of four years after such return to duty, the scholar and the sureties do undertake jointly or severally to refund [3][the actual amount] of leave salary, study allowance, cost of fees, travelling allowance and other expenses, if any incurred by the Government or drawn by the Scholar for the period of study leave, together with interest thereon from the date of demand at Government rates for the time being in force on Government loans, before the resignation of the scholar is accepted or permission to retire is granted.]

[4][11. By way of security for the due performance of the terms of this bond, the Scholar has deposited a sum of Rs…….in the Government Saving Bank Account No…… at ……..……Treasury and has herewith pledged and delivered [5][the pass book therefor and / or has hereby pledged and delivered] the National Saving Certificates / and / or / the National Defence

1. Substituted by No. FD 125 SRS 67 dated 21-10-1967 (wef 2-11-1967).

2. Inserted by No. FD 71 SRS 66 dated 18-9-1967.

3. Substituted by No. FD 31 SRS 76 dated 13-8-1976 (wef 20-8-1976).

4. Inserted by No. FD 25 SRS 66 dated 27-8-1966 (wef 8-9-1966).

5. Inserted by No. FD 25 SRS 66 dated 22-12-1966.

Certificates Nos…of value of Rs.....duly endorsed in the name of the Governor of Karnataka and it is hereby agreed by and between the parties hereto that the said certificates shall be accepted at their surrender value at the time of transfer and shall remain at the disposal of the Government.

In the event of breach of the terms of this bond, Government shall be entitled, without prejudice to the other remedies open to it, to recover the amounts under this bond from the aforesaid Savings Bank Deposit/ and /or Certificates.

Note.-The amount to be deposited/and/or the value of the securities to be pledged and delivered shall be an amount equivalent to twelve times the average cost of the post held by the Government servant at the time of his deputation abroad or five thousand rupees whichever is less.]

12. Government shall also be entitled to recover moneys due under this Bond as arrears of land revenue.

In witness whereof the parties have set their hands to this deed.

Scholar.....

On behalf of and under the directions of the Government of Karnataka, (Person authorised should sign.)

Witnesses:-

1 .....

2 .....

1[ANNEXURE - 'F'

Annual/Final Report

I. Note to Scholars:-

Please state the degree, if any, for which you are studying. The likely date of taking the degree should in all cases be mentioned. If you are not studying for a degree, please mention the likely date when you hope to complete the course of study you are pursuing. Where you have already taken a degree, please give the date of taking it, and state what you have been doing since taking degree and when you hope to complete the course or training you are undergoing at present. The report should be submitted in triplicate.

II. This report must be submitted through your professor or Supervising authority in charge.

Name in Block Capitals .....File No..... Name of the Scholarship Scheme.....

Sponsoring Authority.....

1. Date of arrival in the Country of study..... 2. Subject for which selected..... 3.*Course of study or training undertaken..... 4. Degree sought/obtained..... 5. Approximate date of degree award..... 6. Institution in which pursuing study/training.....

7.*Course of study or training attended during the period under review.....

8.*All examinations (Including subjects) taken with dates, and results (in the final examination the degree or diploma obtained should be stated with subjects taken, and honours, if any. The grades obtained in the final examination must be stated.) Grades should be explained.....

9. Any prizes or other Distinctions.....

10. For Scholar Taking practical Training.

1. Inserted by No. FD 24 SRS 65 dated 13.9.1965.

Name of Concern	Date of joining	Stay to last until	Nature of training

***(If space provided is not sufficient, please attach additional sheet)**

11. This report covers period beginning from.....and lasting upto.....

Place
Date:- Scholar's Signature.

12. University or Institution Supervisor's Report on the work of the student during the period under review.

Date :- Signature.

13. To be filled in by the University or Institution Supervisor in the case of Final Report only:-

(a) Was academic and Intellectual background of the Scholar found satisfactory.

(b) Any outstanding results achieved by him.

(c) Evaluation of Scholar's abilities and achievement.

(d) In which field or branch in your opinion, the scholar is most suited to work, viz., Laboratory,Field wo

(e) Your personal opinion regarding usefulness and value of scholarship whether or not scholar has fulfilled your expectation.

Date:- Signature of Supervisor / Professor.

14. Observations of the Education Department, Embassy of India.

Date:- **Signature of Forwarding Officer.**

[1][APPENDIX-II-A

Rules regulating deputation of or grant of study leave to Government Servants for prosecution of special course of study consisting of higher studies or specialized training within India.

IDeputation of Government servants for higher studies / specialised training

1. The Government may depute a Government servant,who has rendered not less than five years as regular service and is below [2][48] years of age, for a special course of study, consisting of higher studies or specialised training in a professional or technical subject having a direct and close connection with the sphere of his duty at a recognised institution within the State or outside the State but within India. The restriction in regard to length of service and age will not apply to deputation of Government servants for foundation refresher courses of training or any inservice training of short-term duration not exceeding three months.

2. The course of higher studies or specialised training to which a Government servant may be deputed should be of a definite advantage in public interest. These courses of higher studies or specialised training shall be determined and prescribed by Government from time to time by a specific or general order.

3. The concerned Departments of Government shall draw up a programme about the requirements of trained personnel in the specialised field of works of such Department.

4. The number of Government servants to be deputed at any point of time for higher studies or specialised training shall be kept at the minimum, not exceeding 5% of the sanctioned permanent strength of the concerned cadre.

1. Substituted by No. FD 17 SRS 84 dated 4-8-1985 (wef 16-5-1985).

2. Substituted by No. FD 61 SRS 89 dated 20-3-1990 (wef 5-4-1990).

5. The selection of a candidate for higher studies or specialised training shall be made strictly on the basis of seniority except for reasons to be recorded in writing.

6. The maximum period of deputation for higher studies or specialised training shall not exceed the normal duration of the course of study or training. This period shall be treated as on duty. If a Government servant is unable to complete the course of higher studies within the normal duration of such course or higher study, he may be granted extension of time upto a maximum period of one year. This extended period shall be treat is credit

and the remaining period shall be treated as

1[7. A Government servant may be deputed for higher studies or specialized training once during his entire service. However, this restriction will not apply to the deputation of a Government servant for short term courses of study or training duration of which does not exceed three months.]

8. During the perod of deputation, the Government servant shall be eligible to draw:-

(a) Salary i.e., Basic Pay, Dearness Allowance, House Rent Allowance and City Compensatory Allowance which he would have drawn but for his deputation for higher studies or specialised training. During the period of extension, the Government servant shall be eligible only for leave salary admissible under these rules.

(b) Stipend equal to one-half of Daily Allowance at the place of study / training, admissible under the rules. No stipend will be admissible during the extended period of study / training. If the period of deputation for higher studies or specialised training is of the duration of three months or less, the Government servant shall be allowed to draw stipend equal to full Daily Allowance admissible under the rules. If the Government servant is deputed for higher studies or specialised training at the same station Municipal limits including the urban agglomeration area, he will not be eligible for stipend.

1. Substituted by No.FD 5 SRA 2001, dated 28.3.2003(wef.3.4.2003).

(c) Travelling Allowances as on tour from the Headquarters to the place of study/training and back for the first journey to join the course of study or training and return journey after completion of the study/training.

(d) Tuition fees, if any, prescribed for the course of study or training.

9. The Government servant who is selected for deputation for higher studies or specialised training has to execute a Bond in

Form No. 19 appended to these rules, before he is relieved of his duties. He will have no option to retire from service voluntarily under the provisions of Rule 285 of Karnataka Civil Services Rules either during the period of deputation or within a period of three years from the date of his return to duty after expiry of the period of deputation.

10. The Government shall be the Competent Authority to sanction the deputation of Government servants for higher studies or specialised training. If Government comes to the conclusion that the Government servant who has been deputed for higher studies or specialised training had not shown sufficient progress in the studies or had failed to complete the course in proper time, it may terminate the period of deputation and direct the Government servant to refund or recover from him the entire expenditure incurred on his deputation including the salary and stipend paid for the period of deputation and extension of time if any, granted for completion of higher study or specialised training.

1[Not withstanding anything contained under this rule, in case of persons who have been appointed to a post in Education Department for which requirement of PhD., is a precondition for service advancement the following conditions and procedure shall be applicable, namely:-

(a) No person who has completed 45 years of age should be deputed for PhD., at Government cost.

1.Inserted by No.FD 4 SRA 2009,dated 8.6.2010 (wef.10.6.2010)

(b) The person desirous of doing PhD., shall pass the entrance test conducted by the University, before the proposals for deputation is approved.

(c) In addition, the applicant shall submit a report containing Synopsis, Topic and review of literatures etc., about the subject in which PhD., is to be pursued.

(d) A Certificate from the concerned Guide must be obtained that the subject is fit for doing PhD., and the applicant has fulfilled the preliminary requirements for undertaking the research work leading to Phd.

(e) Applicant may be initially sanctioned three months leave at his credit for preparatory work including the preparation of synopsis for obtaining approval from the guide/institution in which the research shall be taken up.

(f) After confirming that this is a fit subject for completing PhD., and the person is in a postion to complete it, the case for deputation be considered.

(g) During the course of PhD., regular progress reports shall be obtained. The person shall submit a report every year giving a summary of work done during that period and it shall be confirmed

by the concerned Guide. If report is not satisfactory, deputation be cancelled and the person shall be called back to duty forthwith.

(h) If the Guide is of the opinion that the person is not showing interest in the research and there is no satisfactory progress, then the person shall be immediately called back from deputation.

(i) Progress reports certified by the Guide shall be obtained every year and based on the progress his continuation or otherwise on deputation shall be decided.

(j) On completion of deputation period and after resuming the duty the person shall sumit a detailed report about the progress made in the research and state whether research papers have been submitted and accepted by the University.

(k) If for any reason the lecturer wants extension of time for completion of research and submission of thesis, leave upto 12 months may be granted against leave at his credit or extraordinary leave. No deputation allowance shall be paid for this period.

(l) Even after this extension if the lecturer fails to complete the PhD., action shall be taken to recover the salary paid during the study as per rules.

(m) If the lecturer establishes with proper documents that in spite of his best and sincere efforts he could not complete PhD., the Government may reduce the recovery amount and restrict it only to the 50% of the salary drawn by him during the period of the course.

Provided that this provision shall also be applicable to pending cases on the date of commencement of the Karanataka Civil Services (2nd Amendment) Rules, 2010.]

II. Grant of study leave for prosecution of higher studies / specialised training

1. The Government may grant study leave to a Government servant for prosecution of a special course of study, consisting of higher studies or specialised training in a professional or technical subject, having a direct and close connection with the sphere of his duty at a recognised institution, within the State or outside the State but within India.

2. Study leave may also be granted for the studies which may not be closely or directly connected with the work of Government servant, but which are capable of widening his mind in a manner likely to improve his abilities as a civil servant and to equip him better to collaborate with those employed in other branches of the public service.

3. The grant of study leave to a Government servant shall be subject to the following conditions:-

(a) No study leave shall ordinarily be granted to a Government servant who has rendered less than five years of regular service under Government. In no case, study leave shall be granted to a Government servant who has not completed the period of probation;

(b) The maximum period of study leave shall be restricted to three years of Doctorate courses and two years for Post-graduate or other courses of higher studies;

(c) The period of study leave shall be debited to the leave account of the Government servant. The period of study leave which falls short of the Earned leave/Half-pay-leave at the credit of the Government servant shall be treated as Extra-ordinary leave. During the period of study leave, the Government servant shall be eligible for leave salary (Pay, DA, HRA & CCA) as admissible under the rules;

(d) The Government servant who has been granted study leave shall not have option to retire from service voluntarily either during the period of study leave or within a period of three years from the date of his reporting for duty after expiry of the study leave.

4. The Government shall be the Authority Competent to sanction Study Leave. Every application for study leave should be submitted through the proper channel. The course of study contemplated by the Government servant and any examination which he proposes to undergo shall be clearly specified in the application along with the information about the study leave facilities availed of previously.

5. The Government servant who is granted study leave shall execute a Bond in

Form No. 19-A appended to these rules before he is relieved of his duties to join the course.]

APPENDIX III
(Rule 64)

Rules regulating the grant of Compensatory Allowances and passages during periods of deputation outside India:-

1.Free return passages will be granted to Government servants deputed on duty outside India as follows :-

(i) Government servants drawing actual pay of [1][Rupees ten thousand and one hundred] and above.	**A tourist or second class passage the cost by P & O Second Class-A.**
(ii) Other Government servants on pay exceed- ing[1][Rupees two thousand and six hundred]	**A tourist or second class passage by the all sea route provided that the cost does not exceeding the cost of passage by P & O second class B.**
(iii) Government servants draw-ing pay of [1][Rupees two thousand and six hundred] and below.	**A deck passage.**

Note.- In cases in which accommodation is not available by P & 0 Steamers, the passages should preferably be booked by the steamers of British India or the Orient Steam Navigation Companies if the Course is possible.

2. Government may sanction the following terms for any officer deputed out of India.

(i) for the journey from his headquarters to the port of embarkation, travelling allowance at the rate which would be admissible to him were the journey was on tour;

(ii) free passage (with diet) to the port of debarkation;

(iii)Travelling Allowance at the rates fixed by the Government of India from the port of debarkation to destination in cases of deputation to Europe or America and actual travelling expenses in the case of deputations to other countries;

(iv) actual expenses incurred on account of dock dues and passport fees subject to production of receipts; and

1. Amended by No. FD 4 SRA 99 dated 2-6-2000 (wef 1-1-1999).

(v) Similar terms for return journey.

Note.- Return tickets for steamer journey should be produced in cases where the period of deputation is not expected to exceed the period for which such tickets are available.

3. Government may, in exceptional circumstances, sanction a passage by air from or to India, to the officer deputed out of India, and grant to him the terms detailed in Rule 2, other than those relating to his own passage and Travelling Allowance for himself in India, in lieu of which the officer may be granted.

(1) Travelling Allowance for the journey from his

Headquarters to the air-port from which the passage has been sanctioned at the rate which would be applicable were the journey one on tour.

(2) free air passage to the air-port of debarkation.

(3) the actual cost of transporting luggage.

(a) from his Headquarters to the sea port at which he would have embarked had he travelled by sea, subject to a limit of one-fourth of the rail fare between those two places of the class to which he is entitled, and

(b) from the sea port above mentioned to the port at which he would have disembarked had he travelled by sea, subject to a maximum of the charges payable for conveyance by sea or the amount of luggage which he would have carried free had a sea passage been sanctioned for him, and

(4) Similar terms for the return journey.

Note.- Government servants should avail themselves of the booking facilities afforded by the Government of India so that passages may be obtained at the concessional rates.

4. The travelling expenses and daily allowance payable to the officer from the date of landing in the country of destination to the date of re-embarkation for India will be fixed by the Government in each case, keeping in view the rates which are fixed by Government of India from time to time for journeys and halts in the various countries. The rates fixed by the Government of India for some of the more important places are noted below :

Place	Rate per day unit	First Grade Officers Drawing actual pay Rs.750.& above.	Second & third grade pay above Rs.40/-	Fourth Grade on a pay of Rs.40/-& below.
London	Pounds & Shillings.	2 -8-6	1-16-4	0-16-2
United Kingdom (other than London)	-do-	2 -8-6	1-16-4	0-16-2
Ireland	Shillings	37–6	28-1	12–6
France	Franc	3,000 - 4,000	2,250-3,000	1,000 -1,333.33
Holland	Fl(Guilders)	2,250 - 2,625	1,687-19-69	7-50-8-75

Sweden	Swedish Kroners	40-45	30-33.75	13-33-15
Italy	Lires	5,000-5,750	3,750 -4,312.50	1,666.67-1,916.67
Denmark	Danish Kroners	40-65	30-48- 75	13.33 -21.67
Poland	Zloties	120-125	90-93.75	-
West Germany	D.M.	28-34	21-25.50	9.33-11.33
U.S.S.R.	Roubles	120	90	40
United States	U.S. Dollars	12	9	6
Canada	Dollars	12	9	6
Mexico	Pesos	96-120	72-90	32–40
Philippines	Pesos	30-32	22.50-24	10-10.6
New Zealand	N.Z Shillings	45	33 ¾	15
Australia	Shillings(A)	36–80	27-60	12-27
Malaya States	Straits	20–35	15- 26.25	6 .67 -11.67
Japan	Yens	4,100-4,300	3,075 - 3,225	1,367-1,433
Burma	Rupees	55	41¼	18
China	P.B.S.	10–00	7-50	5-00
Ceylon	C.Rupees	30-35	22 ½- 26 ¼	10 - 11 2/3

China.- In addition accommodation charges will be allowed.

An officer in receipt of all-inclusive rates of daily allowance will not be entitled to any reimbursement on account of tips, taxies, service charges or heating charges.

The daily allowance does not include any element towards the cost of transport for official journeys. Accordingly, the actual cost of taxi or conveyance hire for trips on duty which is considered necessary and reasonably by the Controlling Officer, will be reimbursed to the Officer on production of a Certificate that the amount claimed was actually spent.

In the case of halts of long duration, arrangements, should be made to reserve accommodation on weekly/monthly terms if these are cheaper than daily rates. Where accommodation and meals are both provided either free as when an officer is a State Guest or at Government expense, a cash allowance equal to 25 percent of the prescribed all-inclusive rates of daily allowance, will be admissible to cover incidentals such as tips and gratuity and when accommodation alone is provided free, two-thirds of the all-inclusive rate of daily allowance will be admissible.

5. Nothing in the foregoing rules shall operate to prevent Government in such cases as it thinks fit to do so from reimbursing a Government servant on the basis of actual expenses incurred by him during a period of deputation. In cases in which it is decided to follow this procedure, the decision should be made known to the Government servant concerned before he leaves India he should be instructed that he will be expected where possible to support his claims by the production of vouchers.

APPENDIX-IV

(Rule 75)

[1][THE ALLOTMENT OF GOVERNMENT BUILDINGS FOR USE AS RESIDENCES OF GOVERNMENT SERVANTS AND LEVY OF LICENCE FEE RULES, 2002

1.These rules shall not apply to the Government quarters allotment of which is Governed by the Karnataka Government (Allotment of Government Quarters) Rules, 1999.

2. Allotment means grant of Licence to the Government servant to occupy a house owned, leased or requisitioned by the Government or a portion thereof, for use by him as residence.

3. No houses should be built or purchased by Government as residences for Government servants, except in the following cases:

(i) When it is the recognised duty or established custom of Government to provide quarters at Government expense.

(ii) When it is necessary on public grounds for the Government servant to reside in, or close to the premises in which his duties have to be performed, such as a jail, a police station, a school or a hospital.

(iii) When it is necessary to provide residences in places where no houses are available, and where a lengthened term of residence would render camp accommodation unsuitable, e.g., along lines or roads or canals, for the housing of Government servants employed on their construction or maintenance.

(iv) When it is shown to the satisfaction of Government that suitable accommodation for Government servants whose appointments are permanent in respect of a locality is not available in the station already in existence or is available only under circumstances which will be likely to place such Government servants in an undesirable position in

1. Substituted by No. FD 5 SRA 2000, dated 17-8-2002 (wef 17-8-2002).

4. Before sanctioning proposals for the construction or purchase of a residence for a Government servant, Government should consider whether the requisite accom-modation cannot be more conveniently provided by taking an existing building on lease for such a term and on such conditions as may be appropriate. No such lease should be entered into, without the express sanction of Government, which will be accorded subject to the condition that the present and future incumbents of the appointment for whose accommodation the building is to be leased shall be required during the term of the lease to occupy the house and to pay such licence fee as may be prescribed under the rules.

5.(1) When a house has to be built or purchased for the occupation of a Government servant, its cost, which in the case of a

house to be purchased, will include the purchase money and any expenditure required to adapt the building for residential purposes, should be so regulated that the licence fee calculated under the rules will not ordinarily exceed 10 percent of the salary and local allowances, if any of the Government servant who will usually occupy it. This rule applies equally to houses built or purchased for Government servants who pay licence fee, and those who are entitled to accommodation without licence fee.

(2) Government do not undertake to maintain gardens attached to Government residential buildings. In the event, however, if no one being either in occupation of a residence or responsible for the licence fee or if the Government servant responsible for the licence fee has received permission to reside elsewhere and the residence is unoccupied, the pay of suitable establishment, not exceeding one mali and one coolie, may with the special sanction of Government, be charged to the annual repair estimate of the building.

The cost of planting shade trees in the compounds of residential buildings and of transplanting soil in a portion of the compound meant for a garden, if the nature of the existing surface soil renders such transplantation necessary in order to form a garden, may be debited to the public funds as capital expenditure on the property.

(3) When buildings are constructed at the cost of private persons and handed over to Government for the public purpose, it is necessary to arrange for their maintenance at State cost. Accordingly provision for the annual repairs and proper maintenance, including monsoon thatties, must be made in the budget estimates of the Public Works Department. In the case of dispensaries constructed and handed over to Government by the public, the provision of funds for repairs and maintenance must be made in consultation with the Director of Health and Family Welfare Services.

(4) In the case of an official residence, whether newly constructed, purchased or taken on lease, fans with their fittings on the scale approved by Government may be supplied and maintained by Government. All other fittings should be provided and maintained by the tenant. When chicks are required, they should be provided for by the tenants at their own cost.

(5) All improvements to Government residential buildings require the special sanction of Government. Such sanction will not be given unless the proposed improvements are only to provide minimum convenience to the occupant which was not provided previously due to oversight or other causes. While applying for such sanction it shall be clearly mentioned how the improvements asked for are quite necessary for providing minimum comforts to the occupant and in what circumstances the same were lost sight of when the residential building was constructed.

(6) Officers acting in contravention of the above directions will render themselves personally responsible for all expenditure thus incurred.

6.(1) The incumbent, whether permanent or temporary, of an appointment for whose benefit a house has been constructed or purchased or taken on lease by Government under the conditions specified in Rules 4 and 5 above will be held responsible for the prescribed licence fee during his tenure of the appointment.

(2) Government may sanction exceptions to this rule in the following cases :

(a) When a Government servant is acting in such an appointment, but is discharging the duties thereof in addition to those of his substantive appointment and already pays licence fee for a house.

(b) When a Government servant, in addition to the duties of such an appointment, carried on those of another appointment which preclude him from occupying the house.

(c) When he has been promoted or transferred to the appointment in the same station and it is not considered necessary that he should change his residence

(d) When a Government servant officiating in an appointment for a period not exceeding two months is actually prevented from occupying the house provided for him by circumstances which Government consider sufficient to warrant an exception being made in his favour.

(3) Government servants belonging to the Health and Family Welfare Department should vacate the quarters attached to the institutions where they are working immediately on their transfer, even though the Institutions to which, they are transferred, are located in the same station.

7(1) A Government servant who owns a house at his place of posting shall not be allotted Government quarters/house, under the administrative control of Housing Board, P.W.D. and other Government agencies, for occupation. Henceforward, a certificate shall be obtained from a prospective allottee that he has no house at the station of his posting within the limits of any local or adjoining Municipality/ Municipal Corporation, either in his own name or in the name of any member of his family.

(2) The Government Servant, who builds/ acquires a house in future at the place of his posting within the limits of any local or adjoining Municipality/ Municipal Corporation either in his own name or mbers of his

family, shall be required to vacate the Government quarters/house in his possession from the date of completion of construction or acquisition of his own house.

(3) A Government servant who has already built/acquired a house within the limits of any local or adjoining Municipality/ Municipal Corporation either in his own name or in the name of any member of his family, shall be required to vacate Government quarters in his occupation within three months from the date of acquisition of the house etc.

(4) If the Government servants fails to vacate the Government quarters/ house within the time limits specified in sub rules (2) and (3) he shall be liable for payment of penal licence fee and eviction.

(5) If the house of Government servant has less accommodation than the entitlement, then he would be entitled to Government accommodation on payment of normal licence fee only, when he agrees to lease his house to Government at licence fee to be fixed by Government in accordance with the prescribed norms.

(6) For the purpose of these rules, 'House' in relation to a Government servant or member of his family, means a residential house or part thereof (including inherited house) situated within the limits of any local or adjoining Municipality/Municipal Corporation and having accommod- ation comparable to his entitlement under the allotment rules, 'Members of family' in relation to a Government servant means the wife or husband or a dependent child of the Government servant.

(7)The following categories of Government servants whose stay in the Government quartes/houses is considered essential in the interests of Government work will not be covered by the foregoing provisions of this rule.

(1) Divisional Commissioners of Divisions.
(2) Deputy Commissioners of Districts.
(3) Assistant Commissioners, Tahsildars and Block Development Officers.
(4) Director General of Police.
(5) Inspector General of Police.
(6) Deputy Inspector General of Police of ranges (7) Commissioner of Police,
(8) Superintendent of Police in places where . quarters are provided.
(9) District Judges.
(10) Resident Medical Officers in respect of Major . Hospitals.
(11) Other District Officers, where quarters have been designated.

(12) Staff borne on the Personal Establishment of Governer, Ministers, Ministers of State and Deputy Ministers.

(13) All the categories of Staff borne on the Establishments of Government Guest Houses.

(14) Government servants to whom official residence or accommodation without licence fee is made available under the terms of their employment, and

(15) Other Government servants whose residence is required at the close vicinity of the duty point.

8. A Government servant who has been allotted an official residence shall not permit any unauthorized occupation of such official residence and in case he permits unauthorized occupation,-

(i) the unauthorized occupation shall be evicted summarily without any notice;

(ii) Licence fee at penal rate of eight times normal licence fee shall be levied on the Government servant who has permitted such unauthorized occupation for the period of such unauthorized occupation and shall be recovered from his salary or as arrears of land revenue;

(iii) he shall be liable for disciplinary action under the Karnataka Civil Services (Classification,Control and Appeal) Rules,1957 or All India Services (Discipline and Appeal)Rules, as the case may be treating such permission for unauthorized occupation as a misconduct.

9. If a building, whether newly built, bought or adopted for the purpose, is provided for a Government servant as his residence, he is bound to pay licence fee even if he does not occupy it. When a Government building intended for one Government servant is occupied by another, the licence fee that may be recovered from the latter will be deducted from the amount of licence fee payable by the former from whom the house was intended and who is primarily responsible for it.

10.(1) For the purpose of the following rules, Government buildings intended for occupation as residences by Government servants return is expected on the capital cost.

Class I,- Building from the licence fee of which an adequate return is expected on the capital cost.

Class II,- Building from the licence fee of which an adequate return on the capital cost is not expected.

(2) The fact that a building of Class I is occasionally occupied by a Government servant who is entitled to accommodation without licence fee or at reduced licence fee will not justify its removal from Class I to Class II and vice versa. A building in Class II should not be transferred to Class I whenever it is occupied by a o may be required to

pay licence fee in accordance with rules. Buildings should be transferred from one Class to the other only when there is permanent change in the conditions under which they will originally be allotted on licence fee. Transfers should be made only under the orders of Government and should have effect in all cases from the commencement of a financial year :

(3) Basis of Assessment for buildings of Class I:

The aggregate of the full annual licence fee fixed for all buildings in this Class shall not be less than a sum which will secure a moderate interest on the capital outlay on these buildings as well is an additional sum sufficient to cover the average annual charges for maintenance and repairs. The licence fee for each building in Class I will be fixed by the Divisional Officer in the first instance, subject to subsequent confirmation by the Chief Engineer and also subject to the following conditions:-

(a) The licence fee per mensem for each building will be fixed at 7½ percent on the present value of the building including the cost of electric installation as shown in the registers.

(b) Every fraction of a rupee less than 50 Paise shall be taken as 50 paise and fraction more than 50 Paise as a rupee in the results arrived at in calculating the percentages.

(c) Government reserve to themselves the right of fixing a special licence fee in such cases as they may consider necessary.

(d) Whenever additions or improvements including electric installations are made to a building during occupancy, raising thereby its capital cost, the increased licence fee will be levied from the first of the month succeeding that in which the addition or improvement is completely executed even though complete payments may not have been made to the contractor or the work accounts closed. The Divisional Officer should take particular care that the entire outlay which may be finally incurred on the work is calculated before hand as accurately as possible in order to arrive at the increased capital cost on which thelicence fee is to be based. If any difference is found later on, in the actual outlay after the work accounts are closed, the necessary alteration in licence fee may then be effected. In the meantime, the occupant should be informed that the alteration in the assessment is provisional pending closing of the work accounts.

(e) Superintending Engineers are empowered to approve finally of data statements for calculating the standard licence fee of Government residential buildings, and they are also empowered to approve finally data statements for calculating the standard licence fee of Government residential buildings,

the capital cost of which is not known. Standard licence fee will be calculated in the above cases by the Superintending Engineers.

When the year of construction or acquisition of a residential building is not known, its present value will be taken into account. The rate of interest applicable to the year in which the assessment of the capital cost of the building was made will be adopted for purpose of calculation of licence fee and preparation of licence fee data statement of the building.

(f) The licence fee charged for any building occupied by a Government servant shall not exceed ten percent of his salary. 'Salary' for the purpose of this rule means all emoluments drawn by an occupant and includes.

(i) Pay;

(ii) Payments from general revenues and fees if such payments or fees are received in the shape of a fixed addition to monthly pay and allowances as part of the authorised remuneration of a post;

(iii) Compensatory allowances other than travelling allowance, uniform allowance, clothing allowance, outfit allowance, special outfit allowance, Uniform grant and grant for Horse and saddlery, whether drawn from the Consolidated Fund of India or of a State or from a Local Fund;

(iv) Exchange Compensation Allowance;

(v) Pension, other than pension drawn under the provisions of extra-ordinary pension or compensation received under the Workmen's Compensation Act, 1923, as subsequently amended;

(vi) In the case of a Government servant under suspension and in receipt of a subsistence allowance, the amount of subsistence allowance, provided that if such Government servant is subsequently allowed to draw pay for the period of suspension the difference between the licence fee recovered on the basis of the subsistence allowance and the licence fee due on the basis of the emoluments ultimately drawn shall be recovered from him.

(g) The emoluments of a Government servant paid at piece work rates shall be determined in such manner as the Government may prescribe.

(h) The emoluments of an Officer on leave means the emoluments drawn by him for the last complete calendar month of duty performed by him prior to his departure on leave.

(i) The amount of pension to be taken into account, will be the amount originally sanctioned i.e., before commutation, if any, and will also include the pension equivalent of death-cum-retirement gratuity and other forms of retirement benefits if any e.g., Government contribution to a Contributory Provident Fund, commuted value of p

(j) Fractions of rupee less than 50 paise shall be taken as 50 paise and fractions more than 50 paise as a rupee in the results arrived at in calculating percentages.

(k) The licence fee liability need not necessarily be limited to ten percent of an allowance in cases where occupation of quarters is optional.

11.(1) For the purpose of this rule, the capital cost of a building shall, unless specially reduced, be taken at the cost of the building and its site, without addition of any percentages on account of establishment or of tools and plant. If the house was constructed on land purchased by Government, the value of the site will be the price paid for it by Government, if this can be ascertained: if not, it will be the value at the time those rules are first applied. If the house was built on land, the property of Government, the actual outlay incurred by the Government on such land should be included in the capital cost of the building for the purpose of assessing licence fee; but if no such outlay has been incurred, the value of the site should not be included in the capital cost of the building.

(2) In the case of houses purchased by Government, the capital cost will be the price actually paid for the property together with the amount of the works outlay incurred by Government in altering, restoring or improving the building. When there is no record of the actual price paid by Government for any building, its present value should be estimated by the Divisional Officer and approved by the Chief Engineer and this estimate should be taken as the capital cost.

(3) The outlay incurred on the electric installations in all Government residential buildings allotted on licence fee should be added on to the capital cost of the building, and licence fee fixed on that basis. As regards quarters occupied without licence fee no interest and depreciation charges need be levied on the Government servants occupying them.

12.(1) When a building is occupied partly as a residence andpartly as an office for which no licence fee is paid, the capital value of the portion occupied as a residence should be separately estimated, for the purpose of this rule. The cost of maintenance of the residential portion should also be separately estimated and accounted for. The amount of reduction of licence fee under this rule will be fixed by the Chief Engineer.

(2) When separate office accommodation is provided for the occupant and the use of part of his residence for office or business purposes is optional, no deduction from the licence fee is permissible on this account.

13. Government may sanction a reduction of remission oflicence fee otherwise chargeable under the rules.

(a) When a building in Class I is occupied by a Government servant who, under a special or general order of Government, is entitled to accommodation without licence fee, or at a licence fee assessed otherwise than as provided in the rules the licence fee of the building may be remitted, or reduced to the amount prescribed by rule for the Government servant concerned.

(b) Remissions of licence fee due for the occupation of a Government building may be sanctioned when the building is rendered uninhabitable by reason of extensive repairs being in progress, or from any other cause, provided that if the occupant finds that the house has become uninhabitable, he shall at once report the matter to the Divisional Officer incharge of the building, who will immediately inspect it and forward a report to the Chief Engineer. The latter will take such steps in the matter as he considers necessary, and then decide whether partial or total remission of licence fee is to be allowed. No remission of licence fee can be allowed for any period anterior to the date on which the occupant reported to the Divisional Officer that the house was uninhabitable, whether he left it before that date or not.

(c) At stations where, owing to excess of accommodation or to other special circumstances, licence fee must unavoidably be assessed with reference solely to prevailing rates, special assessments may be made by Government, except in the case of buildings which have been constructed, purchased or leased as residences of Government servants holding particular appointments, and which are occupied by the incumbents of such appointments. In the case of such building, reduced assessments will be sanctioned by Government under special circumstances.

14. No Government servant is allowed residence free of licence fee, unless under the sanction of some general regulations or order of Government, or

(a) When a building in Class II is occupied by any Government servant who is not entitled to quarters without licence fee, or at licence fee fixed otherwise than in accordance with Rules10(3)(a) and (f) the licence fee to be paid shall be fixed by Government in accordance with these rules.

(b) When buildings in Class II are occupied by Government servants who are entitled to accommodation at Licence fee fixed otherwise than in accordance with Rules 10(3)(a) and (f), Chief Engineer may sanction reductions of the Licence fee prescribed in the circumstances contemplated in Rule 13.

(c) when a Government servant, not entitled to free quarters occupies a portion of his office as dwelling quarters, the Divisional Officer shall be authorized to claim licence fee calculated under Rule 12(1) for the portion occupied as dwelling quarters.

15. No licence fee will be charged, (1) to Government servants whose residence within or close proximity to the premises of the institution in which they are employed is considered by Government to be necessary and who rovided with an official

residence with this object; (2) to a Government servant who is entitled to a free house as a part of his official emoluments in accordance with an order of Government; (3) to lady Medical Subordinates posted for training in the Victoria, Vani Vilas and Minto Ophthalmic Hospitals, Bangalore and in the Cheluvamba and Krishnarajendra Hospitals at Mysore are allowed for the use of Government quarters, if available.

16.(1) All Police Officers, of rank lower than that of Assistant or Deputy Superintendent of Police, may be provided with free quarters in Police lines, stations etc., at the discretion of Government. When quarters are not available in the Police Lines, etc., other suitable quarters may be provided. When Government buildings are not available and Government desire to provide accommodation, it may be allotted on licence fee until quarters can be built, but the grant of the house rent allowance in lieu of free quarters is not admissible.

(2) Police Officers of and above the rank of Jamedars in the Cities of Bangalore and Mysore and in the Kolar Gold Fields (including Bangarpet Taluk) and officers of the Karnataka Armed Reserve Police throughout the State are exempted from payment of licence fee for the quarters provided for them.

(3) The Chief Fire Officer, Fire Force Department, Bangalore, is entitled to the concession of without licence fee quarters.

(4) The Deputy Commissioners of Districts and Superintendents of Police holding District charge are exempted from payment of licence fee for the quarters provided for them for residence.

17. When a substantial proportion of the students of a Government College is resident in hostels adjoining or near the college building, Government may provide free quarters for the Principal and one Professor.

18. All applications for sanction to reduce the licence fees of Government buildings occupied as residences below the amounts which should be charged under these rules must be accompanied by a tabular

form in which the under mentioned particulars should be shown.-

(1) Value of building and site.

(2) Average annual charges for maintenance

(i) Special and

(ii) Ordinary.

(3)Licence fee according to rules.

(4) Proportion of total area occupied by office, if any.

(5) Deduction on account of office licence fee, if any.

(6) Licence fee that should be paid by the occupant.

(7)Licence fee that is proposed.

(8) Average salary of occupant.

(9) Market rate for similar accommodation in the station to be given as far as practicable.

(10) Average licence fee chargeable under these rules for other Government buildings, with, as nearly as may be, similar accommodation to be given as far as practicable.

19. In all cases in which it is proposed to exempt a Government servant from the payment of licence fee the under mentioned particulars should invariably accompany the application,-

(a) Actual or estimated value of the house and site.

(b) Licence fee chargeable under the rules.

(c) Pay (including allowance) of the Government servant recommended for the grant of free quarters.

(d) Date from which it is proposed to grant the privilege of free quarters.

(e) Specific grounds on which the concession is recommended.

20. Officers on Leave:-

(1) An officer who goes on leave should be held to have ceased to be in occupation of the building from the date of commencement of the leave, unless for any reason a competent authority decides otherwise.

(2) The local administrative head of the department may grant permission to occupy Government quarters to officers proceeding on leave on average pay not exceeding four months, in other cases the permission of the Government is necessary.

(3) A Government servant in the last grade whether permanent or not proceeding on leave without allowances for a period not exceeding one month may be permitted to occupy Government quarters during the period of leave on payment of licence fee at concess sion will be granted by

the authority competent to make a permanent appointment to the post held by the Government servant.

21. The licence fee to be paid per mensem by any private person for the occupancy of a Government building will be fixed at the same rate as for Government servants except that there will be no maximum limit.

22.(1) When private buildings are under proper authority taken on lease for the accommodation of Government servants, the charge for licence fee shall be subject to the maximum laid down in Rule 10. Any difference in the licence fee realised and the lease amount paid being charged to the maintenance estimate of the building.

(2) All licence fee from the occupants in respect of those buildings have to be brought on demand and credited to "XXXVII - Public Works" when realised as in the case of buildings owned by Government. The licence fee payable to the owners of the buildings in pursuance of the lease should be paid and charged to a lumpsum estimate to be sanctioned for the purpose under "50 Public Works-Repairs-Civil Buildings". No detailed annual maintenance estimate will be necessary as the repairs of these buildings as well as payment of municipal taxes, etc., will devolve on the owners.

23. Residential buildings, whether allotted on Licence fee or given without Licence fee.The produce in the compounds may be left to the occupants unless the charges of maintenance of the compounds are borne by Government.

24. In the case of all other buildings, the Divisional officer concerned shall arrange to sell the produce in the compounds thereof, and to credit the proceeds to the Public Works Department.

25 (a) Applications for electric lights and fans in Government buildings occupied as quarters allotted on licence fee must be closely scrutinised and sanctioned if the occupants agree in writing to pay,-

(i) the full prescribed Licence fee i.e., 7½ percent on the Capital cost of the building including the cost of the electrical installation.

(ii) the amount billed for by the Karnataka Power Transmission Corporation Ltd., for the power consumed.

(iii) the cost of renewing lamps, replacing bulbs and other similar items.

(b) In the case of quarters without Licence fee the installation should not be sanctioned, unless the occupants agree in writing to pay the charges mentioned in items (ii)and (iii)above which should on no account be remitted.

(c) The expenditure on telephone installations or improvements thereto executed by the Posts and Telegraphs Department does not come under the term electrical installations and it should be met from the contingencies of the department concerned. Estimates for such work should not be sanctioned from the funds of the Public Works Department.

26. A list of fixtures in each residential building shall be maintained by Section Officers and in Sub-Division and Division Officers and a copy of it shall be hung in each building. Whenever a change in occupancy of a building occurs, the outgoing officer should obtain from the incoming officer a receipt for the fixtures handed over and forward it to the Public Works Department Section Officer in charge of the building. If the building on being vacated by one officer is not occupied immediately by another, the outgoing occupant on vacating the building should obtain a certificate from the Public Works Department Section Officer that all the fixtures noted in the list are present and in good order; and when the building is re-occupied, the Section Officer should obtain from the new occupant a receipt for the fixtures. If any of the fixtures are left in a damaged condition the Section Officer should immediately report the fact through the Sub-Divisional Officer to the Executive Engineer who will recover the cost of the damaged article from the outgoing occupants.

27. Care of vacant building.- If an Officer for whom a Government residence is provided with or without licence fee is allowed for his own convenience to live elsewhere, he is expected to engage a watchman to take care of the building. Until a private watchman is so employed, the Public Works Department will employ one and recover the cost from the occupant, when, however, a residence remains un-occupied not purely on account of personal reasons but because the post to which the residence is attached is vacant or its incumbent is exempted both from occupying it and from the liability to licence fee in the circumstances described, the following arrangements should be made.

(1) If the quarters are expected to be vacant for one month or less, the officer on the spot discharging the duties of the permanent officer for whom the quarters are intended should arrange to depute a peon or other menial to look after the vacant building and garden attached to it.

(2) If the quarters are expected to be vacant for more than one month, the department in charge of the building will employ a watchman at the cost of Government to look after the building as well as the garden.

(3)The Executive Engineer is authorised to sanction the engagement of a watchman or caretaker in the case of Government residences in his charge. In exercising this power, the Executive Engineer should ordinarily sanction only the lowest pay of the watchman.

(4) A watchman employed for vacant residential building need not be discharged, when the building is temporarily used as a rest house by touring officers for not more than 15 days.

28. Upkeep of the compounds attached to Public Building.- To ensure the pro mpounds attached to

Government buildings including residences in charge of the Public Works Department, the following rules should be observed.-

(1) The occupant of a Government building or residence shall be responsible for the proper care and upkeep of the trees, shrubs and hedges in the compound and will also see that compound is kept in proper order.

(2) No tree or main branch of a tree shall be cut without the Executive Engineer's concurrence.

(3) The ground of the compound shall not, without the concurrence of the Executive Engineer be broken for any purpose except that of "Gardening" in the ordinary sense of the word and this sense shall not include the digging of pits, ponds or wells for watering purpose.

(4) Bushes and shrubs planted in the ground are the property of Government and may not be cut down or removed from the compound without the concurrence of Executive Engineer, but his concurrence shall not be required for such cutting down, uprooting or trimming of any bush or shrub or lopping of any tree as may be necessary for the proper maintenance of the garden.

(5)(a) The Executive Engineer will report to the Superintending Engineer any breach of the above rules which may come to his notice.

(b) The compound of jails and mental hospitals will be exempted from the operation of the above rules and will be in sole charge of the Superintendents.

(c) These rules do not apply to the compounds of the Government houses.

29.(1) Levy of penal rates of licence fee in cases where the officials do not vacate the quarters either on transfer or retirement or on posting to another post in the same or in any other office in the same head quarter station for which allotment of Government quarters is considered to be not essential under Rule 3 of these Rules.

(2) In respect of Government servants drawing above Rs.2925/- per month:

(a) A reasonable time not exceeding one month from the date of relief of the official, may be allowed for the officer to vacate the official quarters and for that period the usual licence fee shall be levied.

(b) If the occupant does not vacate the quarters within the specified time, three times the usual licence fee may be recovered for the period exceeding one month.

(c) If the occupant does not vacate within a period of three months, the quarters may be got vacated by taking appropriate steps.

(d) For periods of occupation exceeding three months, five times the usual licence fee shall be charged and deducted out of the pay of the official.

(3) In respect of Government servants drawing Rs.2925/- and below:-

(a) Where the officials transferred to a place are not put to hardship by the failure of the transferred officials out of the place to vacate the quarters, time upto one month may be allowed on the same terms on which they are allowed to occupy them.

(b) If the occupant does not vacate the quarters within a month after relief, three times the usual licence fee may be recovered for the period exceeding one month.

(c) If the occupant does not vacate within the lapse of three months, the quarters may be got vacated by taking appropriate steps.

(d) For periods of occupation exceeding three months five times the usual licence fee may be charged and deducted out of the salary of the official.

(4).(a) In the case of officials and officers proceeding on long leave and likely to be reposted to the same post they may be allowed occupation of the quarters and the usual rent levied, during the period of leave in special cases or in cases where accommodation for the incoming substitute officials and officers can be made available.

(b) A Government servant transferred from one station to another in the middle of an academic year may be permitted to stay in the quarters on payment of the usual licence fee till the end of that academic year provided the incoming Government servant is not inconvenienced for want of accommodation.

(5)(a) In the case of Government employee who retires from Government service, a reasonable time not exceeding one month from the date of retirement shall be allowed to vacate Government residential quarters for which period usual licence fee shall be recovered. If he does not vacate the quarters within this stipulated period, three times usual licence fees shall be recovered for the period exceeding one month but not exceeding three months and if he still continues to occupy the quarters without vacating the same licence fee at a rate five times the usual licence fees shall be recovered from him for the period in excess of three months and in addition to this, appropriate steps should also be taken to get the quarters vacated.

(b)For purpose of calculation of the rate of licence fees, in such cases, the salary as defined in clause (f) of sub- rule (3) of rule 10 of these Rules drawn immediately prior to the date of retirement shall be taken into account.

30.(1) A Government servant allotted residential accommodation without licence fee basis shall be allowed to retain the residence free of licence fee while on leave up to a maximum period of one month subject to the condition that he is likely to return to the same post from which he proceeds on leave, where, however the period of leave granted to such a Government servant exceeds one month and the Government servant concerned is permitted to retain the residence

by the competent authority during such period, usual licence fee in accordance with the rules in force shall be recovered for that period of leave exceeding one month.

(2) A female Government servant who has been allotted residential accommodation free of Licence fee shall be permitted to enjoy it without Licence fee during the entire period of maternity leave provided that the accommodation is not required for the substitute, if any, engaged during the absence on leave of the Government servant concerned and she is likely to return to the same post from where she proceeds on leave.

(3) On transfer from one station to another, the Government servant shall be allowed to retain the residence, free of Licence fee for a period of fifteen days and thereafter on payment of the usual Licence fee under rule 10 but not exceeding two months from the date of handing over of the charge.

(4) In the event of death of a Government servant, his family shall be allowed to retain the residence free of licence fee for a period of one month

from the date of death of the Government servant and thereafter for a further period of 3 months on payment of licence fee under Rule 10.

(5) On resignation, of a Government servant concession of accommodation without licence fee given to him shall cease from the date of resignation. However, in the case of dismissal or removal or retirement from service, he may be allowed to retain the residence for a period of one month free of licence fee. The retention in cases mentioned above is to be allowed only if the same is required for the bonafide use of the Government servant or his family as the case may be and the residence can be conveniently spared by the competent authority and is not detrimental to the interest of the new incumbent of the post, if any, and also it does not involve any loss of revenue or extra cost to the Government.

(a) If a Government servant enjoying concession of accommodation without licence fee is suspended from service, he will cease to get such concession from the date of suspension. Where the accommodation free of licence fee is attached to his post he may be allowed two months time to vacate the quarters. But where the accommodation free of licence fee is not so attached, he will not be required to vacate the accommodation. However, from the date of suspension licence fee will be recovered from him on the assumption that he was in occupation of without licence fee accommodation at the time of suspension, i.e., for the purpose of recovery of licence fee his emoluments will be taken as laid down in rule 10(3)(f). If subsequently, the Government servant is allowed for the period of suspension full pay and allowances concession of without licence fee accommodation shall stand restored to him and the licence fee if recovered for the period of suspension shall be refunded to him. If the period of suspension is treated as one spent on leave, the Government

servant shall be refunded the licence fee charged for the first month only.

(b)The difference between the licence fee recovered on the basis of the subsistence allowance and the licence fee due in terms of sub-rule (a) of this rule shall be recovered in respect of the period exceeding one month. If such a Government servant is made to vacate without licence fee accommodation either because it is specifically attached to a particular post or for any other reason, he will not be allowed to draw house rent allowance prescribed in lieu of without licence fee concession. But if his headquarters at the time of suspension is at a place which is classified city or a hill station at which house rent allowance is admissible to other Government servants, then he will be allowed the house rent allowance at the rates and subject to the conditions applicable to other Government servants. The house rent allowance will be calculated with reference to the pay that he was drawing at the time of suspension.

(c)If the occupant does not vacate the quarters within the specified time, three times the usual licence fee may be recovered for the first three months beyond the specified period.

(d) If the occupant does not vacate within a period of three months, the quarters may he got vacated by taking appropriate steps;

(e) For periods of occupation exceeding three months, five times the usual licence fee shall be charged and deducted out of the pay of the official or recovered otherwise than from pay as the case may be.

31. Municipal Taxes on Buildings.

(1)(a) All the Government buildings used for residential purposes, no matter where situated, will be assessed to the municipal house and lighting taxes. Charges for excess consumption of water should be levied on the occupants of all Government residential buildings, in Bangalore City whether they are without licence fee or on payment of licence fee.

(b) In the City of Mysore, no general water rate is payable on any Government buildings, irrespective of the use to which they are put. If such buildings are used as offices they are not liable to house connection fees or any other charges. In the case of buildings used as residence whether on payment of licence fee or without licence fee, the occupants should pay the house connection fees at the prescribed rates.

(2) In the case of buildings in places other than Mysore and Bangalore, the following procedure has to be followed in the accounting of charges incurred in connection with general and special water rates levied by the municipalities:

(a) The cost of installing water connection should be included in the capital cost and in the case of residential quarters the full prescribed licence fee should be recovered from the occupant occupying the building. In the case of without licence fee quarters, no installation should be undertaken unless the occupant agree in writing to pay the house connection fees levied by the Municipality.

(b) The levy of general water rate which is invariably included by the Municipality in the bill for house tax will be borne by Government. In the case of house connection, an additional tax viz., house connection fees, will be separately levied which should be recovered from the occupants concerned, whether the quarters be without licence fee or not. In the case of buildings used as offices, such charges should be paid by the Department occupying the building and charged to its office contingencies. No amount on this account should be charged to the annual repairs estimates of the buildings.

(c) The work of recovery of house connection fees devolves upon the Public Works Department.

(3) To avoid complications in the matter of recovery in case of frequent transfers of occupants, the drawers of bills may be asked to deduct out of their salary and establishment bills one-twelfth month of the annual rate every month supported by a deduction statement. Whether the buildings are occupied or vacated during the middle of a month, the recovery of the proportionate amount should be noted in the last pay certificate.

(4) Taxes on residential buildings, if payable by Government whether the buildings are under the administrative control of the Public Works Department or any other Civil Department shall be debited to the maintenance estimates of the building concerned. The responsibility for the acceptance of the assessment rests with the Divisional Officer in charge of the building. If the assessment appears to be unduly high, proceedings should be taken to obtain redress under the municipal laws.

(5) In cases where the whole or any portion of the taxes which are ordinarily leviable from the occupant is paid by a department other than the department in the administrative control of the building, the charge may be treated as contingent expenditure of the paying department.

(6) Residential quarters attached to public institutions for the use of Government servants, who under the rules have to live in the premises of those institutions, as well as medical staff quarters used for residential purposes, on which a share of licence fee is received by the Municipalities shall not be liable to Municipal taxation.

32. These rules apply to the employees of the Central Government also, whenever Government buildings are made available to them for residential purposes.]

APPENDIX-V
(Rule 572)

[1][LIST OF OFFICERS WHOSE TRAVELLING ALLOWANCE BILLS AS WELL AS THEIR ESTABLISHMENTS DO NOT REQUIRE COUNTER SIGNATURE

I. The Members of the Karnataka Appellate Tribunal, Bangalore.

II. All Heads of Departments referred to in Appendix-I.

Ill. Other Officers, namely:-

1. **Secretary/Principal Secretary to Chief Minister.**
2. **The District Judges.**
3. **The District Magistrates and Additional District Magistrates.**
4. **The Superintending Engineers.**
5. **Joint Commissioners of Commercial Taxes.**
6. **The Principal, Sri Krishnarajendra Silver Jubilee Technological Institute, Bangalore.**
7. **The Principal, Sri Jayachamarajendra Government Polytechnic, Bangalore.**
8. **The Joint Directors of Land Records.**
9. **The Deputy Commissioners, Excise.**
10. **The Deputy Inspectors General of Police.**
11. **The Presiding Officers of the Industrial Tribunals.**
12. **The Registrar, Karnataka Appellate Tribunal, Bangalore.**
13. **The Commissioner of Police, Bangalore.**
14. **The Additional Secretaries to Government.**
15. **The Joint Secretaries to Government.**
16. **Principal, Survey Settlement Training Institute, Mysore.**
17. **Additional Directors of Health and Family Welfare Services.**
18. **Joint Directors of Health and Family Welfare Services.**
19. **The Presiding Officers of the Labour Courts.**
20. **The Dean, Chamarajendra Academy of Visual Arts, Mysore.]**

1.Substituted by No. FD 8 SRA 95 dt. 13-10-2000 (wef 16-11-2000).

[1][APPENDIX-VI

Karnataka Civil Services (Deputation for

prosecution of higher studies and training leave to Group A Officers) Rules 2008.

1. Title, Commencement and Application:-

(1) These Rules may be called Karnataka Civil Services (Deputation for prosecution of higher studies and training leave to Group-A Officers) Rules, 2008.

(3) They shall apply to Group 'A' Officers of the State Civil Services.

2. Definitions**:- In these rules, unless the context otherwise requires:**

(a) Appendix means an appendix annexed to these rules;

(b) 'Head of Mission' means Ambassador, Charged' Affairs, Ministers, Consul-General, High Commissioner and any other authority declared as such by the Central Government in the country in which the Officer undergoes a course of study or training.

(c) All other words and expressions used in these rules but not defined shall have the same meaning respectively assigned to them in the Karnataka Civil Services Rules or any other rules regulating the service conditions of Government Servants.

3. Conditions for Deputation to Study:-

(1) Subject to the conditions specified in these rules, a Group-A Officer may be deputed, with due regard to the exigencies of public service, to enable him to undergo, in or out of India:-

(i) for a special course of study consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his duty; or

1. Inserted by No. FD 5 SRA 2008,dated 9.3.2009 (wef.13.3.2009)

(ii) for a course of training or study tour, where such course of training or study tour is related to the sphere of his duties even though he/she may not attend a regular academic or semi-academic course; or

(iii) for studies connected with the framework or back-ground of public administration; or

(iv) for studies which may not be closely or directly connected with the work of the Officer, but which are capable of widening his mind in a manner likely to improve his ability as a civil servant and to equip him better to collaborate with those employed in other branches of public service;

Provided that the deputation under clauses (ii) and (iii) shall be subject to the following conditions, namely:-

(a) that the particular course of training, study or study tour identified and notified by the Government in Department of Personnel and Administrative Reforms (Administrative Reforms); and

(b) that the Officer is required to submit, on his return, a full report on the work done by him while on study leave.

(c) The number of Officers to be granted study leave shall be kept at the minimum, not exceeding 5% of the sanctioned permanent strength of the Cadre.

(d) An Officer may be deputed for higher studies or training only once during his entire service.

(e) The Officer who has availed the benefit of deputation as per the provisions of Appendix-II A of KCSRs., are not eligible for the benefit of deputation under this rules.

Provided further that for deputation falling under clause iv) shall be considered on merits of each case by the Government.

(2) Deputation shall not be made unless:-

(i) it is certified by the Government that the proposed course of study or training shall be or definite advantage from the point of view of public interest; and

(ii) it is prosecution of studies in subjects other than academic or literary subjects.

(3) Deputation out of India shall not be made:-

(i) without the prior approval of the Government and

(ii) for the prosecution of studies in subjects for which adequate facilities exist in India or under any of the Schemes administered by the Government of India / State Government.

(4) The Officer shall not be deputed:-

(i) if he has rendered less than 'seven years' service under the Government and

(ii) if he complete 30 years of qualifying service or attain 50 years of age within three years of the date on which he expected to return to duty after the expiry of the leave.

(5) Deputation shall not be made with such frequency as to remove him from contract with his regular work or to cause cadre difficulties owing to his absence on leave.

4. Maximum period of Deputation:- **Maximum period of deputation shall not exceed the normal duration of the course or studies.**

5. Combination of period of deputation with leave of other kinds:-

(1) Period of deputation for Study may be combined with other kind of leave, but in no case shall the grant of this leave in combination with leave other than extraordinary leave, involve a total absence of more than twenty-eight months generally and thirty-six months for the courses leading to Ph.D degree from regular duties of the Officer.

Explanation:- **The limit of twenty-eight months or thirty-six months of absence specified in this sub rule includes the period of vacation.**

(2) Officer deputed to study in combination with any other kind of leave may, if ce his study before the

end of the other kind of leave, but the period of such leave coinciding with course of study shall not count as study leave.

6.Regulation of period of deputation extending beyond course of study:- **When the course of study falls short of the period of deputation to study, the Officer shall resume duty on the conclusion of the course of study, unless the previous sanction of the government to treat the period of short-fall as ordinary leave has been obtained.**

7. Grant of study and other allowance:-

(1) A study allowance shall be granted to an Officer who has been deputed to study out of India, for the period spent in prosecuting a definite course of study at a recognized institution or in any definite tour or inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study:

Provided that the period for which study allowance may be granted shall not exceed twenty four months in all.

(2) (a) The rates of study allowance shall be as follows, namely:-

Name of Country	Study allowance per diem
Australia	1.00 (Pound Sterling)
Continent of Europe	1.65 (Pound)
New Zealand	1.20 (Pound)
United Kingdom	2.00 (Pound)
United State of America	2.75 (Pound)

(b) The rate of study allowance to be granted to an Officer who takes study leave in other countries shall be such as may specially be determined by the Central Government keeping in view the rates prescribed by the Central Government in such cases.

(c) No allowance of any kind, other than study allowance, house rent allowance where admissible, dearness allowance or the travelling allowance, where specially sanctioned under sub-rule(10) of the rule 7, shall be admissible to an Officer in respect of the period of study leave granted to him.

(3) Study allowance may be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the Officer that he would refund to Government any over-payment consequent on his failure to produce the required certificate of attendance or otherwise.

(4) Officer may be allowed to draw study allowance for the entire period of vacation during the course of study subject to the conditions that:-

(i) he attends during vacation any special course of study or practical training un overnment; or

(ii) in the absence of any such direction, he produces satisfactory evidence before the Government or Head of Mission, as the case may be, that he has continued his studies during the vacation.

(5) No study allowance shall be drawn during the vacation falling at the end of a course of study except for a maximum period of fourteen days.

Note:-The period of vacation during which study allowance is drawn shall be taken into account in calculating the maximum period of twenty four months for which study allowance is admissible.

(6) Study allowance shall not be granted for any period during which the Officer interrupts his course of study to suit his own convenience.

Provided that the Government, in case where the Officer is deputed to a country where there is no Indian Mission and by the Head of Mission in other cases may authorize the grant of Study allowances for any period not exceeding fourteen days at a time during which are Officer is prevented by sickness from pursuing his course of study.

(7) In case of definite course of study at a recognized institution, the study allowance shall be payable by the Government, if the study leave availed of is in a country where there is no Indian Mission and by the Head of Mission in other cases, on claims submitted by the Officer from time to time, supported by proper certificates of attendance.

(8) The certificate of attendance required to be submitted in support of the claims for study allowance shall be forwarded at the end of the term, if the Officer is undergoing study in an educational institution or at intervals not exceeding three months, if he is undergoing study at any other institution.

(9) When the programme of study approved does not include or does not consist entirely of such a course of study, the Officer shall submit to the Government or Head of Mission, as the case may be, a diary showing how his time has been spent and report indicating fully the nature of the methods and operations which have been studied and including suggestions as to the possibility of adopting such methods or operations to conditions obtaining in India. The Government shall decide whether the diary and report show if the time of the Officer was properly employed and shall determine accordingly for what period study allowance may be granted.

(10) An Officer shall not ordinarily be paid travelling allowance but the Government may in exceptional circumstances sanction the payment of such allowance.

(11) An Officer,who is deputed to study, may be permitted to receive and retain, in addition to his leave salary, any

scholarship or stipend that may be awarded to him from a Government or non-Government source. Such an Officer shall ordinarily not be granted any study allowance; but in special cases where the net amount of the scholarship or stipend (i.e., the value of the scholarship or stipend minus any cost of fees paid by the Officer) is less than the study allowance that would be admissible but for the scholarship or stipend, the difference between the value of the net scholarship or stipend and the usual study allowance may be granted by special sanction.

(12) If an Officer, who is deputed to study, is permitted to receive and retain, in addition to his leave salary, any remuneration in respect of a part-time employment, he shall ordinarily not be granted any study allowance; but in special cases where the net amount of remuneration received in respect of the part-time employment (i.e., remuneration minus any cost of fees paid by the Officer) is less than the study allowance that would be admissible but for the remuneration, the difference between the net remuneration and the usual study allowance may be granted by special sanction.

8. Cost of fees for study**:- An Officer deputed to study shall ordinarily be required to meet the cost of fees paid for the study but in exceptional cases the Government may sanction the grant to such fees :**

Provided that in no case the cost of fees shall be paid to the Officer, who is in receipt of scholarship or stipend, or who is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part-time employment, if the quantum of the stipend or scholarship or remuneration from part-time employment is equal to or more than the amount of fees payable.

Provided further that in case where the quantum of scholarship or stipend or remuneration in respect of part-time employment is less than the fees payable, the Officer may be sanctioned the amount equivalent to the difference between the quantum of such scholarship or stipend or remuneration in respect of part-time employment and the fees.

9. Resignation or retirement after deputation to study or non completion of the course study:-

(1) Every Officer, who has been deputed to study or extension of such leave shall be required to execute a bond as given in Appendix-A or Appendix-A1, as the case may be, before the study or extension of such leave granted to him commences.

(2) If the Officer resigns or retires from Service without returning to duty after a period of study or within a period of three years after such return to duty or fails to complete the course of study

and is thus unable to furnish the certificates referred to in Appendix "B" he shall be required to refund:

(i) the actual amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, drawn by him for the period of study leave, and

(ii) the actual amount, if any, of the cost incurred in connection with the course of study by other agencies, such as the foreign Government, Foundations, or Trusts together with interest thereon, at Government rates for the time being in force on Government loans from the date of demand before his resignation is accepted or permission to retire is granted.

Provided that in the case of an Officer who fail to complete the course of study nothing in this rule shall apply:-

(a) to Officer who, on return to duty from study, is permitted to retire from service on medical grounds, and

(b) to an Officer, who after return to duty from study, is deputed to serve in any statutory or autonomous body or institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his permanent absorption in the said statutory or autonomous body or institution in the public interest.

(3) The study leave availed of by such Officer shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave if any, which cannot be so converted, treated as extraordinary leave. In addition to the amount to be refunded by the Officer under sub-rule(2), he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave as above.

(4) Notwithstaning anything contained in the foregoing sub-rules, the Government may, if it is necessary or expedient so to do, either in public interest or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount required to be refunded under sub-rule (2) by the Officer concerned.

10.Leave Salary, during the period of deputation to study:-

(1) During the period of deputation to study availed of outside India an Officer shall draw leave salary equal to amount of pay that the Officer would have drawn while on duty immediately before proceeding on such leave and in addition the dearness allowance and house rent allowance and study allowance admissible under rule 7.

(2) (a) During the period of deputation to study availed of in India, an Officer shall draw leave salary equal to the pay that he would have drawn while on duty immediately before proceeding on such leave and in addition, dearness allowance and house rent allowance.

(b) Payment of leave salary at full rate under clause (a) shall be subject to furnishing of a certificate by the Officer to the effect that he is not in receipt of any scholarship or stipend or remuneration in respect of any part-time employment.

(c) The amount, if any received by an Officer during the period of study leave as scholarship or stipend or remuneration in respect of any part-time employment as envisaged in sub-rule (11) and (12) of rule 7 shall be adjusted against the leave salary payable under this sub-rule, subject to the condition that the leave salary shall not be reduced to an amount less than that payable as leave salary during half pay leave.

(d) No study allowance shall be paid during the period of deputation to study for course of study in India.

(e) Notwithstanding anything contained in these rules, an Officer who has availed himself deputation facility in connection with a fellowship approved by Government of India from time to time by general or special order shall be entitled to receive the full value of the fellowship and full pay including dearness allowance and house rent allowance that he would have been entitled to had he not received any fellowship.

11. Counting of period of deputation to study for promotion, pension,seniority,leave and increments:-

The period of deputation to study shall count as service for promotion, pension, seniority, and increments, provided that in case of an Officer who, at the time of proceeding on study leave, was officiating in a higher post the study leave shall count for increments to the extent indicated by Government from time to time.

12. Procedure for making application for deputation to study and grant of such leave:-

The procedure for making application for deputation to study and grant of such benefit shall be as laid down in the Procedural Instructions given in Appendix-B.

APPENDIX VI 'A'

[See Rule 9(i)]

Bond to be executed by the Officer proceeding on study leave

KNOW ALL MEN by these presents that I.....resident of.....in the District of.....at present employed as.....in the Government of Karnataka as.....do hereby bind myself, my heirs, executors and administrators to pay to the Governor of (hereinafter referred to as "the Government") on demand and without demur the sum of Rs.....(Rupees.....)together with interest thereon from that date of demand at Government rates for the time being in force on Government loans or if, payment is made in a country other than India the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India together with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

Dated this.....day of.....two thousand and.....WHEREAS the above bounden.....is granted study leave by Government.

AND WHEREAS for the better protection of Government above bounden has agreed to execute this bond with such condition as hereunder is written:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION is that in the event of the above bounden.....resigning or retiring from service.

Without returning to duty after expiry or termination of the period of study leave so extended or at any time within a period of three years after his return to duty, he shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs.....(Rupees.....) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

And upon the above bounden.....making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

Stamp duty payable on this bond shall be borne and paid by the Government.

Signed and delivered by the above bounden .....in the presence of.....

Accepted for and on behalf of

the Governor.

APPENDIX VI 'AI'

[See Rule 9(i)

Bond to be executed by the Officer extension of Study Leave.

KNOW ALL MEN BY THESE PRESENT THAT I.....resident of.....in the District .....at present employed in the Government of Karnataka .....do hereby bind myself and my heirs, executors and administrators to pay to the Governor, (hereinafter referred to as "the Government") on demand and without demure the sum of Rs..... (Rupees.....) together with interest thereon time being in force on Government loans, or if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India together with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

Signed and dated this.....day of .....two thousand and .....

WHEREAS I.....was deputed to study by Government for the period from.....to.....in consideration of which I executed bond between .....for RS.....(Rupees.....)in favour of the President of India.

AND WHEREAS the extension of the period of deputation of study has been granted to me at my request until.....

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such condition as hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my resigning or retiring from service without returning to duty after expiry or termination of the period of study so extended or at any time within a period of three years after my return to duty I shall

forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs..... (Rupees.....) together with interest

thereon from the date of demand at Government rates for the time being in force on Government loans.

And upon my making such payment the above written obligation shall be void and no effect; otherwise it shall be and remain in full force and virtue.

Stamp duty payable on this bond shall be borne and paid by the Government. Signed and delivered by.....in present of Witness (1).....(2).....For and on behalf of Governor.

…….

…….

Governor……..

APPENDIX VI 'B'

[See Rule 12]

Procedural instructions for making application

for deputation to study and grant of such benefit.

1. Except as otherwise provided in these rules, all applications for deputation to study be submitted to the Secretary, DPAR through the Head of the Department under whom the Officer is working and the course or courses of study contemplated and any examination which the Officer propose to undergo shall be clearly specified therein. In the course of study is out of India, Government will forward to the Head of Mission, If there is an Indian Mission in that country, a copy of the approved programme of study. In case where it is not possible for the Officer to give full detailes in his original application, or if, after leaving India, he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Head of Mission or the Government, as the case may be. In such case he shall not, unless prepared to do so at his own risk, commence the course of study nor incur any expenses in connection therewith until he receives approval of the Government to the course.

2.(1) On an application for deputation to study out of India being sanctioned by the Government, it shall inform the Head of Missions, if there is an Indian Mission in that country, of the particulars of the case. (2) The Officer shall also place himself in communication with the Head of Mission, if there is an Indian Mission in that country, and he will arrange any details and issue any letter of introduction that may be required.

3. On completion of a course of study a certificate in form prescribed by Government together with certificates of examinations passed or special courses of study undertaken, indicating the dates of commencement and termination of the course with remarks, if any of the authority in charge of the course of study, shall be forwarded to the Head of Mission concerned. When the study leave has been taken in India or any other country where there is no Indian Mission, such certificates shall be forwarded to the Government which sanctioned the leave.

EXECUTIVE INSTRUCTION 'B'

1. Applications referred to above are required to be examined in consultation with Finance Department, External Affairs and often the Ministry of Education and S.W.Clearnce from the view point of the Foreign Contribution Regulation Act is also required in most cases. Accordingly, late submission of applications for placement in Foreign Universities or deputation to study not only causes avoidable inconvenience to the concerned Departments, but causes unnecessary anxiety to the applicants themselves. Therefore, with a view to facilitating proper examination of such application the following procedure is prescribed:-

(i) Applications seeking admission to or deputation to study for pursuing higher studies abroad should be forwarded to this Department at least 3 months before the last date prescribed for the purpose, unless there are convincing reasons for not doing so. After examination the same will be forwarded to Government of India for getting necessary clearance.

(ii) Before forwarding applications for deputation to study to the Government of India, it will be verified whether the Officer fulfill the conditions of eligibility as laid down in the Rules 2008.

(iii) While forwarding applications, for placement in foreign deputation Universities/ State Government etc. should furnish full particulars of the course of study, viz. the subjects in which admission is sought, the duration of the course, whether it leads to the award of a degree, diploma etc. The duration and nature of the leave required should also be specified.

(iv)The manner in which the Officer proposes to finance his stay Abroad and in particular, to meet the foreign exchange requirements while on study abroad should be clearly spelt out. In case the officer proposes to seek or avail himself of any financial assistance by way of a scholarship or fellowship or take up part-time employment, the quantum, break up and source of the assistance/remuneration, should also be mentioned.

(v) Other Concerned should not presume the sanction of deputation to study.

(vi) Officer should not make any preparations for journey etc. in anticipation of sanction of deputation to avoid frustration. They will do so only at their risk.]

[1] [FORM-1

(See Rule 119)

Leave Account of

1. Name of Government servant: Sri/Smt/Kumari ..... 2. Designation: …….....

3. Date of Birth: ..... 4. Date of Commencement of continuous service: …….....

5. Date of Quasi Permanent/Permanent Service: …….....

6. Date of Retirement: ……..... 7. Date of Resignation : …….....

EARNED LEAVE

Parti culars of service in the calendar half year.		Completed months of service in the calendar half year	E.L. credited at the beginning of half year	No.of days of EOL availed of or period treated as Dies-non or non duty during the Previous Calendar half year.	E.L to be Deducted (1/10th of the period in Col.5) subject to a maxi mum of 15 days.	Total E.L. at credit in days (Col.4+11-6)	Leave Taken			Bal ance of E.L. at the end of Calendar half year (Col.7-10)
From	To						From	To	No.of days	
1	2	3	4	5	6	7	8	9	10	11

1.Substituted by No. FD 3 SRA 2001 dt. 3-2-2003(wef 15-2-2003).

Half Pay Leave

Particulars of service in the half year of a calendar year.	No.of days treated as dies-non during the previous half year	HPL credited at the beginning of the half year	Total HPL at credit in days Col. 14 +32	Leave Taken							
				Against the earning on half pay			Commuted leave on full pay			Commuted leave Converted into half pay leave twice of col. 21	Reasons for availment (Private or Medical Certificate)
				From	To	No.of days	From	To	No.of days		
12	13	14	15	16	17	18	19	20	21	22	20

..... including commuted leave and leave not due.

Leave not due limited to 360 days in entire service.

On Medical Certificate	Otherwise than on Medical Certificate					Total of Leave not due Col.26 + 29	Total half pay leave taken Col.18+22+30	Balance of half pay leave on return from leave Col.15-31	Other kinds of leave taken.

From	To	No.of days	From	To	No.of days				
22	**25**	**25**	**27**	**28**	**29**	**30**	**31**	**32**	**33**

1[FORM-I-A

(See Rule 175)

FORM OF APPLICATION FOR LEAVE

Note:- Items 1 to 9 must be filled in by all applicants whether Gazetted or Non-Gazetted. Item 12 applies to Gazetted Officers. Item 13 and 14 apply only to Non-Gazetted Officers.

1. Name of the applicant:	
2. Leave Rules applicable	
3. Post held.	
4. Department or Office.	
5.Pay	
6. House Rent Allowance, conveyance Allowance,or other compensatory allowances drawn in the present post	
7.Nature and period of leave applied for and date from which required.	
8.Ground on which leave is applied for.	
9.Date of return from last leave and the nature and period of that leave.	
2[9 (a) Address during leave]	
3[10 xxx]	
11.Remarks and /or recommendation of the Countrolling Officer	
Date……	**Signature.....** **Designation……**

1. Substituted by No.FD 151 SRS 61, dated 5/8.1.1962.

2.Inserted by No.FD 229 SRS 71, dated 25.1.1972(wef.24.2.1972)

3.Deleted by No.FD 91 SRS 78,dated 8.2.1980 (wef.28.2.1980

12.Report of the Audit Officer.	

Date……..

Signature……..

Designation……

13.Statement of leave granted to applicant previous to this application.

Nature of Leave	In current year	During Past year	Total
Privilege/Earned/ Furlough on average salary/ on average pay on M.C/ Commuted on half average pay/half pay			
Not Due Extrarordinary			
Total:-			

14. Certifed that Privilege leave Earned Leave	.....

Months and.....days from.....20.....to.....is admissible under.....of the

Date……

Signature .....
Designation.....

15. *Orders of the sanctioning Authority:	

Date…… **Signature .....**

Designation.....

*** If the applicant is drawing any compensatory allowance, the sanctioning authority should state whether on the expiry of the leave he is likely to return to the same post or to another post carrying a similar allowance]**

[1][FORM -1 B
PROFORMA

Particulars to be obtained by the Head of Office from the Retiring Government Servant one year before the date of his retirement.

1. **Name**
2. **(a) Date of Birth**
   (b) Date of Retirement.
3. **Two Specimen signature (to be furnished in two separate sheets) duly attested by a Gazetted Government Servant.**
4. **Three copies of passport size joint photograph with wife/husband(to be attested by a Gazetted Government servant.)**
5. **Two slips showing the particulars of height and personal identification marks duly attested by a Gazetted Government servant.**
6. **Present Address.**
7. **Address after Retirement.**
8. **Name of the Treasury through which the pension is to be drawn.**
9. **[2][Details of family in the table indicated below:-**

Sl. No.	Name in full	Relationship to Government Servant	Actual Date of Birth	Married or un-married in respect of daughters	In case of children suffering from any disorder or disability of mind or physically crippled or disabled the particulars of such children with Certificate in Form –E of the Karnataka Government Servants' (Family Pension) Rules, 2002
1	2	3	4	5	6
					]

1.Inserted by No.FD 1 SRA97, dated 23.4.1998 (wef.15.10.1998)

2. Substituted by No. FD 7 SRA 2003, dated 11.3.2004 (wef.16.3.2004)

10. Declaration to commute a portion of Pension:

I.....(Name and Designation)……hereby declare my intention to commute …… (indicate the portion of pension) ……of my pension in accordance with the provisions of Government Order No.FD(Spl) 26 PCP 83, dated 15th May,1984.

I……(Name and Designation)…….....hereby declare my intention not to commute any part of my Pension.

(Score out whichever is not applicable.)

Place:
Date:

Signature…….....
Designation and Office……....

ANNEXURES TO FORM I-B

ANNEXURE-I

(a) The Head of Office should work out correctly the balance of different kinds of leave admissible as on the date of sending the Pension Records (including the Service Register) to the Accountant General;

(b) The title to leave as worked out above should be kept in the personal file of the official in the form of the leave account duly attested by the Head of the office with dated initials;

(c) Entries of credits and debits to the leave account arising subsequent to the date of forwarding the pension records to the Accountant General may be made with the attestation of the Head of Office in the form referred to in (b) above;

(d) The form of leave account duly completed may be relied upon by the authority competent to sanction leave and encashment of leave benefits to the official till and as on the date of his retirement as the case may be;

(e) A copy of the leave account indicating the leave benefits enjoyed and paid subsequent to the date of forwarding the pension records to Audit Office, is furnished to the Audit along with the LPC.;

(f) The entries in the leave account kept in the Service Register may be completed on its receipt back from the Accountant General on the basis of the leave account cited in (c) above. Particulars of encashment benefits etc., granted may also be recorded in the body of the Service Register;

(g) The Head of the office will be held personally responsible for the corrections of the leave account and the leave benefits paid to the retired official.

ANNEXURE- II

Register of Aniticipatory Pension/DCRG Payments

Date of retirement:

Name and Designation of the retired official:

Sl.No.	Bill No. & date	Month for which the amount pertains	Office	Amount of Pension / DCRG	Date of En-cashment	Stamped acknow ledgement of the retired official	Initial of the Head of the Office (to be signed at the time of signing

Note :- Entries relating to each official should be made in separate folio of the Register.

ANNEXURE- III

Statement showing the details of anticipatory pension / DCRG drawn and disbursed.

Anticipatroy DCRG amount Anticipatory Pension		Date of Payment
Month	Amount of Pension & DA (to be separately shown).	Date of Payment

Signature of the Head of Office.

ANNEXU
RE– IV
FORM
KTC 46-B

Bill for drawal of anticipatory/provisional pension/DCRG by the Head of office.

Head of Account	District
"207. Pension and other Retirement Benefits"	Voucher…….. For……

Received the amount of provisional pension /Family Pension due to Sri/Smt……for the months of ……..........and gratuity/ DCRG.

Less Deductions

Income Tax……. .....
Total Deductions……
Net amount payable .....

(In words……....)

Certified that the amount drawn in the last month's bill has been duly disbursed and the receipt obtained from the pensioner gratuitient.

Certificate from the pensioner regarding non-employment/ non-marriage is attached.

Station:……

Signature……
Designation……
Drawing Officers……

Strikeout if not required
Examined and entered by……
Rs……..... Treasury Accountant
Cash…… .Rs…….....
@ 2 1. Taxes on income Rs…….....
Rs…….....
Rs.……

Dated…… Treasury Officer……

For use in Accountant General's Office
Rs…… Admitted Rs…… Objected
Gazetted Officers
Auditor Superintendent

ANNEXURE– V

I hereby declare that I am aware that the payment of pension and DCRG made to me is purely provisional and subject to confirmation by the Audit Officer. In case the amount of anticipatory pension and DCRG paid to me is found to be more than the amount admissible under the rules, I hereby give my consent for recovery of the excess amount out of my future payments of pension.

Place……..

Date…….. (Signature of the Pensioner)

Witness:-

Signed before me:-

1……...

2……

ANNEXURE– VI

Monthly Return for watching the Settlement of Pension claims (to be sent to Finance Department through Head of Department on 20th of every month)

Part – I

(Details of pending cases–retirement on superannuation pension)

Particulars of Government servants who would retire within the next two months on superannuation pension or have already retired and whose pension claims are still pending.

Sl. No.	Name of the Govern-ment Servant	Designa tion/ Office in which official was working	Date of Birth	Date of Antici pated / Actual Retirement	Reasons for pendency	Whether anticipatory pension/ DCRG has been paid as per G.O.No.FD (Spl.)59 CPP 80, dated 29.6.1981	If antici patory pension/ DCRG is paid, reasons for such payment
1	2	3	4	5	6	7	8

PART-II

(Details of pending cases other than retirement on superannuation pension that is invalid,compulsory/ voluntary retirement and death cases)

Sl. No.	Name of the Government Servant	Designation/ Office in which official was working	Date of Birth	Date of retirement / death	Reasons for pendency
1	2	3	4	5	6

PART-III

Number of official who have completed 25 years of service and whose service has still to be got verified by the Accountant General as per Rule 329-A of KCSRs.(Office wise numbers to be furnished]

1[FORM-2

[Rule 302 (vi)]

NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY

(When the officer has family and wishes to nominate one member thereof)

I hereby nominate the person mentioned below,who is a member of my family, and confer on him the right to receive any gratuity that may be sanctioned by Government in the event of my

death [2][while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death.]

Name and address of nominee	Relation-ship with officer	Age	Contin gencies on the happening of which the nomination shall become invalid	[2][Name,address and relationship of the person or persons if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceas- ing the Officer or the nominee dying after the death of the Officer but before receiving the payment of the gratuity.]	Amount [2][or] share of gratuity payable to each.

This nomination supersedes the nomination made by me earlier on.....(date).....which stands cancelled.

Dated this..... day of.....20..... at.....

1.Substituted by No.FD 177 SRS 60, dated 18.11.1960 (wef.8.12.1960)

2. Amended by No.FD 43 SRS 61,dated 26.7.1961.

Witnesses to Signature.

1.....

2..... Signature of Officer----------

***Note:- This column should be filled in so as to cover the whole amount of gratuity.**

(To be filled in by the head of Office in the case non-Gazetted Officer).

Nomination by.....

Designation.....

Signature of Head of Office.....

Office..... Date.....

Designation.....

FORM-3

[Rule 302 (vi)]

NOMINATION FOR DEATH-CUM –RETIREMENT GRATUITY

(When the officer has a family and wishes to nominate more than one member thereof)

I hereby nominate the persons mentioned below,who are members of my family, and confer on them the right to receive to the extent specified below, any gratuity that may be sanctioned by government in the event of my death while in service and the right to receive on my death,to the extent specified below,any gratuity which having become admissible to me on retirement may remain unpaid at my death:-

Name and address of nominee	Relation-ship with officer	Age	Amount or share of gratuity payable to each**	Contin-gencies on the happen ing of which the nomi nation shall become invalid	1[Name, address and relationship of the person or persons if any,to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the Officer or the nominee dying after the death of the Officer but before receiving the payment of the gratuity.]	Amount 1[or] share of gratuity payable to each.*

N.B :- The officer shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

1.Amended by No.FD 43 SRS 61, dated 26.7.1961.

This nomination supersedes the nomination made by me earlier on .....(date).....which stands cancelled.

Dated this.....day of.....20.....at.....

Witnesses to Signature.

1. .....

2..... Signature of Officer.

***Note (1) This column should be filled in so as to cover the whole amount of gratuity.**

****Note (2) The amount/share of gratuity shown in this column should cover the whole amount / share payable to the original nominees.**

(To be filled in by the Head of Office in the case of Non-Gazetted Officer).

Nomination by.....

Designation .....

Office.....

Signature of Head of Office

Office ..... **Date.....**

Designation.....

FORM-4

[Rule 302 (vii)]

NOMINATION FOR DEATH-CUM –RETIREMENT GRATUITY

(When the officer has no family and wishes to nominate one person)

I, having no family, hereby nominate the persons mentioned below, and confer on him the right to receive to any gratuity that may be sanctioned by the government in the event of my death while in service and the right to receive on my death, any gratuity which having become admissible to me on retirement may remain unpaid at my death:-

Name and address of nominee	Relation-ship with officer	**Age**	Contingen-cies on the happening of which the nomi-nation shall become invalid	1[Name, address and relationship of the person or persons if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the Officer or the nominee dying after the death of the Officer but before receiving the payment of the gratuity.]	Amount 1[or] share of gratuity payable to each.*

This nomination supersedes the nomination made by me earlier on .....(date).....which stands cancelled.

1.Amended by No.FD 43 SRS 61, dated 26.7.1961.

Dated this .....day of.....20.....at.....

Witnesses to Signature.

1. .....

2..... Singature of Officer.

*Note:-This column should be filled in so as to cover the whole amount of gratuity.

(To be filled in by the Head of Office in the case of Non-Gazetted Officer).

Nomination by.....

Designation .....

Office.....

.....

Signature of Head of Office,

Date.....

Designation.....

FORM-5

[Rule 302]

NOMINATION FOR DEATH-CUM–RETIREMENT GRATUITY

(When the officer has no family and wishes to nominate more than one person)

I, having no family, hereby nominate the persons mentioned below, and confer on them the right to receive to the extent specified below, any gratuity that may be sanctioned by the government in the event of my death while in service and the right to receive on my death,to the extent specified below,any gratuity which having become admissible to me on retirement may remain unpaid at my death:-

Name and address of nominee	Relation-ship with officer	Age	Amount or share of gratuity payable to each.**	Contin-gencies on the happening of which the nomination shall become invalid	1[Name, address & relationship of the person or persons if any,to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the Officer or the nominee dying after the death of the Officer but before receiving the payment of the gratuity.]	Amount 1[or] share of gratuity payable to each.*

N.B.:- The officer should draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

1.Amended by No.FD 43 SRS 61, dated 26.7.1961

This nomination supersedes the nomination made by me earlier on.....(date).....which stands cancelled.

Date this.....day ..….....of 20.....

at.....

Witnesses to Signature.

1. .....

2.....

Sigature of Officer.

***Note(1).- This column should be filled in so as to cover the whole amount of gratuity.**

****Note(2).- The amount/share of gratuity shown in this column should cover the whole amount/share payable to the original nominees.**

(To be filled in by the Head of Office in the case of Non-Gazetted Officer).

Nomination by.....
Designation .....
Office.....

Signature of Head of Office……

Date.....
Designation.....

FORM-6

[1][XXX]

1.Omitted by No.FD 4 SRA 2000, dated 4.1.2003(wef.1.4.1998)

[1][FORM NO.7

(First Page)

Form for Pension and Gratuity:

1. Name of Government Servant.	**...**
2. Father's name (and also Husband's name in the case of woman Government Servant).	**...**
3. Religion and Nationality.	**...**
4. Permanent residential address showing Village/Town, District and State.	**...**
5. Present or last appointment, including name of Establishment	**...**
6. Class of Pension or service Gratuity applied for and cause of application	**...**
7. Pension Rules opted/eligible.	**...**
8. Governments under which service has been rendered (in order of employment).	**...**
9. Period of Service qualifying for pension (a) Period of Civil Service. (b) Period of War/Military Service. (c) Amount and nature of any pension gratuity received for Military Service. (d) Amount and nature of any pension/ gratuity received for Civil Service.	**...**
10. (a) Average emoluments. (b) Emoluments for Gratuity	**...**
11. Pay as defined in rule 8 (32).	**...**
12. Proposed Pension	**...**
13. Proposed Gartuity	**...**
14. Whether the Family Pension Rules, 1964 are applicable, if so amount of life time family pension becoming payable to the entitled members of the family of the Government servant, in the event of his/her death.	**...**
15. Date from which pension is to commence	**...**
16. Place of Payment of: (a) Pension (Treasury/Sub-Treasury), (b) Gratuity (Treasury/Sub-Treasury/Head. of the Office).	**...**
17. Whether nomination made for :- (i) Family Pension under Part IV of K.C.S.Rs. if applicable (ii) Death-cum-retirement Gratuity	**...**

1.Substituted by No.FD 121 SRS 69, dated16.10.1970(wef.26.11.1970)

18. Whether Governent servant has paid all Government dues	**...**

19. Date of birth by Christian era, of (i) Government Servant. (ii) Government servant's wife/husband	**...**
20. Height.	**...**
21. Identification Marks.	**...**
***22.Thumb and finger Impression:- Thumb Fore finger, Middle finger, Ring finger, Little finger, (i) of Government servant. (ii) of Governmemt servant's wife/ husband**	**...**

23. Date on which the Government servant applied for pension in Form 1-B	**...**

...

Signature of Head of Office/Department (Audit Officer)**

*** Persons who are literate enough to sign their names in English, Hindi, or the Official Regional Language, are exempted from recording their left-hand thumb and finger impressions provided they furnish certified copies of Passport size photographs. In the case of a Government servant who is literate enough to sign his name in English, Hindi,or the Official Regional language, but is unable to sign any document on account of loss of control over the hands owing to disability, the production of thumb and finger impressions duly attested as in the case of illiterate Government servant shall be necessary.**

**** In Case of Gazetted Government servants only.**

Details of Service of Shri/ Shrimathi/ Kumari.....Date of Birth.....

SECTION-I

1. **Establishment.**
2. **Appointment.**
3. **Officiating/Substantive.**
4. **Date of beginning.**
5. **Date of ending.**
6. **Period reckoning as service.**
7. **Period not reckoning as service.**
8. **Remarks by the Audit Officer.**

Service.....

Total Period of

Note:- Date of commencement and date of ending of each period of Military service, if any, should be indicated in this section.

SECTION-II

Emoluments drawn during the last twelve Months.

Post Held	From	To	Pay	Personal / Special Pay	Average Emoluments.

***In a case where the last twelve months include some period not to be reckoned for calculating average emoluments an equal period backwards has to be taken for calculating the average emoluments.**

SECTION-III

Period(s) of non-qualifying service:-

From To

1. Interruption(s) ..... 2. Extra-Ordinary leave not qualifying for pension ..... 3. Period of suspension not treated as qualifying ..... 4. Any other service not treated as not qualifying .....

Total .....

1. Date of submission of pension application by the Government servant.	**...**
2. Name of Government servant	**...**
3. Class of Pension or gratuity.	**...**
4. Sanctioning Authority	**...**
5. Amount of pension sanctioned	**...**
6. Amount of gratuity sanctioned.	**...**
7. Date of commencement of pension	**...**
8. Date of sanction.	**...**
9. Amount of family pension admissible in the event of death of pensioner	**...**
10. Amount to be recovered from Gratuity under rule 10 of the Family Pension Rules,1964	**...**
11. Government dues held over from the gratuity.	**...**

SECTION –IV

Period of service not verified with reference to acquittance Rolls.

Whether the above period verified is in accordance with the provisions of Rule 330(iv) of K.C.S.Rules or corresponding provisions in the previous rules applicable and if not whether the necessity of verification of the aforesaid period of service dispensed with under order of the appropriate authority:-

(a) Audit Enforcement

1.Total period of qualifying service which has been accepted for the grant of superannuation / retiring/ invalid/compensation pension/ gratuity, with reasons for disallowance, if any, (other than disallowance indicated in second page). **Note:- Service for the period commencing from.....and up to the date of retirement has not yet been verified: this should be done before the pension payment order is issued.**	**...**
2. Amount of superannuation/ retiring/invalid/ compensation pension/ gratuity that has been admitted.	**...**

3. Amount of superannuation/ retiring/invalid/ compensation pension/ gratuity, admissible after taking into account reduction, if any, in pension and gratuity made by the authority sanctioning pension.	**...**
4. Total period of qualifying service which has been approved for the grant of Special additional pension.	**...**
5. The amount of Special additional pension if any, admitted under the rules.	**...**
6. The date from which the Special additional pension is admissible.	**...**
7. The date from which the superannuation/ retiring /invalid/compensation Pension/gratuity is admissible.	**...**
8. Head of Account to which the superannuation/ retiring/ invalid compensation and Special additional pension/ gratuity is chargeable.	**...**
9. The amount of life-time family pension becoming payable to the entitled members of family in the event of death of the Government servant after retirement.	**...**

Accounts Officer

. **Assistant Accountant General**

Instructions

Calculation of average emoluments:-

1. The calculation of average emoluments, mentioned at item 10 of the first page should be based on the actual number of days contained in each month.

2. (a) If the application is for a compensation pension or gratuity the particulars of the savings effected should be duly stated against item-6 of the first page.

(b) State why employment was not found elsewhere.

History of Service:-

3. (a) Give date, month and year of the various appointments, promotions, and cessations. For the purpose of adding towards broken periods a month is reckoned as thirty days.

(b) All periods not reckoned as service should be distinguished and reasons for their exclusion given in the remarks column.

Identification Marks:-

4. Specify a few conspicuous marks, not less than two, if possible.

Name:-

5. When initials or names of Government servants are incorrectly given in the various records consulted mention this fact in the letter forwarding the pension papers to avoid inviting reference from the Audit Officer.

Date of Retirement:-

6. Show in the Service Book and the last pay certificates

Reinstatement:-

7. In the case of an Officer who has been reinstated, after having been suspended, compulsory retired,removed or dismissed, brief statement leading to his reinstatement should be appended.

Alterations:-

8. Make in red ink under dated initial of a Gazetted Government servant.

Calendar month:-

9. The following examples show how a period stated in calendar months should be calculated.

Examples:- A period of six calendar months.

Beginning on the	ends on the
28th February	27th August
31st March or 1st April	30th September
29th August	28th February
30th August or 1st September	Last day of February

A period of three calendar months.

29th November	28th February
30th November or 1st December	Last day of February

FORM NO.7-A
Form of Sanctioning Pension

1. Name of the Government servant.	**...**
2. Father's name (and also husband's name in the case of a woman Government servant)	**...**
3. (a) Present or last appointment, including name of establishment.	**...**
(i) Sustantive. …… (ii) Officiating , if any. ……	**...**
(b) Remarks by the Receiving Authority	**...**
(i) As to the character and past conduct of Government servant.	**Good / Fair in different/bad**
(ii) Explanation of any suspensions or degradation	**...**
(iii) Any other remarks.	**...**
(iv) Specific opinion of the Receiving Authority whether the service claimed is establishment and should be admitted or not.	**...**

(c) Orders of the pension sanctioning Authority

The undersigned having satisfied himself that the services of Shri/ Shrimathi/ Kumari. .....has been thoroughly satisfactory hereby orders the grant of the full pension, death-cum-retirement Gratuity, service Gratuity which may be accepted by the Audit Officer as admissible under the Rules. OR

The undersigned having satisfied himself that the services of Shri/Shrimathi/Kumari.....has not been thoroughly satisfactory hereby orders that the full pension, and or Gratuity which may be accepted by the Audit Officer as admissible under the rules shall be reduced by the specified amount or percentage indicated below:-

Amount or percentage of ..... reduction in pension

Amount or percentage of ..... reduction in Gratuity

The grant of pension and / or gratuity shall take effect from.....

(d) In the event of death of Shri/Shrimathi..... a family pension of Rs.....will be admissible to Shrimathi/ Shri.....as admissible under the Family Pension Rules, 1964.

(e) In terms of rule 10 of the aforesaid Scheme he/she is required to contribute a portion of gratuity equal to two months emoluments or pay as the case may be. Necessary recovery out of the gratuity payable to Shri/Shrimathi.....has been / may be made.

(f) A sum of Rs.....on account of.....is to be held over from the Gratuity till the outstanding Government dues are assessed and adjusted.

(g) The following service of the Government servant has been approved for the grant of special additional pension admissible under the Rules.

Post/Posts held..... Period of Service.....

The pension and Gratuity, are payable at.....

Treasury/Sub-Treasury and are chargeable to the Head.....

This order is subject to the condition that if the amount of pension and/ or gratuity as authorized be afterwards found to be in excess of amounts to which the pensioner is entitled under the Rules, he/she shall be called upon to refund such excess.

Date.....

Signature and Designation of the Pension Sanctioning Authority.

Details of Provisional pension and gratuity to be drawn by the Head of Office in accordance with procedure laid down in Note below Rule-341.

Provisional Pension	Rs. P.m.

Gratuity (3/4 of the full Gratuity mentioned against Item 13 of form 7)	Rs.

Less:-

(i) Contribution towards Family pension Rules,1964(see item 3(e)of the Form)	Rs.
(ii) Amount held over for adjustment of Government Dues (see item (f)of the form)	Rs.
Net amount of gratuity tobe paid provisionally.	Rs.

Signature of the Head of Office.

[1][FORM 7-B] [xxx]
(See Rule 341)

1.Deleted by No.FD 51 SRS 78, dated 3.11.1978(wef.9.11.1978)

FORM-8

(Rule 345)

FORM OF BOND OF INDEMNITY FOR DRAWING THE DEATH- CUM-RETIREMENT GRATUITY DUE TO A DECEASED GOVERNMENT SERVANT.

Know all men by these presents that I (a)..... .....resident of.....and (b) the .....of(d).....and I/We(e).....sureties on her / his behalf are held and firmly bound to the Governor of Karnataka acting in the exercise of the executive power of the State of Karnataka (hereinafter called the State) in the sum of Rs.....(Rupees.....) to be paid to him or his sucessors or assigns for which payment to be well and truely made, each of us severally binds himself and his heirs, executors, administrators and assigns and every two and all of us jointly bind ourselves and ours heirs, executors,administrators and assigns firmly by these presents.

As witness our hands this.....day of .....20.....whereas (d) .....was at the time of his death in the service of the State/receiving a pension of Rs.....(Rupees.....) from the State.

And whereas the said.....died on the day of .....and, there was then due to him the sum of Rs.....(Rupees.....) for Death-cum-Retirement Gratuity.

And whereas, the above bounded (a)..... (hereinafter called 'the Claimant') claims to be entitled to the said sum as heir of the said (d).....but has not obtained probate, letters of administration, or a succession certificate in respect of the property and effects of the said (d).....

And Whereas, the claimant has satisfied the (e).....(Officer concerned) that she/he is entitled to the aforesaid sum and that it would cause undue delay and hardship if the claimant were required to produce probate, Letters of administration or a succession certificate in respect of the property and effects of the said (d).....And whereas the State desire to pay the sum to

---

the claimant but under the State Rules and Orders it is necessary that the claimant should first execute a bond with one surety/ two sureties to indemnity the State against all claims to the amount so due as afore said to the said (d) .....before the said sum can be paid to the claimant;

Now the condition of this bond is such that if after payment has been made to the claimant, the claimant and the surety/sureties shall in the event of a claim being established by any other person against the State to the

aforesaid sum of Rs.....refund to the State the sum of Rupees..... and shall otherwise indemnity and save the state harmless from all liability in respect of the aforesaid sum and all cost incurred in consequence of any claim thereto. If no such claim is made or established the above written bond or obligation shall be void but otherwise the same shall remain in full force and virtue.

In witness to the above written bond and the condition therefor/ we.....and.....here unto set our hands this.....day of.....20.....

(a) Full name of claimant with place of residence. (b) Relationship to the deceased.

(c) Full name or names of sureties.

(d) Name of the deceased.

(e) Title of Officer responsible for the payment.

1[FORM 8-A

(Rule 345-B)

FORM OF BOND OF INDEMNITY FOR DRAWING THE DEATH- CUM-RETIREMENT GRATUITY ON BEHALF OF A MINOR.

Know all men by these presents that we..... (a).....(b) the widow/ son/ brother etc., of (c) .....deceased, resident of .....(herein after called 'the Obligor') and (d) .....son/ wife/daughterof.....resident of.....and.....son/wife/ daughter of.....resident of.....the sureties for and on behalf of the obligor (herein after called "the Sureties" are held and firmly bound to the Governor of Karnataka (hereinafter called the "the Government") in the sum of Rs..... (Rupees.....) only well and truely to be paid to the Government on demand and without a demur for which payment, we bind ourselves and our respective heirs, executors, administrators, Legal representatives, successors and assigns by these presents.

Signed this.....day of.....Two thousand, and.....

And Whereas (c).....was at the time of his death in the employment of the Government/receiving a pension at the rate of Rs.....(Rupees.....)only per month from the Government.

And Whereas the said (c).....died on the .....day of .....20.....and there was due to him at the time of his death the sum of Rs.....(Rupees.....) for and towards share of the minor son/daughter in the death-cum-retirement gratuity.

And Whereas the obligor claims to be entitled to the said sum as defacto guardian of the minor son/daughter of the said (c).....but has not obtained till the date of these presents, the Certificate of guardianship from any competent court of law in respect of the said minor(s).

1.Inserted by No.FD 9 SRS 66 dated 30.6.1966.

And Whereas the Obligor has satisfied the (e).....that he/she is entitled to the aforesaid sum and that it would cause undue delay and hardship, if the Obligor be required to produce the certificate of guardianship from the competent court of law before payment to him of the said sum of Rs.....

And Whereas the Government has no objection to the payment of the said sum to the Obligor but under Government Rules,and orders it is necessary for the Obligor to first execute a bond with one surety/ two sureties to indemnify the Government against all claims to the amount so due as aforesaid to the said (e) .....before the said sum can be paid to the Obligor.

And Whereas the Obligor and at his/her request the surety/sureties have agreed to execute the bond in the terms and manners hereafter contained.

Now, THE CONDITION OF THIS BOND is such that if after payment has been made to the Obligor and / or the surety/sureties shall in the event of claim being made by any other person against the Government with respect to the aforesaid sum of Rs.....refund to the Government the said sum of Rs.....and shall otherwise indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sum, and all costs incurred in consequence of the claim thereto, THEN the above written bond or obligation shall be void and of no effect but otherwise it shall remain full force, effect and virtue.

AND THESE PRESENTS WITNESS THAT..... the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the surety/sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other methods or thing whatsoever which under the law relating to sureties shall but for the provision have the effect of so releasing the surety / sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the surety/sureties or either of them for the amount due here under and the Government agrees to bear the stamp duty if any chargeable on these presents.

In Witness Whereof the Obligor and the surety/sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above written.

Signed by the above name Obligor in the presence of .

1.....

2.....

Signed by the above named Surety/Sureties.

1.....

2.....

Accepted for and on behalf of the Governor of Karnataka by .....Name and designation of the Officer directed or authorized in pursuance of Article 299(1) of the Constitution to accept the bond for and on behalf of the Governor.

On the presence of.....(Name and designation of witness)

Note-1:- (a) Full name of the claimant referred to as the Obligor,

(b) State relationship of the Obligor to the deceased,

(c) Name of the deceased Government Officer,

(d) Full name or names of the sureties with name or names of the father(s) Husband(s) and place of residence.

(e) Designation of the Officer responsible for payment.

Note-II:- The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.]

[1][FORM-9 (Rule-347)[xxx]

and

[2][FORM 10 XXX]

1. Deleted by No.FD 4 SRA 2000, dated 4.1.2003 (wef.1.4.1998)

2. Deleted by No.FD 65 SRS 63, dated 16.4.1964.

[1][FORM 11
(Rule 332)

Form for forwarding pension papers of Government Servants.

No..... **Date.....**

To
The Accountant General,
Karnataka, Bangalore,
(through the pension sanctioning authority)

Sir,

I forward herewith the Pension/Gratuity papers of Sri.....(Designation).....

(i) Who is due to retire on.....for preliminary verification **

(ii) Who is retiring on/who has retired on.....for verification of claims and issue of authorization for pension and Death-cum- Retirement Gratuity at an early date. Necessary sanction to pension and Death-cum-Retirement Gratuity has been recorded/may be recorded before transmission to the Accountant General in the relevant columns of the Pension Application

Form 7 of K.C.S.Rules.

2[(iii)xxx]

Yours faithfully,

.....

**** Note:- The pension papers have to be sent for preliminary verification about twelve months in advance of the date of retirement. Where for any reason this is not done in any individual case and they are sent one or two months before the date of retirement, clause (ii) below is applicable i.e., sanction to pension and Death-cum-Retirement Gratuity should be accorded once for all and the pension papers sent in a complete form. They should not be for preliminary verification at that stage).**

1.Substituted by No.FD 83 SRS 67, dated 28.7.1967(wef.31.8.1967)

2.Omitted by No.FD 03 SRS 2012, dated 28.1.2013.(wef.28.1.2013)

LIST OF ENCLOSURES.

1. Formal Application for pension in Form 1-B, of K.C.S.Rs. Application for Pension /Gratuity /Death-cum-Retirement Gratuity in Form 7 of K.C.S.Rs.

2. Statement of Leave availed during the entire Service.

3. Last pay Certificate with particulars of the 'No Due Certificate' by the Head of the Department in the case of Gazetted Offiers .

4. 1[xxx]

5. Memo of average emoluments.

6. Medical Certificate if the claim is for invalid pension.

7. 1[xxx]

8. Nominations to Death-cum-Retirement Gratuity and family pension where they have been made and subsist (only in the case of Non- Gazetted staff).

9. A copy of the first and second page of application for Pension duly attested.

10. (a) Two Specimen signatures duly attested.

(b) Two slips bearing the left hand thumb and finger impressions in the case of persons who are illiterate and cannot sign their names.

(c) Two copies of passport size photographs duly attested if governed by the existing family pension benefits under K.C.S.Rs.

(d) Three copies of joint photographs taken with wife duly attested if governed by the Karnataka Government Servants (Family Pension) Rules, 2002.

11. Delcaration regarding the non-receipt of any pension or gratuity and Death-cum-Retirement Gratuity.

12. The following declaration and certificate by the Head of the Department.

(a) Declaration that it was decided by the authority sanctioning personal pay at the time of sanction that personal pay would count towards average emoluments in cases where personal pay was granted for special reasons (other than loss in emoluments).

(b) Declaration that the Special Pay,Duty Allowance and Deputation (Duty) Allowance which has not been drawn during leave but has been counted towards average emoluments would have been drawn had the Government Servant not gone on leave.

1.Omitted by No.FD 03 SRA 2012, dated 28.1.2013.

(c) Certficate that the Government Servant would have continued to hold the officiating or temporary post, in the higher grade, if he had not proceeded on leave in cases where periods of leave are included in the period of two years during which the officiating pay should count towards average emoluments.

(d) Certificate that the Government Servant officiated in a post which was substantively vacant or in an office temporarily vacant in consequence of the permanent incumbent on leave without allowance or on transfer to foreign service as the case may be, if the officiating emoluments have to be counted under Rule 296(f) of K.C.S.Rs.

(e) Certificate from the Jagir Administrator as per Rule 234-A of K.C.S.Rs. in case where the Jagir Service has to be counted for Pension in respect of Ex-Hyderabad Employees.

13. Certificate of verification of War/Military Service issued by the concerned Defence Accounts Officer in cases where the War/ Military Service has to be counted under Rule 219-A or 219-B of K.C.S.Rs.]

1[FORM No. 11-A]

Register to watch the settlement of pensionery benefits of a retired / deceased/ invalidated Government servants.

PART I- (Retirement cases)

1. **Serial Number**
2. **Name of the Government Servant with designation.**
3. **Date of Birth.**
4. **Date of entry into Service.**
5. **Date of completion of 25 years of service.**
6. **Anticipated date of retirement.**
7. **Due date for sending Service records to the Accountant General for verification i.e., the date of completion of 25 years of Service.**

8. Date of sending Service Records to the Accountant General for Verification.

9. **Date of return of the Service Record, from the Accountant General after Verfication.**

10. Due date for sending pension records to the Accoutant General for authorization of pensionery benefits (two months before retirement).

11. Date of sending the pension records to the Accountant General for authorization of Pensionary benefits.

12. Qualifying service admitted by the Accountant General. 13. Pension/DCRG admitted by the Accountant General.

14. Whether the Accountant General has released the Pensionary benefits.

15. If the Pensionary benefits are withheld, the reasons for the same.

16. Number and date of final authorization by the Accountant General.

17. Remarks.

1. Inserted by No. FD 29 SRS 75, dated 19.8.1975 (wef.23.10.1974)

PART II - 1[Cases of death, invalidation

or retirement on retiring Pension]

1. **Serial Number.**
2. **Name of the Government servant with Deisgnation.**
3. **Date of Birth.**
4. **[1][Date of death/invalidation/retirement on retiring Pension] Due date for the settlement of [1][retiring pension/invalid pension/ family pension and / or Death-cum-Retirement Gratuity (within two months from the date of retirement on retiring pension,invalidation or deaths]**
5. **Date of sending the records to the Accountant General**
6. **Qualifying service admitted by the Accoutant General.**
7. **[1][Retiring Pension, invalid pension, family pension and / or Death-cum-Retirement Gratuity].**
8. **Whether the Accountant General has released the full**
9. **pensionary benefits.**
10. **If the pensionary benefits are withheld the reasons for the same.**
11. **Number and date of final authorization, by the Accountant General.**
12. **Remarks.]**

[2][FORM No. 12 to 14 xxx]

[2][FORM No. 15 to 17 xxx]

1. Substituted by No.FD 47 SRS 76, dated 15.3.1977.
2. Omitted by No.FD 1 SRA 97,dated 23.4.1998 (wef.15.10.1998)

[1][FORM 18

(See Rules 119 and 397) 1. BIO – DATA

Photograph

1.(a) Name of the Government Servant (in Block letters) (Sri/Srimathi/Kumari) (b)Residence.	
2. (a) Father's Name (in Block letters). (b)Residence.	

3. (a) Husband's/Wife's Name (in Block letters). **(b)Residence.**	

*** To be Attested by the Head of Office before pasting .**

Note:- Photograph should be renewed after 10 years of service of Government Servant.

***Joint Photograph of Government servant with spouse**

4. Nationality (if not a citizen of India, number and date of eligibility certificate)	
5. Whether a member of Backward Tribe or Backward Classes, Scheduled Caste/Tribe, if so indicate the caste/tribe or class (Original Certificate issued by the competent authority in this respect shall be pasted in the Service Book.).	
6. Date of birth by Christian Era and if possible also in Saka Era (both in words and figures).	
7. Educational Qualification:-(a) At the time of first appointment.	

1.Substituted by FD 3 SRA 2001,dated 3.2.2003(wef.15.2.2003)

(b) Subsequently acquired. **(c) Particulars of Depart- mental Qualifications (Examinations passed and year of passing).**	
8. Professional and technical qualification not covered by Sl.No.7.	
9. Exact height by measurement (without shoes).	
10.Personal Mark of Identification.	
11.Permanent Home address.	
12. Home town or village (for Leave Travel Concession).	
13. Signature or left hand thumb impression of the Government Servant (with date).	
14. Signature and Designation of attesting Officer (with date).	

II. CERTIFICATE AND ATTESTATION

Sl. No.	Subject	Certificate	Signature & Designation of the Certifying Officer.
1.	**Medical Examination**	**The employee was medically examined by.....on .....and found fit. The medical certificate has been kept in safe custody vide Sl.No.....of volume –II of the Service Book.**	

2.	**Character & antecedent**	**His/Her character and antecedent have been verified and verification report kept in safe custody vide Sl.No.....of Volume-II of the Service Book**	
3.	**Allegiance to the Constitution**	**He/She has taken Oath of Allegiance/affirmation to the Constitution Vide Sl.No.....of Volume-II of the Service Book.**	
4.	**Oath of Secrecy.**	**He/She has read Official Secrets Act, Karnataka Civil Services (Conduct)Rules and has also taken the Oath of Secrecy Vide Sl.No..... of Volume-II of the Service Book.**	
5.	**Marital Status**	**He/She has furnished decla- ration regarding his/her not having contracted bigamous marriage. The relevant decla- ration has been filed at Sl.No..... of Volume-II of the Service Book.**	
6.	**Declaration of Home Town**	**He/She has furnished decla- ration of Home Town which has been accepted and filed at Sl.No..... of Volume-II of the Service Book.**	
7.	**Verification of entries in Part-I**	**The correctness of the entries against Sl.No.5-8 of Part-I "Bio-data" has been verified from original certificates considered as valid documentary evidence for the respective purposes. Attested copies of these certificates have been filed at Sl.No.....of Volume-II of the Service Book.**	
8.	***(a)G.P.F.No. (b) Nomi - nation for GPF No.**	**He/She has filed nomination for GPF and the following related notice which have been forwarded to the Accounts Officer on dates shown against them, have been filed in Volume-II of the Service Book..... 1..... 2..... 3.....**	

9.	**Particulars of Insurance under the Karnataka Government Servants (Compulsory Life Insurance Rules, 1958)**	**1. Policy No.** **2.Amount** **3.Nomination** **4.Subsequent Policy No.** **5.Amount** **6. Nomination** **7. Change of Nomination, if any (a copy of the order accepted by the Insurance Authority for change should be filed in Volume-II of Service Book.)**	
10.	**Family Particulars**	**He/She has furnished details of the family members which have been filed at Sl.No… of Volume-II of the Service Book. Joint Photo with the spouse should be furnished.**	
11.	**D.C.R.G.**	**He/She has filed nomination for D.C.R.G. and the following related notices which have been filed in Volume-II of the Service Book, vide Sl.No…….. shown against them.**	

•When G.P.F. number allotted to an official changes, the changed number will be entered here, alongwith the authority for the change.

III- PREVIOUS QUALIFYING SERVICE AND FOREIGN SERVICE.

(a) Previous Qualifying service

Period		Post Held	Purpose for which it qualifies	No.and date of the Government Order accepting such period as qualifying service.	Signature and designation of the certifying officer.
From	**To**				
1	**2**	**3**	**4**	**5**	**6**

(b) Foreign Service:-

Period		Post Held and name of foreign employer	Leave and Pension contribution payable by	Amount of leave salary and pension contribution actually received.
From	**To**			
1	**2**	**3**	**4**	**5**

IV.HISTORY AND VERFICATION OF SERVICE.

Sl.No.	Period		Post Scale of Pay and Office (with Station)	Pay		Event affecting Cols.No.4-6 (vide instruction-10)	Signature and designation of attesting Officer (with date)	Signature and designation of verifying Officer (with date)	Signature of the Government Servant.	Remarks
	from	To		Substantive	Offici ating					
1	2	3	4	5	6	7	8	9	10	11

PART – V
Form -1
LEAVE ACCOUNT OF

Name of Government Servant Sri/Smt.....
Designation..... Date of Birth..... Date of commencement of continuous service..... Date of Quasi Permanent ...../Permanent Service..... Date of Retirement ..... Date of Resignation.....

EARNED LEAVE

Particulars of service in the calendar half year		Completed months of service in the calendar half year.	E.L. credited at the beginning of half year	No.of days of EOL availed of or period treated as Dies-non or non duty during the previous calendar half year.	E.L.to be deducted (1/10th of the period in Col.5) subject to a maxi- mum of 15 days.	Total E.L. at credit in days (Col.4 +11-6)	Leave taken			Balance of E.L.at the end of calandar half year. (Col.7-10)
from	To						from	To	No. of Days	

1	2	3	4	5	6	7	8	9	10	11

Half Pay Leave

Particulars of Service in the half year of a calendar year	No.of days treated as Dies-non during the previous half year.	H.P.L Credited at the beginning of the half year.	Total H.P.L. at Credit in days Col.No. 14 + 32.	Leave taken							
				Against the earning on half pay.			Commuted Leave on full pay.			Commuted Leave converted into half pay leave twice of Col.No. 21.	Reasons for availment (private or medical certificate)
				from	To	No. of Days	from	To	No. of Days		
12	13	14	15	16	17	18	19	20	21	22	23

…….....including commuted leave and leave not due

Leave not due limited to 360 days in entire service.

On Medical Certificate			Otherwise than on Medical Certificate			Total of Leave not due Col.26+ 29	Total half pay leave taken Col.18+22+30	Balance of half pay leave on return from leave Col. 15 -31	Other kinds of leave taken.
from	To	No. of Days	from	To	No. of Days				
24	25	26	27	28	29	30	31	32	33

Abstract of service rendered by (Name).....

.....during the years.....(Designation and Office)

Period qualifying as service for purposes of pension/DCRG			Period, if any, not qualifying as service and reasons therefor.			
From (date)	To (date)	Period	From (date)	To (date)	Period	Reasons
1	2	3	4	5	6	7

Signature of Head of Office

I hereby acknowledge the receipt of the abstract of service rendered by me during .....and accept it as correct / do not accept it for reason indicate below.

Signature of Government Servant.

PART – VI

(a) Particulars of Leave travel concession availed.

Date of availment	Place in India visited	Nature of leave or vacation availed	Order No. and date of sanction

(b) Particulars of Home travel concession availed.

Block Period	Dates of availment	Nature of Leave or vacation or General Holiday availed	Order No. and date of sanction
		----------	

KARNATAKA STATE EMPLOYEES GROUP INSURANCE SCHEME RULES,1981.

Date of Joining Government Service	Date of Admission to the SGEGI Scheme	Rate of monthly contri bution (Rs.)	Period		Events	Remarks
			From	To		
1	2	3	4	5	6	7

INSTRUCTIONS FOR MAINTENANCE OF SERVICE BOOK

PART-I

1.Entries in this part will be made at the time of first appointment of the Government servant and attested by the head of office or any other officer duly authorized in this behalf. Additions and alterations in this part will also be similarly attested.

2.Signature of / left hand thumb impression of the Government Servant concerned will be obtained in the presence of the Head of Office or Authorized Officer.

PART-II

3.The first seven certificates will be recorded at the time of initial appointment of the Government servant and the remaining four, at the appropriate stages. In particular before certifying item 4 regarding the oath of secrecy, the head of office will ensure that a copy each of Official Secrets Act and Karnataka Civil Services (Conduct) Rules are made available to the Government Servant concerned for formally noting their contents.

4. The blank space in this part may be utilized for recording other certificates like those concerning exercise of options in service

matters and passing of departmental and language tests, if and when necessary.

5. The declarations, nominations and related notices like changes in nomination for G.P.F.,K.G.I.D., D.C.R.G., and Family Pension, testimonials and other documents referred to or relied upon in this part will be placed in a folder titled "Volume-II of Service Book of Sri....." to be kept by the Head of Office in safe custody.

PART-III-A

6.This part will be posted only when no Service Book is available in respect of the past service which has to be admitted on the basis, say, of collateral evidence.

6-A. Entries made in this column should be attested by the Head of Office or any other officer duly authorized on his behalf.

6-B.The purpose for which the previous service has been accepted as qualifying should be specified e.g., leave, pay, pension etc.

PART-III-B

7.Column 1, 3, and 4 will be posted after receipt of an intimation from the foreign employer about the Government servant having reported to him for duty.

8.Column 2 will be filled after the reversion of the Government servant from foreign service.

9.Entry in column 4 will be brief i.e., 'foreign employer' or 'Government servant' as may be appropriate.

PART-IV

10.Entries in this part will be made at the time of initial appointment and thereafter, on the occurrence of events involving a change in the post, office, station, scale of pay or nature of appointment. Such events will include appoint- ment, promotion, reversion, deputation, transfer, (including transfer on foreign service), increment, leave and suspension.

11.Entries regarding confirmation, quasi-permanency and suspension and other forms of interruption in service will be made in red ink.

12.Column 3 in respect of a particular entry will be posted at the time of making the next entry.

13.Column 4 in respect of second and subsequent entries need be filled only if there is a change in the post, scale of pay, office or station.

14.Column 5 and 6 will show different components of pay separately, thus "[240+50+(S.A.)+80 (P.P)]"

15.Column 7 concerning an entry will be posted at the time of making the next entry. In the case of leave, this column will also indicate nature of le

16.Before putting his signatures in column 8 of the attesting officer will ensure that there is no un-explained gap between the date shown in column 2 of the entry he is attesting and column 3 of the preceding entry.

17.At the beginning of the year or at the time of transfer of service documents to another office/ A.G. if this event occurs earlier, entries in column 2-7 will be verified, with reference to relevant records. While putting his signatures in column 9, the verifying officer will indicate the Sl.Nos. of the entries he has verified and records from which verified. He will also ensure that there is no gap between the Sl.No. of the first entry verified by him in the instant case and that of the last entry certified as having been verified on the last occasion.

18.If for unavoidable reasons, it is not possible to show the Service Book to the employees and to obtain his signature in column 10, an abstract in the prescribed form will be communicated to him for acknowledgement and return. On receiving back, such acknowledgement will be kept in Volume II of the Service Book.

19. Events like stoppage of increment which do not affect entries in columns 1 - 5, will be briefly noted in column-II

PART-V

20.For regulation of all kinds of leave the provisions of the Karnataka Civil Service Rules shall be followed.

21. All kinds of Leave should be expressed in days.

22.Maximum accumulation of earned leave is 240 days.

[1][FORM -19

Bond to be executed by a Government servant proceeding on deputation to higher studies/specialized training.

KNOW ALL MEN BY THESE PRESENTS THAT WE.....resident of.....in the District of.....at present employed as.....in the Department/Office of.....(hereinafter called 'the Obligor') and..... .....Son/Daughter of.....of…….and.....son/daughter of.....of.....(hereinafter called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Karnataka (hereinafter called "the Government") on demand the sum of Rs.....(Rupees.....only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans. AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the obligor is granted deputation to higher studies/ specialized training by Government.

AND WHEREAS for the better protection of the Government the obligor has agreed to execute this bond with such condition as hereunder written;

AND WHEREAS the aforesaid sureties have agreed to execute this bond as sureties on behalf of the above bounden.....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the obligor.....failing to resume duty or resigning from service or otherwise quitting service without returning to duty after the duty or termination of the period of deputation or at any time within a period of three years after his return to duty, the obligor and the sureties shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs..... (Rupees.....only) together with interest thereon from the date of demand at

1. Amended by No.FD 17 SRS 84,dated 4.4.1985 (wef.16.6.1985)

It shall be lawful to the Government to make recovery of the amount (including Pay and Allowances,Stipend, D.A., Tuition Fees etc.) Spent on higher studies/ specialized training from the salary of the obligor in case the competent authority comes to the conclusion that he had not shown sufficient progress in the studies or had failed to complete the course in proper time. In case it is not possible to recover from the salary, the obligor and the sureties shall be jointly and severally liable for the repayment of full amount of expenditure incurred by the Government.

And upon the obligor.....and or.....the sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue:

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forebearance act or omission of the Government or any person,authorized by them (whether with or without the consent or knowledge of the sureties)nor shall it be necessary for the Government to sue the obligor before suing the sureties.....and.....or any of them for amounts due hereunder.

The bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate courts in India.

The Government of Karnataka have agreed to bear the Stamp duty payable on this bond.

Signed and dated this.....day of .....two thousand .....and .....

Signed and delivered by the obligor above named.....in the presence of.....

Witness:-

(1).....

(2).....

Signed and delivered by the surety above named .....in the presence of.....

Witness:-

(1).....

(2).....

Signed and delivered by the surety above named .....in the presence of.....

Witness:-

(1).....

(2).....

ACCEPTED.

For and on behalf of the Governor of Karnataka.

FORM -19-A

Bond to be executed by a Government servant proceeding on study Leave.

KNOW ALL MEN BY THESE PRESENTS THAT WE.....resident of.....in the District of..... at present employed as.....in the Department/ Office of.....(hereinafter called 'the Obligor') and .....son/daughter of .....(hereinafter called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Karnataka (hereinafter called "the Government") on demand the sum of Rs..... (Rupees.....only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans. AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the obligor is granted study Leave by Government.

AND WHEREAS for the better protection of the Government the obligor has agreed to execute this bond with such condition as hereunder written;

AND WHEREAS the aforesaid sureties have agreed to execute this bond as sureties on behalf of the above bounden.....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the obligor.....failing to resume duty or resigning from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or at any time within a period of three years after his return to duty, the obligor and the sureties shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs..... (Rupees.....only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans. It shall be lawful to the Government to make recovery of the amount (including Pay and Allowances,Stipend, D.A., Tuition Fees etc.) spent on study leave from the salary of the obligor in case the competent authority comes to the conclusion that he had not shown sufficient progress in the studies or had failed to complete the course in proper time. In case it is not possible to recover from the salary, the obligor and the sureties shall be jointly and severally liable for the repayment of full amount of expenditure incurred by the Government.

And upon the obligor.....and or .....and or.....the sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue:

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forebearance act or omission of the Government or any person,authorized by them (whether with or without the consent or knowledge of the sureties)nor shall it be necessary for the Government to sue the obligor before suing the sureties.....and.....or any of them for amounts due hereunder.

The bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate courts in India.

The Government of Karnataka have agreed to bear the Stamp duty payable on this bond.

Signed and dated this.....day of..... two thousand .....and.....

Signed and delivered by the obligor above named.....in the presence of.....

Witness:-
(1).....
(2).....

Signed and delivered by the surety above named .....in the presence of.....

Witness:-
(1).....
(2).....

Signed and delivered by the surety above named .....in the presence of.....

Witness:-
(1).....
(2).....

ACCEPTED.

For and on behalf of the Governor of Karnataka]

[1][FORM – 20

Form of application for Leave Travel Concession for journey to any place in India
(vide sub-rule (12)of Rule 550)

1. **Name**
2. **Date of Birth**
3. **Designation and Office in which working**

4. Date of appointment

5. Length of total continuous service under the State Government

6. Place of visit and probable date of journey

7. Number of family members accompanying the Government servant.

(a) Certified that I have not availed the travel concession for journey to any place in India earlier.

(b) Certified that my wife/husband who is employed in State Government Service has not availed the concession for herself/himself or for any member of my family.

(c) Certified that my wife/children are residing with me and are wholly dependent on me.

Signature: .....

Name:.....

Date:.....]

1. Substituted by No.FD 11 SRA2000,dated 24.12.2002 (wef.31.12.2002)

1[FORM – 21

Certificate

(See Rule 329-A)

(Non-Gazetted Officers)

It is Certified in consultation with the Accountant General, that Sri /Smt.....Designation.....has completed a Qualifying service of ..... years .....months.....days as on.....(date) as per details given below. The Service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present.

Details of qualifying service:-

1. From..... to .....

2. From..... to .....

Sri/Smt. .....

……

Signature of Head of Office.

FORM – 21 A

Certificate
(See Rule 329-A)
(Gazetted Officers)

It is Certified that Sri/Smt.....Designation .....has completed a qualifying service of .....years.....months..... days, as on.....(date) as per details given below. The service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present.

Details of qualifying service:-

1. From..... to .....
2. From..... to .....
Sri/Smt. .....

Accounts Officer,
Office of the Accountant General (A & E),
Bangalore.

The above certificate is required to be given to all State Government Employees]

1. Inserted by No.FD 1 SRA 99, dated 11.01.2002 (wef 11.01.2002)

1[ANNEXURE- 'A'

In supersession of Notification No. FD 02 SRA 2000, dated 03.02.2001, the Government of Karnataka hereby makes the following rules, on the subject relating to the payment of Travelling Allowance to Non-Official Members of Committees, commissions and other bodies constituted under the authority of or by Government namely:-

1.These rules may be called payment of Travelling Allowance (to non-official members of Committees, Commissions or other bodies) Rules, 2015.

2. They shall come into force at once.

3. The Travelling Allowance of Non-Official Members (including Members of the State Legislature and retired Officers of Government) who,

(i) are Members of Committees, Commission or other bodies constituted by the State Government.; or

(ii) are deputed by the Government to places either within or outside the State or Country to attend meetings of the Committees, Commission or other Bodies constituted by an authority other than the State Government; or

(iii) are deputed by the Government on Special work in connection with the affairs of the State is regulated as follows:-

(A) Journeys within or outside the State.

(1) RAILWAY FARE:- Between places connected by railway, he shall be eligible to draw first class railway fare or railway fare actually paid, by the shortest route, whichever is less, including reservation charges but excluding agency charges paid to a travelling agent. Where a rail journey is cancelled by a Non-Offical member due to the postponement of the meetings he may prefer to the appropriate Railway Authority his,claim for refund of cancellation charges (excluding reservation charges) on unreserved railway tickets. The claim should be accompanied by a certificate from the Competent Authority to countersign his T.A. Bills stating that the journey had to be cancelled due to the postponement of the meeting.

1.Substituted by No.FD 3 SRA 2015 dated 25.07.2015 (wef. 25.07.2015)

(2) BUS FARE:- (a) Between places not connected by railway, he shall be eligible to draw bus fare by the shortest route, including reservation charges but not agency charges paid to a travel agent.

(b) Between places partly connected by railway and partly by road, he may travel by bus by Shortest route and claim bus fare including reservantion charges but not agency charges paid to a travel agent.

(3) MILEAGE ALLOWANCE:- He shall be eligible to draw mileage allowance from residence to railway station or bus station and vice versa and from railway station or bus station to the place of meeting and vice versa, at the following rates:-

(a) when journey is performed by.

Motor Cycle/Scooter/ Tanga/Cycle Rickshaw/Mandriven Rickshaw,	Full Taxi / Own Car	Auto Rickshaw
Rs. 2.00 per K.M.	The rate per k.m. for AC Taxi fixed by the Transport Commissioner	The minimum rate and the rate per k.m. fixed by the Transport Commissioner

(b) Where a member attends a meeting of the Committee at the place at which he is normally residing, no mileage allowance shall be payable.

(4) JOURNEYS BY SEA:- In respect of journey by Sea or by river steamer, a Member will be entitled to one fare at the lowest rate (exclusive of diet)of the highest class of accommodation.

(5) AIR JOURNEY;- (i) Journey by air require the specific sanction of Government which will be accorded only in cases of extreme emergency necessitating a journey.

(ii) Return tickets at reduced rates, if available should be purchased when the return journey is expected to be performed within the period during which the return ticket is valid. Mileage

Allowance for the forward and return journey when such return tickets are available will, however be the actual cost of such return ticket.

(iii) Road mileage at the rates specified above, from the point from which the journey is held to commence to the booking office of the Air Transport Companies the point in any station from which journey is to be held to commence or at which it is be held to end shall be the Chief Public Office or any other point which may be fixed by the government for the said purpose. In Bangalore and Mysore cities the public offices and in other places, travellers bunglow or inspection lodge from which distances are reckoned in the road map issued by the Karanataka Public Works Department will be regarded as the point fixed by the Government for the purpose.

(iv)Travel by air means journeys performed in the machines of Public Air Transport Companies, regularly plying for hire. It does not include journey performed in private Aeroplane or Air Taxis.

(v) Insurance for air travel will be met by Government,claims for insurance premium for air journeys should invariably be supported by the receipts on policies issued by the Insurance Companies.

(vi) Outside India:-At such rates as may be prescribed by Government from time to time in individual cases.

(6) Non-Official members of the Committee etc., may, at their option, be allowed to draw Daily Allowance at the rates applicable to the Government Servants belonging to group A in lieu of the sitting fee.

(7) SITTING FEES:- He shall be eligible to draw sitting fees per day of sitting, at the following rates:-

(a) Place of sitting within the State.

(i) Bangalore Rs.500/- (Five hundred rupees) (ii) Other cities with Municipal Corporation Rs.350/-. (Three hundred and fifty rupees)

(iii) Other places Rs.250/- (Two hundred and fifty rupees)

(b) Place of sitting outside the State:-

(i) Ahmedabad, Mumbai, Calcutta, Delhi, Gaziabad,Kanpur,Hyderabad,Lucknow,Chennai, Mussoorie,Nagpur,Pune,Simla,Srinagar,Goa,and Diu and Daman Rs.1000/- (One thousand rupees)

(ii) Other Places Rs.750/- (Seven hundred and fifty rupees)

(4) Government may, in special circumstances grant specific rates of Conveyance Allowance or actual charges incurred on hire of conveyance or other charges in addition to the Travelling Allowance.

(5) Payment of lumpsum advance to cover travelling expenses, may be authorized by Government subject to adjustment from the final Travelling Allowance bills. The advances should not ordinarily exceed three-fourths of the amount of allowance admissible. This limit may, in special cases be enhanced under specific orders of Government.

(6) An Officer who may be a Member or Secretary of the Committee or other officer of the Government will be responsible for the drawal, disbursement and final adjustment of the advances paid to the Non-Official Members of the Committees. Before allowing such advances, a written undertaking from the each Non-Official should be obtained in the following Form. A second advance should not be allowed until the first advance is adjusted.

FORM

I.....Member of the Committee/ Commissions appointed by the Government of Karnataka, having received a sum of Rs.....(Rupees. (in words).....) as advance from the Government of Karnataka for performing certain journeys connected with my duties as Member of the above said Committee/Commission hereby agree that the amount shall be adjusted against my Travelling Allowance Bill immediately after the completion of

specified journeys and that I shall forthwith refund to the Government of Karnataka any portion of the advance not so adjusted. If for any reason, the

specified journeys are not peformed, I hereby agree to refund forthwith to the Government of Karnataka the entire sum of the advance on demand.

Revenue Stamp:.....

Signature of Member.....

(7)Subject to such modifications as are specified above, the rule regulating the payment of Travelling Allowance to officers of Government shall be the rules applicable to the payment of Travelling Allowance to Non-Official also,except where the requirement of specific rule is dispensed with by a special order of Government. Sitting Fee, Daily Allowance or Halting Allowance whatever term is allowed in the Government Order constituting the Committee is admissible on the days of meeting in addition to Travelling Allowance admissible for the journeys irrespective of the time of arrival or departure at the place of meeting.

(8)Government may sanction special rates in individual cases, if the circumstance justify.

(9) Road Mileage:- (1) When a Non-Official Member makes a journey by bus for thirty-two Kilometers or more, he will be allowed 1½ bus fare plus Daily Allowance limited to road mileage. When a Non-Official ey by bus for less than

thirty-two Kilometers, he will be allowed 1½ bus fare limited to road mileage.

(2) A Non-Official Member including a retired officer of the Committees who is entitled to Railway fare higher than the second class, will record in his Travelling Allowance bill, a Certificate of having travelled in the class for which Railway fare is claimed therein. Otherwise, the officer will be paid only Railway fare based on the fare of the class in which he actually travelled.

(3) Attendance of Standing Committees, Sub-Committees,Select Committees,Special Committees, etc., of the several bodies will be treated as meeting of the Bodies themselves for the purpose of these rules.

(4) Non-Official Members will be entitled to draw Travelling Allowance calculated from and to their ordinary places of residence and from the place of meeting. Daily Allowance for halts by Members to attend an adjourned Meeting or another Meeting at the place may be allowed subject to the following conditions.

(a) The total Daily Allowance for such halts is limited to the amount of Travelling Allowance admissible for returning to his place of residence and coming back to attend an adjourned meeting or another meeting.

(b) Travelling Allowances for the to and fro journey is allowed only once counting the two meetings as one for the purpose; and

(c) The Daily Allowance is debited to the Head of Account pertaining to the first Meeting.

(5)when a Sunday or other holiday intervenes between two consecutive sittings, Halting Allowance for such days will be allowed; Provided the Member stays at the place of Meeting on the Sunday or Holiday intervening two meetings.

(10) (1) Members of the State Legislature will not be entitled to draw Travelling or Daily Allowance for attending meetings of Committees constituted by Government viz., Committees other than those of the Legislative Assembly or Legislative Council or any committee of the said Assemby or Courncil under the Karnataka Legislature Salaries, Pensions and Allowances Act. 1966 for the days on which they draw Travelling Allowance or Daily Allowance for attending the meetings of the Legislative Assembly or Legislative Council or of any Committee of any said Assembly or Council.

(2) Subject to the above condition,a mofussil members of the Legislative Assembly or Legislative Council is entitled to draw Daily Allowance during a period of three days or less, before the commencement of a meeting of Legislative Assembly or Legislative Council or any Committee thereof or at the conclusion of the meeting, in case he he meetings of other

Committees during that period. If however, any member of the Legislative Assembly or Legislative Council returns to his ordinary place of residence, he will be entitled to draw Travelling Allowance only for the journey, provided the amount of Travelling Allowance drawn by him in no case exceeds the amount of Daily Allowance at the rate prescribed for Committees constituted by Government which would have been admissible to him had he elected to stay at the place where the meeting of Committees other than the Legislative Assembly or Legislative Council or any Committee thereof takes place.

(3)Where however, such member returns to his ordinary place of residence within three days of conclusion of the meeting of the Legislature or a Committee thereof, not being aware of the meeting of a Committee constituted by the Government he will be entitled to draw normal Travelling Allowance without such allowance being so restricted.

(11) Rules of Procedure for preferring Travelling Allowance Claims of Non-Official Members of Commissions and Committees:- (1) The Existing procedure for disbursing in cash Travelling Allowance to Members of the Legislative Assembly and Legislative Council at the close of each Session and for payment of Travelling Allowance by the University in regard to the attendance at meetings connected with that body will continue unchanged. The T.A. bills of Members of the Legilsative Assembly and the Legislative Council serving as Members of the Committees constituted by Government will be countersigned by the Secretary of the committee concerned and forwarded to the Secretary, Karnataka Legislative Assembly or Council,as the case may be, who will scrutinize them with reference to payments made by him and pass on the bill to the Treasury for payment with intimation to the Secretary of the Committee concerned.

(2) In respect of meetings of Bodies other than those referred to in clause(1) above, the Secretaries of the Commissions and Committees shall obtain, in addition to the other certificates contemplated in Part VIII of the Karnataka Civil Services Rules, the following certificate from the members:-

"Certified that I..... Member..... Committees actually performed the journeys for which travelling allowance claimed and I have not drawn in any other capacity travelling allowance for the same journey or daily allowance or sitting fee for the same day."

(3) In addition to the above certificate which must be recorded by the Members in their Travelling Bills, they should also furnish,in the following declaration form, particulars of the dates and time of their arrival and departure, mode of conveyance used for the journey and other meetings, if any, attended by them at the

place of meeting on the same day/days or within a period of three days prior to and after the meetings:-

Declaration

1. Name of the member,

2. Place of permanent residence.

3. Date and time of arrival at the place of meeting. **4. Particulars of journey performed;**

(i) Whether entire journey was by road;

(ii) Mode of conveyance used for the road journey; (iii) If by rail,class in which travelled;

5. The number of days on which the Member has attended the Committee Meeting.

6. Date and time of departure from the place of Meeting.

7. Name of the other meeting, if any, attended on the same day/days or within a period of three days prior to and after the day/days noted against Serial No.5 above.

8. Name of Treasury at which payment is desired.

I undertake to refund any amount in respect of T.A. and D.A. for this meeting which is not admissible as per rules deducted in audit.

Signature..... Date..... Member Committee for.

(4) A certificate of attendance in the following form shall be recorded on the Travelling Allowance Bills of the members by the Secrertary of the Committee:-

"Certified that Sri/Smt.....attended the sittings of the.....constituted in Government Order No.....date.....on.....at.....as a member thereof."

Secretary.

(5) The T.A. bill prepared and signed by each member with the requisite certificates will be sent to the Secretary of the Committee who after scrutiny of the claims preferred in the bill with reference to rules, will forward the bill with his countersignature to the Secretary, Karnataka Legislative Assembly or Council, as the case may be, in the case of claims of Members of the Legislature and to the Treasury Officers in the case of others.

(6) A copy of the intimation slip will be sent to the Secretary of the Committee by the Secretary,Karnataka Legislative Assembly or Council, as the case may be, for noting down the particulars of the T.A. Bills passed and onward transmission to the member, and another copy with the Travelling Allowance Bill will be forwarded to the Treasury Officer for making paymet direct to the member. In the case of members other than e, the Secretary of the

Committee will intimate the member concerned the fact of having forwarded the bill to the Treasury Officer for payment.

(7) Objections raised in audit will be communicated by the Accountant General, Karnataka,to the Secretary of the Committee for furnishing necessary information.

(8) The countersignature of the Secretaries is only to ensure that the bills have been prepared correctly with reference to the prescribed rules and rates of mileage, daily allowance, and train fare and provision for expenditure made by Government for a particular Committee.

(9) In certain cases, eventhough a Non-Official Member proceeds to the place of meeting but is prevented from attending the meeting, consequent on its postponement for want of quorum,T.A. and D.A. admissible under the rules may be allowed to him. In such cases, the following certificates should be recorded on the bill by the Secretary.

"Certified that Sri./Smt.....attended the place of meeting of .....Committee on.....at.....but the meeting did not take place on the date for want of quorum."

(10) The claims in respect of period(i) over six months require the sanction of the Head of the Department condoning the delay in preferring them, and (ii)over three years that of the Government of Karnataka. These claims require the pre-audit by the Accountant General,Karnataka,vide Article 21 of the Karnataka Financial Code.

(11) In case of Committees or Commissions to which Government have not appointed Secretaries, the power of countersigning the T.A.Bills of the non-official members shall be exercised by the Government Servant authorized by Government in this behalf.

(12) When a Member of Legilature appointed to a Committee, Commission or Board of Enquiry is allowed free board and lodging at the expense of State Government or an autonomous industrial or Commercial undertaking or Corporation, or a Statutory body or local authority, in which Government funds have been invested or in which Government have any other interest shall be entitled to only one-fourth of the Daily Allowance admissible to him under the aforesaid

Notification. If only board or lodging is allowed free, Daily Allowance shall be admissible at one-half of the admissible rate.

12. When the State Government appoint a Committee or Commission in which Officers or employees of the Commercial Industrial under takings of Central or State Government or Statutory Bodies controlled or financed by the Central or State Government are appointed as members or are required to attend meetings of such committees, etc., the expenses on their travelling allowance or daily allowance in that connection incurred in accordance with the rules in force in the parent Government or body should be borne by the Government or respective body, unless in any particular case it is decided otherwise.

13. The rules regulating the payment of travelling allowance in force immediately before the date of commencement of these rules applicable to person governed by these rules are repeated except in so far as they are applicable to payment of travelling allowances in respect of journey and halts made before the date of commencement of these rules.]

[1][ANNEXURE-B
RULES REGULATING THE GRANT OF CASUAL LEAVE IN RESPECT OF KARNATAKA GOVERNMENT SERVANTS WITH EFFECT FROM 1ST JANUARY 1959 (GOVERNMENT ORDER NO.FD 163 SRS 58,DATED 5TH DECEMBER,1958.)

The Government of Karnataka are pleased to issue the following rules to regulate the grant of casual leave to Government servants:-

[2][1. Subject to the provisions of the succeeding rules, casual leave may be granted to permanent or temporary Government servant, whether he enjoys annual vacations or not, for [3][fifteen days] in each calendar year,but not for more than seven days at a time.

Provided that a Government servant who has not put in a service of one year in a post, may be granted casual leave in proportion to the period of his service at the rate of one day for every completed service of one month];

[4][Provided further that nothing in these rules shall be applicable to any absence from duty in pursuance of a strike and no authority shall be competent to grant casual leave in respect of such absence.

Explanation:- In this rule, 'strike' shall have the same meaning as in Section 2 of the Karnataka State Civil Services (Prevention of Strikes) Act,1966(Karnataka Act 30 of 1966)]

[4][Note:- Casual Leave of half-a-day effective up to or from 2 P.M. on any working day may be granted subject to the prescribed limit of [3][(fifteen days)]

(1A). No Government servant has a right to the grant of Casual Leave. The authority empowered to grant casual leave may refuse or revoke casual leave at any time according to the exigencies of public service.

5[(1B) Where the casual leave is required on any ground, no Government servant shall absent himself from duty unless he has been granted such leave by the competent authority:

1. Inserted by No.FD 163 SRS 58,dated 5.12.1958(wef.1.1.1959)

2. Amended by No.FD 87 SRS 66, dated 16.9.1966.

3. Amended by No.FD 16 SRS 89,dated 9.3.1989(wef.1.1.1989)

4. Amended by No.FD 48 SRS 67, dated 12.4.1967(wef.1.3.1967)

5.Amended by No.FD 12 SRS 67,dated 22.1.1968.

Provided that where a Government Servant is unable to attend due to illness or other sufficient cause and obtain orders of the competent authority in time, he may be granted casual leave subsequently, if he establishes to the satisfaction of such authority that he was unable to attend his duty for reasons beyond his control.]

(2) Casual leave shall not be granted so as to cause evasion of the rules regarding:-

(i) date of reckoning allowance.

(ii)charge of office.

(iii)commencement and end of leave, or (iv) return to duty.

It shall not ordinarily be granted in continuation of other leave, but the sanctioning authority may direct that it may be combined with Sundays and other authorized Holidays, Provided that not more than seven days casual leave, exclusive of such Sundays and holidays, shall be granted during one period of absence and provided also that such period of absence shall not exceed ten days in all.

(3) Leave without allowance shall not be granted in continuation of Casual Leave. In cases where leave without allowances is requested in continuation of casual leave, the casual leave already granted shall be cancelled and the leave without allowances should commence from the date on which the casual leave commenced.

(4) The limitation of seven days at a time is not applicable in cases of enforced absences from duty, as for instance on account of detentions in plague camps or on account of orders not to attend office in consequence of infection in the family or household of Government servants when such absences are treated as casual leave as provided for in the explanation under the Note below:-

Note:- This Rule is not to be read as precluding the treatment as Casual Leave or absence from duty following leave granted under the rules, so long as such absence is due to reasons involving no evasion of the rule in regard to the matters above specified, as for instance, when it is necessitated by detention in plague camps on the way to rejoin or by orders not to attend office in consequence of the presence of

infectious disease in the family or household of the person concerned.

Absence from duty for reasons of the nature indicated above should be treated as follows:-

(a) In the case of a person who has not taken any leave at his option, as casual leave, or earned leave/ privilege leave at his credit, if he has neither of these kinds of leave to his credit, as any other kind of leave admissible.

(b) In the case of a person who has already taken leave at his option, as casual leave or leave of the same kind on which he already is, if such leave is available or if he has no leave at his credit, as leave without allowances.

(5) Any Government servant who has been bitten by a rabid animal 1[xxx] may, to enable him to proceed for treatment, be granted Casual Leave for the actual period of treatment-14 days and for the number of days for the forward and backward journeys, any leave required in excess of such leave being treated as earned leave or privilege leave or half pay leave.

2[Note:-Casual Leave granted under this rule shall be treated as special casual leave not debitable to the regular casual leave.]

(6) A Government servant, 3[to whom casual leave has been granted] is not treated as absent from duty and his salary is not intermitted.

Note:- Government should not be put to any extra expense in consequence of the absence of an officer on Casual Leave.

In circumstances where it is found impracticable to make local arrangements to look after the work of an absentee on Casual Leave, Heads of Departments may make arrangements involving extra cost by way of travelling allowance. They should, however, simultaneously report

1.Deleted by FD 213 SRS 72,dated 10.5.1974(wef.10.5.1974)

2.Inserted by No.FD 7 SRS 72, dated 25.1.1972.

3. Amended by No.FD 87 SRS 66, dated 16.09.1966

to Government in each case, the circumstances necessitating such arrangements. Travelling allowance to the officers concerned will be admitted in audit only after Government ratify the arrangements suggested by the Heads of Departments.

(7) When a Government servant has to insure his life in the Karnataka Government Insurance Department, 1[he may be granted such casual leave] as may be necessary to enable him to appear before a Medical Officer and to procure the required medical certificate.

(8) When Government servants who are volunteers, are perm tments to attend camps

of exercise and rifle meetings without extra cost to Government or detriment to Government work, the absence shall be treated as casual leave, not counting against the casual leave ordinarily admissible under the rule.

(9) Casual Leave may be sanctioned by the Head of the Office to all officers subordinate to him; and he may also delegate this power to the senior Gazetted Assistant of his office.

(i) In respect of the Heads of Officers, casual leave shall be sanctioned by the next higher authorities.

2[(ii)The Chief Secretary may sanction casual leave to Commissioners and Secretary to Government.

(iii) The Commissioner and Secretary or Secretary-1 to Government may sanction casual leave to Secretary-II to Government or Special Secretaries to Government.]

3[(iv) The Deputy Commissioners of Districts may avail casual leave on their own authority upto three days at a time provided they do not have to leave their jurisdiction during the period. In other cases Secretary to Government, Revenue Department or the concerned Divisional Commissioners may sanction leave to Deputy Commissioners.

1. Amended by No.FD 87 SRS 66, dated 19.9.1966.

2. 2. Amended by No.FD 6 SRS 88, dated 1.2.1988.

3. Amended by No.DPAR 436 SAS 91, dated 10.9.1992.

(v) Head of Departments may sanction casual leave to their subordinate officers of the Heads of Office within the Department.

(vi) Other officers of the Department including IAS or KAS may apply to their higher officers for sanction of casual leave. In any case casual leave application need not be sent to the Chief Secretary or the Department of Personnel and Administrative Reforms.

(vii) The Heads of Departments may send their Earned Leave or half pay leave applications etc., in duplicate to the concerned Administrative Secretary of the Secretariat. In the said leave application they must suggest that who should be placed incharge. The Secretaries to Government should send the leave application with their specific recommendations including incharge arrangement to the DPAR.

(viii) Deputy Commissioners shall send their earned leave or half pay leave application through Divisional Commissioners to the Secretarary to Government, Revenue Department. The Secretary to Government, Revenue Department shall send the leave applications with their specific recommendations including incharge arrangements to the DPAR.

(ix) District Zill Parishad Presidents may sanction for specific period leave to the Zill Parishad Chief Secretaries and Deputy Secretaries. Therefore as per the said powers the Presidents shall sanction leave ishad Chief Secretaries

or Deputy Secretaries and send a copy of the said orderto DPAR and RDPR. In other cases, Elections etc., special circumstances leave applications may be sent through Secretary RDPR to DPAR.

(x) Other Officers working in Departments should send their Leave Applications through their Heads of Departments to the Secretaries concerned. The Secretaries concerned should send such application with his recommendations including incharge arrangement to the DPAR.

(xi) I.A.S. and K.A.S. Officers working in Corporations, Companies/ Public Undertakings or Local bodies should send their Application through Head of the said Organisation to the concerned Secretary to the Government. If the Officer is Head of organization he should send the leave application to the concerned Secrerary to Government. The concerned Secretary to Government shall send the leave application with his recommendation including incharge arrangements to the DPAR for sanction.

(xii) I.A.S. or K.A.S.officers who are required to travel outside the State for Government work/Tours/Meetings etc., should obtain prior permission of the Secretary concerned to Government. In no case I.A.S. or K.A.S. officers should go on leave or on tour without the prior permission of the concerned Secretaries to Government.

[1][(10)(i)[2][(a)]The State Government employees selected for participating in sporting events of national / international importance conducted by the National Sports Federations and Indian Olympic Association as specified in the Annexure may be sanctioned Special Casual Leave for the actual days on which they participate in such events, as also for the period on which they spent in travelling to and from such tournaments/meets. Further, if any pre-participation Coaching Camp is held in connection with the above mentioned events and the Government servant is required to attend the same Special Casual Leave may be sanctioned for this period also.

[2][(b) Where the Government servants represents a Team formed by the Government employees in respect of Sporting events i.e., league/Other Tournments conducted or recognized by the State Sporting Associations like Karnataka State Cricket Association, Karnataka State Foot-ball Association, State Lawn Tennis Association and Other State Associations in other Games/ Athletics, affiliated to the respective All India bodies. The maximum Special Casual Leave admissible in such cases shall be limited to 15 days in a calendar year and may be sanctioned by the Authority competent to sanction casual leave in respect of the Government Servant on the production of a Certificate from the Secretary/ Captain of the Team confirming the participation of the Government Servant.]

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1. Substituted by No.FD 13 SRS 94, dated 16.12.1994.

2.Inserted by G.O.No.FD 18 SRS 2004, dated 13.12.2004.

(ii) The benefit of Special Casual Leave for a period not exceeding 30 days in one Calendar Year may be sanctioned to the State Government servants who are selected for participating in trekking expeditions organized by the Youth Hostels Association of India as well as expeditions which have the approval of the Indian

Mountineering Federation. However,the sanction of Special Casual Leave in respect of trekking expeditions shall be limited to three times in one's entire service. Such of the Government servants who venture to go into trekking expeditions on more than 3 occasions may be permitted to do so at the discretion of the authority competent to sanction Special Casual Leave subject to availing leave due and at his credit.

(iii) The Government servants who have already availed Special Casual Leave on three occasions for participating in Mountaineering/trekking expeditions shall not be eligible for any further Special Casual Leave for participating in Mountaineering/Trekking expeditions.

(iv) The quantum of Special Casual Leave for a period not exceeding 30 days in a calendar year allowed to State Government servants for participation in mountaineering/ trekking expeditions and attending the coaching or training camps at the National Institute of Sports. Patiala or under the Rajkumari Amrit Kaur Coaching Scheme or similar All India Coaching or Training Schemes will cover also their attending the pre-selection trails/camps connected with sporting events of national or international importance.

(v) The Government servants who are selected as Manager,Coach or Umpire for the teams participating in Sporting events of National or International importance may be sanctioned Special Casual Leave for a mximum period of 30 days in a Calendar year for the period of absence. However, the Manager,Coach and Umpire shall not be entitled for any T.A. or D.A. The number of Special Casual Leave admissible for participating in a Sporting event of National and International importance by a person either as a Manager,Coach, Umpire, Player, Trainee etc., shall be limited to a maximum period of 30 days in a Calendar year.

(vi) The Government servents who are selected for participating as Players in sporting events of National or International importance within India may be allowed to travel by First Class Train. In the case of sporting events of International importance held outside India they may be allowed to travel by economy class by air.

(vii) The State Government servants may be awarded one Special Increment for securing first,second and third positions as the case may be in National events and two Special Increments for achieving first,second,third positions in International events. The runners up are not entitled to this benefit. The total number of increments to be awarded to an individual should not exceed 3 in his/her entire service. The Special Increment so granted shall be treated as 'Personal Allowance' on the analogy of the incentive increment awarded for promoting small family norms. The rate of Special increment to of Personal Allowance

would be equal to the amount of the next increment due at the time of grant of the concession and will remain fixed during the entire service. It will not be absorbed in future increases in pay either in the same post or on promotion to higher post. In the case of a Government servant who has reached the maximum of the time scale of pay, the rate of personal allowance would be equal to the amount of the increment last drawn.

(viii)The Special Increment in the form of Personal allowance referred above may be granted from the first of the month following the month in which the sporting events are completed. The Special Increment should be determined with reference to the scale of pay available to the employee as on the date of completion of overall competition. The Government servants who have already been sanctioned three Special Increments in terms of G.O.No.FD 20 SRS 86, dated 21.7.1986, shall not be eligible for any further special increments under this scheme.

(ix) The Government servant should apply for sanction of Special Increment within three months from the date of completion of event and any application submitted after the expiry of the said period shall be rejected.

(x) The sanction of Personal Allowance in terms of this rule may be considered for both indoor and Outdoor sports of National/International importance.

(xi) Government servant who participate as Manager, Coaches, Massiaurs, Doctors, in Sports events of National or International importance may be granted only Special Casual Leave depending upon the exigencies of work and no T.A. and D.A. is admissible. They are not entitled to Special Increment.

(xii) For non-playing Captain and other persons in a team event like Tennis not participating in the final event and who do not secure the first position shall not be eligible for sanction of Special Increment in the form of personal allowance and they shall be eligible for Special Casual Leave only.

(xiii) The benefit of Special Increment as contemplated in this rule is not admissible to Government servants for achieving first, second and third positions, in National / International events in drama, music,dance,art, instrumental music competitions etc.

(xiv) The benefit of this order is applicable only to Sporting events of National importance conducted by the Federation listed in the Annexure.

(xv) This order is not applicable to National / Inter- national level meet of Special Group of persons of those belonging to a particular service or profession. These orders are not applicable to Veteran meets.

(xvi) The benefit of this rule is also applicable to events which are conducted by the International Sports bodies and

wherein the participants are sponsored by the recognised National Federations listed in the Annexure, and in which participation has been with prior approval of Government.

(xvii) The Special Casual Leave may be sanctioned or refused as the case may be by the Competent Authority in the exigencies of work and cannot be claimed as a matter of right.

(xviii)The proposal to sanction Special Increment in the form of Personal allowance in terms of this rule shall be referred to Finance Department with the recommendations of the Director of sports and Youth Services and the same shall be sanctioned only after obtaining approval of Finance Department.

(xix) The Government servant shall participate in the Sporting event of National and International importance only after obtaining the prior approval of the concerned Administrative Secretary to Government.]

1[(xx) The State Government Employees who are selected as participants in the All India Civil Services Tournament of National importance conducted by the Central Civil Services cultural and Sports Board, and who would actively participate in the said tournaments, may be granted for the period of tournament special casual leave and travelling allowance and in case of no free boarding facility has been provded at the Tournament half daily allownace in accordance with KCSRs subject to the following conditions:-]

(1) Government servant shall be eligible to participate in said tournament as per rules prescribed for the tournament.

(2)The eligibility criteria for selection to the said tournament should be strictly adhered to.

(3)The above factors must be confirmed by the Commissioner or Director of Youth Services and Sports Department.

2[(4) Government servants working in the same office should not be selected for the whole team.]

(5) The sanction to the Government servant may be granted by the Secretary to Government, Information, Tourism and Youth Services Department.

(6) They are not entitled to Special Increment.]

1.Substituted by G.O.No.FD 2 SRS 2002, dated 27.11.2002.

2.Inserted by No.FD 5 SRA 97, dated 13.3.1997.

1[(xxi) Government servants who are selected as participants in State Level Sporting Tournaments conducted by State Government may be granted for the period of Tournment Special Casual Leave and Travelling Allowance subject to the following conditions, Namely:-

(i) Those Sportsmen who have been selected at the District Level and who submit attendance Certificate for having participated at the

State Civil Services Tournament would be eligible for Special Casual Leave; and

(ii) Employees who will participate in the State Level Civil Services Tournament would be eligible for Second Class Railway Fare or Express Bus Fare as Travelling Allowance from their Headquarters to the place of Tournament and back.]

2[(11) Special Casual Leave not exceeding seven days may be allowed to married Government servants of both sexes in any one calendar year who undergo Vasectomy or Tubectomy operation on the strength of the medical certificate granted by the Medical Officer performing such operation.]

3[A male Government Servant whose wife undergoes a Gynaec Sterilisation (Tubectomy Operation without delivery) may also be granted special Casual Leave not exceeding 7 days. The grant of such special casual leave shall be subject to production of a Medical Certificate from the Doctor who actually performs the operation and certifies to the effect that the presence of the Government servant is essential for the period of leave to look after his wife who has undergone Gynaec Sterilisation. The Special Casual Leave granted under this rule may be combined with ordinary casual leave or other kinds of leave, i.e., earned leave,privilege leave and half pay leave and can also be combined in any manner with Sundays and other authorized holidays not exceeding three days.]

4[In the event of failure of a sterilization operation, if the Government servant undergoes Vasectomy operation for the second time, he shall be granted special casual leave for six days again on production of Medical Certificate from the Medical Officer performing such an operation to the effect that the first operation was a failure and the second operation was actually performed.]

1. Inserted by G.O.No.FD 2 SRS 2002, dated 27.11.2002

2.Inserted by No. FD 131 SRS 59,dated 26.5.1959

3.Amended by No.FD 94 SRS 69, dated 24.9.1969

4. Inserted by No. FD 212 SRS 74, dated 25.2.1975

1[(11A) Special Casual Leave may be granted to the Stenogrphers who are selected for giving dictation at any Shorthand Examinations conducted by the Government Commercial Examinations Board, to the extent required to cover the period of examination and also the period required for journey to the place of examination and back.]

2[(11B) Special Casual Leave not exceeding 14 days may be sanctioned by the Heads of Offices to the women employees subordinate to them who undergo the non-puerperal sterilization and not puerperal sterilization] on the strength of a medical certificate granted by the Government Medical Officer performing the operation. In respect of Heads of Offices such leave should be sanctioned by the next higher authorities.

3[Such Special Casual Leave may also be sanctioned to Female Government Servants having three or more living children who are not

entitled to grant of maternity leave but who undergo tubectomy operation even during puerperium under the Family Planning Scheme.]

[4][In the event of failure of tubectomy operation, if the Government servant undergoes non-puerperal tubectomy operation for the second time, she shall be granted Special Casual Leave not exceeding 14 days again, on production of a Medical Certificate from the Government Medical Officer performing such an operation, to the effect that the first operation was a failure and the second operation was actually performed.]

[5][(11BB).(1) A Government servant who - (i) is unmarried or

(ii) has less than two children or

(iii) for substantial reasons, e.g. having lost all male children or all female children after Vasectolmy / Tubectomy operation performed earlier, desires to undergo recanalisation operation, may be granted by the Heads of Department, special casual leave upto a period of 21 days or actual period of hospitalization as certified by the authorised medical

1. Inserted by No. FD 94 SRS 66, dated 12.10.1966
2. Inserted by No. FD 4 SRS 67, dated 4.1.1967
3. Inserted by No. FD 20 SRS 68, dated 20.1.1968
4. Inserted by No. FD 103 SRS 75, dated 28.10.1975
5. Inserted by No. FD 2 SRS 79, dated 3.4.1979

casual leave may also be granted for the minimum journey period actually required and spent for to and from journey performed for under going this operation. The grant of special casual leave shall be further subject to the following conditions:-

(a)The operation should have been performed in a Government Hospital/Medical College Institute where facilities for recanalisation are available.

(b) The request for grant of Special Casual Leave is supported by a Medical Certificate from the Doctor who performed the operation to the effect that hospitalization of the Government servant for the period stipulated therein was essential for operation and post-operational recovery.

(2) The period of absence in excess of the period of special casual leave admissible in sub-rule(1) above, may be treated as such kind of leave admissible, including ordinary casual leave, and as may be applied for by the Government servant concerned. For the purpose of combining special casual leave with any other kind of leave admissible Sundays and other general holidays intervening the period of special casual leave should be taken into account for calculating special casual leave and prefixing of regular leave or casual leave to Special casual leave is not admissible.]

[1][(11BBB) A married Government servant who develops post-sterilisation operation allowed Special Casual

Leave to cover the period for which he or she is hospitalised for a post-operation complication on production, of a certificate from the concerned hospital authorities/ an authorized Medical Attendant.]

[2][(11 C) All women Government servants who undergo I.U.C.D. placement may be granted a day's special casual leave on the day of insertion.]

[3][(11D) The Office bearers and members of the Executive of the All India Secondary Teachers' Federation may be granted Special Casual Leave of not more than 15 days in a year to enable them to attend the All India Meetings, Seminars in general and conferences and symposiums that may be arranged by the All

1. Inserted by No. FD 87 SRS 78, dated 15.10.1979

2. Inserted by No. FD 56 SRS 67, dated 28.4.1967

3. Inserted by No. FD 63 SRS 67, dated 12.6.1967

India Federation of Secondary Teachers, on production of proper certificates and subject to the condition that they attend such meetings, etc., at their own cost without any claim for Travelling Allowance and Daily Allowance, etc., from the Department and previous permission of their immediate superiors is obtained in writing before they leave their respective Headquarters for attending such Seminars / Conferences /Meetings/Symposiums, etc.]

[1][(11E) The periods of absence from duty of Govern- ment Servants joining the Territorial Army,the Indian Naval Reserve and the Indian Naval Volunteer Reserve from their Civil posts occasioned by their interview/medical examination, etc., in connection with their joining these organizations shall be treated as Special Casual Leave in cases where it may not be possible for the Government Servants concerned to attend to their Civilan duties after the interview /Medical Examination, etc.

The grant of Special Casual Leave shall be subject to the condition that the Government Servants do not withdraw their candidature at the interview.

Such Special Casual Leave should not exceed 15 days in a year. Where, however,the period of absence for joining the Territorial Army referred to in this rule exceeds the period for which Special Casual Leave is admissible, the Government Servants concerned may be permitted to combine Special Casual Leave with regular leave.]

[2][This Sepecial Casual Leave may be sanctioned by the Head of the Office to all officers subordinate to him. In respect of Heads of Offices, Special Casual Leave should be sanctioned by the next higher authorities.]

[3][(11F) Special Casual Leave not exceeding -

(i) 15 days in a calendar year in respect of President, Vice President, General Secretary and Organising Secretary of the Karnataka State Government Employees Association, Executive Committee and President, Vice Presid Organising Secretary of

the Karnataka Govern- ment Lower Grade Employees' Central Association.

1. Inserted by No. FD 77 SRS 67, dated 7.7.1967,

2.Inserted by No. FD 131 SRS 59, dated 26.5.1959,

3. Inserted by No. FD 24 SRS 82, dated 5.11.1982,

(ii) 15 days in a calendar year in respect of the President and Secretary of each District Committee of the Karnataka State Government Employees' Association and President, Secretary of the Karnataka Government Lower Grade Employees' Association may be sanctioned for attending to work connected with Karnataka State Government Employees' Association and Karnataka Government Lower Grade Employees Association respectively. [1][xxx].

[2][(iii) Two days Special Casual Leave in a calendar year in respect of the President of each Taluk Level Employees' Association may be sanctioned for attending to work connected with Karnataka State Government Employees' Association, subject to the following conditions :-

(a) This Special Casual Leave shall not be in addition to any Special Casual Leave admissible for any other purpose in any calendar year;

(b) This Special Casual Leave will be sanctioned by the authority competent to sanction casual leave only on the strength of a certificate issuedby the President or General Secretary of the Central Association to the effect that the person applying for it holds one of the above mentioned offices after satisfying himself that the nature of the work of the Association for which leave is intended, warrants the required leave;

(c) The competent authority shall have the discretion to refuse Special Casual Leave if it considers that in the interests of Government work, such Spcial Casual Leave cannot be granted.

(11G) Government Servants who donate blood may be sanctioned a day's Special Casual Leave subject to the production of a certificate to that effect from the concerned Blood Bank Officer/Hospital/Indian Red Cross Society, as the case may be.]

1. Omitted by No. FD 9 SRA 2001,dated 4.4.2003(wef.17.4.2003)

2. Inserted by No. FD 9 SRA 2001,dated 4.4.2003(wef.17.4.2003)

[1][(11 H) Special Casual Leave not exceeding ,-

(i) 3 days may be granted to a Government servant whose wife undergoes Laproscopic sterilization (without delivery) on the strength of the Medical Certificate granted by the Medical Officer performing such operation.

(ii) 7 days may be granted to a Female Government employee who undergoes Laproscopic Sterilization on the strength of the medical certificate granted by the Medical Officer performing such operation]

[2][(12) Special Casual Leave not exceeding thirty days in each calendar year may be granted by the Heads of the Office to Government servant -

(i) Who are chosen or appointed as Examiners/ Supervisors in any of the Universities in the State for attending the examinations;

(ii) Who are appointed as Examiners in Para-Medical / Public Health/Engineering and Technology/Agriculture and Veterinary Services/Commerce and Business Examinations conducted by the Department of Vocational Education;

(iii) Who attend the meetings of the Academic Councils and the Faculties constituted by the Universities in the State.

Note-1:-T.A. and D.A. will not be payable by Govern- ment to the Government Servants who are appointed as Examiners/Supervisors by the Universities in the State since the same will be paid by the Universities.]

[3][Note-2:- Special Casual Leave under this rule may be granted also to the Government servant attending the meeting of the Academic Councils and faculities constituted by the Universities in the State subject to the existing limit of 30 days in each calendar year.]

[4][Note-3:- Special Casual Leave under this rule may be granted also to Government Servants of the Drugs Control Department, who are permitted to attend meetings and conferences organized by Scientific Associations.]

1.Inserted by No. FD 59 SRS 89, dated 14.6.1991.

2. Inserted by No. FD 161 SRS 59, dated 10.7.1959.

3.Substituted by No.FD 22 SRS 65, dated 8.6.1965.

4.Inserted by No. FD 40 SRS 68, dated 1.6.1968.

[1][(13) Absence of Officers of the [2][Medical and Public Health Departments] permitted to attend the meetings or Conferences organized by Scientific Associations shall be treated as Special Casual Leave. Such Special Casual Leave which will be in addition to the ordinary casual leave shall not exceed 15 days in a year.

Note:- No T.A. will be admissible for attending such meetings vide rule 548(iii).]

[3][(13A) Absence of Engineers of all cadres working in Public Works Department, Water Resources Department, Panchayat Raj Engineering Department and in other Departments of Government who are permitted to attend meetings and annual conferences of the Institution of Engineers (India), and Indian Road Congress, Sir M.Visveshwaraya's Birthdays Celebrations, Technical Seminar Organised by Karnataka Engineers Association shall be treated as Special Casual Leave. Such Special Casual Leave shall not exceed 15 days in a year.]

[4][(14) The absence of State Government Servants in connection with their participation in the activities of the Indian Institute of Public Administration, New Delhi, shall be treated as Special Casual Leave. Such Special Casual leave shall not exceed six days in a year.

Note:- No T.A. will be admissible for the journeys in this connection.]

5[15. Special casual leave may be sanctioned to a Government servant by his Head of the office for participation in Cultural Activities organized or sponsored by the Department of Kannada and Culture or Youth Services and Sports on production of a certificate issued by the Department concerned. The maximum special casual leave that can be so sanctioned shall be restricted to 15 days in a calendar year.

6[(16) Special Casual leave granted under any of these rules may be permitted to be combined with regular leave and with Sundarys and other authorized holidays not exceeding 3 days Special Casual Leave should not, however be granted in combination with ordinary Casual leave.]

7[(17)Restricted holidays are akin to other closed holidays.

Restricted holidays can be prefixed or suffixed to regular leave or casual leave.]

1.Inserted by No. FD 124 SRS 60,dated 2.9.1960 2.Inserted by No.FD 40 SRS 68, dated 1.6.1968. 3.Amended by No.FD 4 SRS 2011, dated 2.11.2011 and dated 13-9-2012.

4.Substituted by No.FD 118 SRS 68, dated 5.11.1968

5. Inserted by No.FD 69 SRS 82, dated 3.5.1983

6. Inserted by FD 15 SRS 64, dated 20.02.1964

7. Inserted by FD 7 SRS 87, dated 20.3.1987

1[ANNEXURE
ADDRESSES OF RECOGNISED NATIONAL SPORTS FEDERATIONS.

1. Amateur Kabaddi Federation of India,119/A, Harish Mukherjee Road,Calcutta-700 026.	13. Softball Association of India, Rawaton Ka Bas,Jodhpur- 420 001
2. Ball Badiminton Federation of India,23,Thantai Pariyar Nagar, Ellpillai Chavady, Pondicherry-605005.	14. Tennikoit Federation of India, Room No.159, Ground Floor,3rd Cross, 2nd Main, Dattareya Extension, Bangalore-560 019.
3. Bridge Federation of India, 125, 6th Main Road, Malles- waram, Bangalore-560 003.	15. Women's Cricket Association of India, 174, Ramesh Dutta Street, Calcutta- 700 006.
4. Federation of Motor Sports Club of India,Mc.Dowell House, 2nd Line Beach, P.B.No. 1256, Madras-600 001	16 .Indian Olympic Association, Jawaharlal Nehru Stadium, New Delhi.
5. Indian Golf Union,Tata Centre, 3rd Floor, 43, Chowringhee Road, Calcutta-700 071.	17. All India Sports Council of Deaf, 8, Nortend Complex, Sri Ramakrishna Ashrama Marg,New Delhi-110 001.
6. Judo Federation of India, Sonowala Building, 2nd Floor,65, Bombay, Samachar Marg, Bombay-400 023.	18. All India Chess Federation, 111/37,Nona Manzil, Post Nallalam,Calicut-673 027.
7. Archery Association of India, Ambapeth, Amravathi, Maharashtra.	19. Squash Racket Federation of India,C/o.The Calcutta Racket Club, Near St.Paul's Cathedral, Chowringhee,Calcutta- 700 071.
8. Basketball Federation of India, A/66, Derawala Nagar, Delhi-110 031.	20. Table Tennis Federation of India, R.No.1144-A,1stFloor, Gate No.28, Jawaharlal Nehru Stadium, New Delhi-110 003
9. Cycling Federation of India,Yamuna Velodrome, Indira Gandhi Stadium Complex, New Delhi.	21. Women's Football Federation of India,Behind Head Post Office Main Bazar, Gorakhpur, Uttar Pradesh.

10. Gymnastic Federation of India, No.68,Sector 10/A,Chandigarh - 160 010.	**22. Throwball Federation of India, 29, Raja Ram Mohan Roy Road, Bangalore-560 027.**
11. Indian Polo Association, C/o. President's Body Guard, Gate No.24, Rashtrapathi Bhavan, New Delhi.	**23. Indian Women's Hockey Federation, 23, Sector 7, Chandigarh.**
12. Kho Kho Federation of India, 14/1A, Pottery Road, Calcutta-700 015.	**24. All India Football Federation, "Green Lawns" Talap, Cannanore, Kerala-670 002**

1. Inserted by No.FD 13 SRS 94, dated 16.12.1994

25. National Rifle Association, Room No.46 (1st floor) Raghu Shree Complex, Ajmeri Gate, Delhi-110 006.	**40. Billiards & Snooker Federation of India, C/o The Bengal Bonded Warehouse Association, 25, Netaji Subhas Road, Calcutta-700 001.**
26. Swimming Federation of India, 27, Paras Kunj Society-1, Satellite Road, Ahmedabad, Gujarat-380 015.	**41. Cycle Polo Federation of India, Dundlod House, Hava Sarak, Civil Lines, Jaipur-302 006.**
27. Vollyball Federation of India, 6, Nehru Stadium, Madras-600003.	**42. Indian Amateur Boxing Federation, 158-A, Gate No.28, Jawaharlal Nehru Stadium, New Delhi-110 003.**
28. Wrestling Federation of India, South Plaza, Under Pylon 3, I.G.Stadium, New Delhi-110002.	**43. I ndian Powerlifting Federation, 98, New Ranikudar, Jamshedpur-831 005.**
29. All India Karate Do Federation, 9, Sunshine, 156, M.Karve Road, Bombay-400 020.	**44. Amateur Handball Federation of India, 27, Parade Ground, Jammu Tawi-180 001.**
30. Aero Club of India, Safdarjung Airport, Aurobindo Marg, New Delhi-110 003	**45. Badminton Association of India, C/o Jackson Hotel, Civil Line, Jabalpur (M.P.) 482 001.**
31. Rowing Federation of India, Secretariat, 9, Archbishop Mathias Avenue,Madras-600028.	**46. Board of Control for Cricket in India, Cricket Association of Bengal, Dr. B.C.Roy Club House, Eden Gardens, Calcutta-700 021.**
32. Taekwondo Federation of India, 33/26, B.N.Ghailane, Lalbagh, Lucknow-226 001.	**47. Equestrian Federation of India, 764-B, Gate 29, Jawaharlal Nehru Stadium, New Delhi-110 003.**
33. Indian Weightlifting Federation, 2/2, Bajeeshibpur Road, 2nd Bylane, Howrah-711 102.	**48. Indian Body Building Federation, 5, Rathna Nagar, Taynampet, Madras-600 018.**
34. Yachting Association of India, Room No.33, Directorate of Naval Training, 'C' Wing, Sena Bhavan, New Delhi-110 001.	**49. Indian Style Wrestling Federation of India, NIS Wrestling Coach, House No.1335, Sector-17, Defence Colony, Gurgaon (Haryana)**
35. Indian Hockey Federation, Room No.186, National Stadium, New Delhi-110 001.	**50. Indian Kayaking & Canoing Association, 606, Akash Deep, 6th floor, Barakhamba Road, Connaught Place, New Delhi-110 001.**
36. All India Carrom Federation, 1997, Sona Bazar, Bhagirath Place, Chandni Chowk, Delhi-110 006.	51. Bellar Skating Federation of India, 14/2, Clive Road, Calcutta-700 001.
37. All India Lawn Tennis Association, B-3/7, Asaf Ali Road, New Delhi-110 002.	**52. Shooting Ball Federation of India, S-28, Green Park Extension, New Delhi.**
38. Amateur Athletic Federation of India, Room No. 1148-A, Gate No.28, Jawaharlal Nehru Stadium, New Delhi.	**53. Amateur Baseball Federation of India, 112/14, Omkar Nagar, Tri Nagar, Delhi-110 035.**
39. Atya Patya Federation of India, Nagpur Sharirik Shikshan Mahavidyalaya, Dr. Moonga Marg, Dhantoli Nagpur-12.	

1[ANNEXURE-C

RULES REGULATING ENCASHMENT OF EARNED LEAVE SURRENDERED
(See Rule 118 of KCSRs.)

xxx]

1. Omitted by No. FD 8 SRA 2000, dated 12.8.2003 (wef.18.8.2003)

INDEX

This index has been compiled solely for the purpose of assisting references. No expression used in it should be considered as in any way interpreting the Rules.

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