

APPENDIX—5

**THE CENTRAL CIVIL SERVICES
(JOINING TIME) RULES, 1979***

[G.I. Dept. of Personnel & A.R., Notification No. 21011/2/79 Allowances Unit dated the 8th May, 1979.]

In exercise of the powers conferred by the proviso to Article 309 and clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor-General in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules, namely :—

1. Preliminary

(1) These rules may be called the Central Civil Services (Joining Time) Rules, 1979.

(2) They shall come into force on the date of issue of this Notification and shall apply to transfers effected on/or after that date.

(3) These rules shall apply to all Government servants appointed in Civil Services and posts under the Central Government including work-charged staff but shall not apply to—

(a) Railway employees.

(b) Armed Forces Personnel and those paid from the Defence Services Estimates.

(c) Government servants engaged on a contract and those who are not in whole-time employment of Government.

(d) Government servants, paid out of contingencies.

2. (1) When a Government servant to whom these rules apply is transferred to the control of another Government or organisation, which has made separate rules prescribing amount of joining time, his joining time for the journey to join his post under that Government/organisation and for the return journey, will be governed by the those rules, unless different provisions are expressly made in the terms of deputation/foreign

service by mutual agreement between the lending and borrowing authorities.

(2) The joining time of railway employees, Armed Forces Personnel and those paid from Defence Services Estimates and the employees of State Government or any other organisation who are appointed to Civil Services and posts under the Central Government on deputation or on foreign service basis, shall, for joining the Civil Services and posts under the central Government and for the return journeys, be regulated in accordance with these rules, unless different provisions are expressly made in their respective terms of deputation/foreign service, by mutual agreement between the lending and borrowing authorities.

3. Definitions

Unless there is something repugnant in the subject or context, the terms defined in these rules are used in these rules in the sense hereinafter explained :—

(a) "Department of Government of India" means a Ministry or Department of the Central Government as notified from time to time and any other authority which exercises the powers of a Department/Ministry of the Government of India.

¹[In respect of the persons serving in the Indian Audit and Accounts Department the Comptroller and Auditor-General of India shall exercise the same powers as the Ministries/Departments of Government of India, under these rules.]

(b) "Head of Department" means the authority declared as such under the Delegation of Financial Powers Rules, 1978. In the case of the Indian Audit and Accounts Department, Head of Department means the authority declared as such by the Comptroller and Auditor-General of India.

*Published in the Gazette of India, dated the 19th May, 1979 and takes effect from 8th May, 1979.

¹ Inserted by G.I. M.H.A., Deptt. of Personnel & A.R., Notification No. 19011/2/82-Allowances, dated the 27th December, 1982.

(c) "Joining time" means time allowed to a Government servant in which to join a new post or to travel to a station to which he is posted.

(d) "Transfer" means the movement of a Government servant from one post to another either within the same station or to another station to take up duties of a new post or in consequences of change of his headquarters.

4. 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. No joining time is admissible in cases of temporary transfer for a period not exceeding 180 days. Only the actual transit time, as admissible in case of journeys on tour, may be allowed.

(2) The surplus staff transferred from one post to another under the Scheme Regulating Redeployment of Surplus Staff shall be eligible for joining time.

(3) Government servants who are discharged due to reduction of establishment from one Central Government Office and reappointed to another Central Government office shall be entitled to joining time, if the orders of appointment to the new post are received by them while working in the old post. If they are 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 Department provided that the break does not exceed 30 days and the Government servant has rendered not less than 3 years continuous service on the date of his discharge.

(4) For appointment to posts under the Central Government on the results of a competitive examination and/or interview open to Government servants and others, Central Government employees and permanent/provisionally permanent State Government employees will be entitled to joining time under these rules. But temporary employees of the Central Government who have not completed 3 years of regular continuous service, though entitled to joining time would not be entitled to joining time pay

5. (1) 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 date if the charge is made over in the afternoon.

(2) The joining time shall be calculated from old headquarters in all cases including where a Government servant receives his transfer orders or makes over charge of the old post in a place other than his old headquarters, or where the headquarters of a Government servant while on tour is changed to the tour station itself or where his temporary transfer is converted into permanent transfer.

(3) Not more than one day's joining time shall be allowed to a Government servant to join a new post within the same station or which does not involve a change of residence from one station to another. For this purpose, the term 'same station' will be interpreted to mean the area falling within the jurisdiction of the municipality or corporation including such of suburban municipalities, notified areas or cantonments as are contiguous to the named municipality, etc.

(4) In cases involving transfer from one station to another and also involving change of residence, the Government servant shall be allowed joining time with reference to the distance between the old headquarters and the new headquarters by direct route and ordinary mode (s) of travel as indicated in the following schedule. When holidays(s) follow(s) joining time, the normal joining time may be deemed to have been extended to cover such holiday(s).

<i>Distance between the old headquarters and the new headquarters</i>	<i>Joining time admissible</i>	<i>Joining time admissible where the transfer necessarily involves continuous travel by road for more than 200 km.</i>
1,000 km. or less	10 days	12 days
More than 1,000 km.	12 days	15 days
More than 2,000 km.	15 days except in cases of travel by air for which the maximum will be 12 days.	15 days

NOTE.—Distance means actual distance and not weighted mileage for which fare is charged by the Railways in certain ghat/hill sections

(5) Extension of joining time beyond the limits indicated in Rule 5 (4) can be granted up to the maximum limit of 30 days by the Head of Department and beyond 30 days by the Department of the Government of India, the guiding principle being that the total period of joining time should be approximately 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 could be made for the time unavoidably spent due to disruption of transport arrangements caused by strike or natural calamities, or the period spent awaiting the departure of the steamer.

*6. (1) When a Government servant joins the new post without availing of the full joining time, the number of days of joining time, as admissible in sub-rule (4) of Rule 5 subject to the maximum of 15 days, reduced by the number of days actually availed of shall be credited to his leave account as earned leave subject to a ceiling of 180 (now 240) days as laid down in Rule 26 (1) (b) of the C.C.S. (Leave) Rules, 1972.

(2) Joining time may be combined with vacation and/or regular leave of any kind or duration except casual leave.

(3) If a Government servant in transit on transfer is directed to proceed to a place different from that indicated in the initial transfer orders, he shall be entitled to joining time already availed of up to the date of receipt of revised orders *plus* fresh spell of full 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 is transferred from that place.

7. Joining time pay

A Government servant on joining time shall be regarded as on duty during that period and

shall be entitled to be paid joining time pay equal to the pay which was drawn before relinquishment of charge in the old post. He will also be entitled to Dearness Allowance, if any, appropriate to the joining time pay. In addition, he can also draw compensatory allowances like City Compensatory Allowance, House Rent Allowance as applicable to the old station from which he was transferred. He shall not be allowed conveyance allowance or permanent travelling allowance.

8. Miscellaneous

Where any Ministry/Department of Government of India is satisfied that the operation of these rules causes undue hardship to any particular case, that Ministry or Department of the Government of India may by order, for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner provided that no such order shall be made except with the concurrence of the Ministry of Home Affairs, Department of Personnel and Administrative Reforms.

9. If any doubt arises as to the interpretation of these rules, it shall be referred to the Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms.

10. All rules and instructions on the subject of joining time in force immediately before commencement of these rules and applicable to Government servants to whom these rules apply, are hereby repealed.

GOVERNMENT OF INDIA'S ORDERS

1. Transit time/Joining time to cover journey from/to a remote locality while proceeding on/ or returning from leave.—With the promulgation of the Central Civil Services (Joining Time) Rules, 1979, certain provisions of F.Rs. and S. Rs. and Government Orders there under relating to transit time/joining time admissible to Government servants to cover journeys from/to a remote locality while proceeding on/ or returning from leave or on transfer became inoperative. As regards joining time to remote localities on transfer, no difficulty was anticipated because

*Substituted *vide* G.I., Dept. of Per. & Trg., Notification July, 1985, published as G.S.R. 670 in the Gazette of India, dated the 20th July, 1985.

Heads of Departments could allow joining time under Rule 5 (5) of the C.C.S. (Joining Time) Rules, 1979. As regards joining time to remote localities during leave, it was proposed to make suitable provisions in the Central Civil Services (Leave) Rules. Pending amendment to the Leave Rules, some administrative instructions were issued *vide* this Department's Office Memorandum No. 21011/12/79-Allowances, dated the 16th November, 1979 and No. 19011/30/81-Allowances, dated 13th October, 1981 (*not printed*). Since revision of the Leave Rules has not been finalised, the following administrative instructions are issued in supersession of those Office Memorandums to cover cases of journey to/from remote localities while on leave.—

(i) A Government servant proceeding on leave from/to a place in the remote locality mentioned in column 1 of the Annexure to this O.M. or returning from leave to/from the said place shall be entitled, once in a calendar year, to transit time each way to cover the period spent in journey between the said remote locality and the specified station at the scale prescribed in column 3 of that Annexure.

(ii) The concession is also admissible, while on leave, to a Government servant:—

(a) who is domiciled in any part of India other than the remote locality concerned and has been specifically recruited from outside for service in remote locality, and

(b) who, though not specially recruited outside the Union territory of the Andaman and Nicobar Islands or the Union territory of the Lakshadweep, as the case may be, for service in the respective Union territory, is domiciled in any part of India other than the Union territory concerned.

(iii) A Government servant domiciled in the Union territory of Andaman and Nicobar Islands or the Union territory of Lakshadweep and proceeding on leave to his hometown in another Island or the Union territory concerned, shall be entitled, once in a calendar year, to transit time to cover the period spent in journey by sea to the island in which his hometown is located and vice versa while returning from leave. The

transit time thus admissible shall be the actual number of days taken in the journey by sea subject to a maximum of seven days for each journey.

(iv) Where the outward journey falls in one calendar year and the return journey falls in the succeeding calendar year, the concession shall be counted against the calendar year in which the leave commences. In calculating transit time, holidays falling before or at the end of it shall be excluded while those falling during transit time shall be included.

(v) A Government servant domiciled in the Union territory of Andaman and Nicobar Islands or the Union territory of Lakshadweep and recruited for service in the respective territory, when posted for service on mainland in public interest shall be entitled to joining time, once a year, while proceeding to and returning from the Union territories of Andaman and Nicobar Islands and Lakshadweep on leave.

(vi) A Government servant, domiciled in any part of India other than Union territory of Andaman and Nicobar Islands or the Union territory of Lakshadweep and recruited whether within or outside that Union territory for service there, while proceeding on leave from his post in one island in that Union territory to his hometown on the mainland to join his post in another island in that Union territory, shall be entitled to joining time on the same scale as provided in para. (i) above.

2. When a Central Government servant posted in the remote areas spends his leave outside the Union territory, the journey time from the place in the remote area to the specified station indicated in the annexure and vice versa will be treated as free joining time if admissible under this office Memorandum and in addition the remaining journey time if any, in excess of 2 days could be allowed as free joining time under the provisions of Finance Ministry O.M. No. 20014/3/83-E. IV, dated the 14th December, 1983.

[G.I. M.H.A., D.P. & A.R., O.M. No. 19011/30/81-Estt. (Allowances), dated the 17 September 1984.]

ANNEXURE

Transit Time Admissible to cover Journey from/to a Remote Locality while Proceeding on/or Returning from Leave

Station in the remote locality	Specified station	Transit time/joining time admissible	Remarks
1	2	3	4
Andaman and Nicobar Islands :			
1. Port Blair	1. Calcutta 2. Madras 3. Vishakhapatnam	Actual time taken by the steamer subject to the maximum of 7 days.	(1) The Lt.-Governor, Andaman and Nicobar Islands with reference to Government servants of that administration, the Ministries/Departments with reference to their employees and the C. & A.G. with reference to the employees of the I.A. & A.D. have full power to increase the maximum period of joining time in special circumstances, when a voyage to or from Calcutta or Madras takes a longer time.
2. (1) South Andaman : (a) Baratang (b) Havelock (c) Neil			
(2) Nicobar Group of Islands : (a) Nancovrie (b) Car Nicobar	1. Calcutta 2. Madras 3. Vishakhapatnam	Actual time taken in the journey by the steamer including halt at Port Blair awaiting connecting steamer subject to a maximum of 15 days.	(2) The Lt.-Governor, Andaman and Nicobar Islands with reference to staff in that Administration, the Ministries/Departments with reference to their employees and the C. & A.G. with reference to the employees of I.A. & A.D. shall be empowered to grant extended joining time up to 15 days to Government servants while proceeding to and on returning from leave in cases of enforced halt at Calcutta-Madras on account of delayed sailing of the ship. The Lt. Governor, the Ministries/Departments and the C. & A.G. as the case may be, shall further be authorised to re-delegate these powers to Heads of Offices under their Administrative control.
(3) Middle Andamans : (a) Long Island (b) Rangat (c) Nimbutala			
(4) North Andamans : (a) Mayabander (b) Diglipur			
(5) Little Andaman : (a) Hut Bay			
(6) Any other places in the A & N Islands connected with Port Blair by steamer/boat.			
Arunachal Pradesh :			
3. Any station in Kamang District	(a) Tepur for Seppla area and Thrizno Circle and (b) Bomdila for the rest.	Actual time taken in airlift to/ from the specified station plus the actual number of days taken for the land journey on foot but not exceeding the time calculated at the rate of one day for 15 kms. of such journey or part thereon between the stations in the remote locality and the specified stations.	
4. Any station in Subansiri District.	Kimin.		
5. Any station in Daperijo Sub-Division	Likablai		
6. Any station in Siang District	(a) Likabali for Along. (b) Mohanbari for those airlifted to		

1	2	3	4
	Mechuka and Tut- ing sub-divisions. (c) Likabali or Pasi- ghat for Vingkiang and Mariyang Sub- division.	As against entries at Sl. No. 3 to 5 on previous page.	
7. Any station in Lohit Dis- trict	Roing or Tezu provid- ed that if rivers are in spate, it will be Dholia instead of Roing or Tezu.		
8. Any Station in Tirap Dis- trict.	(a) Mohanpari for per- sons airlifted to Vijoyanagar area. (b) Changlang for pla- ces under Chang- lang Sub-Division. (c) For places in Miao sub-division (i) Miao in Wint- er and (ii) Namchikin in Summer. (d) Khonsa for the rest	As against entries at Sl. No. 3 to 5 on previous page.	
9. Lakshadweep Addrethi Ameni Bitra Chetlat Kiltan Agathy Evarathy Suleli Kalpeni Minicoy	1. Mangalore 2. Cannanore 3. Kozhikode 4. Cochin	(i) Actual time taken for the journey by steamer. (ii) One day for each 15 miles of journey by country boats.	(1) The administrator, Laksha- dweep with reference to staff in that Administration, the Ministries/Departments with reference to their employees and the C. & A. G. with reference to the employees of the I.A. & A.D., is empowered to grant joining time up to a maximum period of 15 days in cases involving enforced halts due to non-availability of stea- mer at stations indicated in column 1 or column 2. The Administrator or the Ministries/ Department or the C. & A.G. as the case may be shall, further be authorised to re- delegate these powers to Heads of Offices under their Administrative Control. (2) The Administrator, Laksha- dweep or the Ministries Departments or the C. & A.G. as the case may be is delegated full powers to increase the maximum period of 7 days joining time in special circum- stances when a Voyage to/ from Chocin or Calicut takes a long time.

2. Guiding principles.—The term 'new post' occurring in the rule (Rule 4) is not subject to any definition. It is for the competent authority to consider having regard to the relevant circumstances whether joining time should be allowed or not; and when the charge report is received through the proper channel it would be appropriate for the Audit Office to assume that the authority is satisfied about the time taken in joining the new post.

The following guiding principles are, however, laid down for the benefit of the competent authority to arrive at a decision whether in a particular case, joining time under this rule may be allowed :—

- (i) The transfer involves a formal handing over/ taking over charge and the process is likely to take some time;
- (ii) The new post is in an office other than the one from where the Government servant has been transferred;
- (iii) The transfer involves a change of building located at a considerable distance even though the two posts are in two different branches of the same office.

[G.I., M.F., Letter No. 3 (2)-E. IV(B)/62, dated the 12th October, 1964.]

3. Joining time and transit pay for inspection and verification of stores.—The Government of India have had under consideration the question as to how (i) the period of taking over charge of a new post by a relieving officer is to be treated and (ii) the pay and allowances for such period should be regulated in cases, where the charge transferred consists of several stores and/or scattered works which the relieving and the relieved Government servants are required to inspect together before the transfer of charge is completed. It has been decided after consultation with the Comptroller and Auditor-General of India, that the relieving Government servant should be treated as on duty if the period spent, in carrying out these inspections is not considered excessive by the Head of the Department. While so taking over, the relieving officer will draw—

(i) if he is transferred from a post, which he held in an officiating capacity or on return from leave while working in such post, the officiating pay admissible in that post or the pay he would draw after the transfer is complete, whichever is less, and

(b) City Compensatory allowance/House Rent allowance as admissible at the new station on the basis of the pay drawn as at (i) or (ii) above, as the case may be.

NOTE.—The powers of the Head of the Department may be delegated to the Superintending Engineer or officers of equivalent rank in so far as they relate to officers subordinate to them.

It has also been decided that in each case where the Head of the Department or the officer to whom the power is delegated under the preceding paragraph decides to treat the period of taking over charge of a relieving officer as 'duty' under the provisions of the above decision, a declaration as in the pro forma given below should be issued.

DECLARATION

I,
(Name) (Designation)
declare that Shri
(Name and designation of the officer to be relieved)
and Shri
(Name of the relieving officer) (Designation)
were engaged in joint inspection of several scattered works and/or stores during the period from to in connection with handing over and taking over charge and I do not consider the above period as excessive during which Shri
(Name of the relieving officer)

shall be treated as on duty.

Station	⌘	⌘	Name
Date			Designation

[G.I., M.F. O.M. No. F. 2(9)-Est. III/59, dated the 4th April, 1959, 19th August, 1959 and the 17th November, 1959.]

(a) (i) if he is transferred from a post which he held substantively his presumptive pay in that post, or

4. Time allowed for pre-departure formalities before departure for training abroad may be treated as **cansit** time.—Before their departure for training abroad, Central Government servants,

stationed outside Delhi are required to attend pre-departure formalities, e.g., medical examination, passport, travel arrangements, etc., and some time is spent on these. The question arises as to how this period should be treated. It has been decided that up to a maximum of four days may be allowed for the completion of pre-departure formalities in connection with the deputation abroad, and the same may be treated as transit time.

[G.I., M.F., O.M. No. F. 12(3)-EIV(B)/63, dated the 5th February, 1964.]

5. Treatment of Sundays/holidays in case of local transfer.—A Government servant was relieved of the post of Senior Superintendent of Post Offices, East Calcutta Division, Calcutta from the afternoon of 6th June, 1964, and joined as Deputy Director of Postal Life Insurance, Calcutta on the forenoon of 9th June, 1964—7th and 8th June, 1964 being Sunday and a holiday respectively. A question arose as to how joining time should be regulated in such cases.

It has been decided in consultation with the Comptroller and Auditor General of India that in such cases the first holiday (i.e., on 7th June, 1964, in the present case) may be treated as joining time while the succeeding holiday (i.e., 8th June, 1964) may be treated as a holiday affixed to joining time.

[G.I., M.F., U.O. No. F. 2873/E, IV(B)-1/64, dated the 21st July, 1964.]

6. In the case of own request transfer.—Under Rule 4 (i) of the Central Civil Services (Joining Time) Rules, joining time is admissible in cases of transfer in public interest. The question as to how the period between the date of handing over charge of an old station and that of taking over at another station should be regulated in the case of Government servants who are transferred on their own request, has been under consideration. It has now been decided that in the case of transfer of a Government servant at request, there is no objection to his being granted regular leave as admissible by the competent authority under the leave rules applicable to him to cover the period between the date of handing over charge at the old station and

that of taking over at another, if the Government servant applies for it and the competent authority is willing to sanction it.

These orders will take effect from 8-5-1979, i.e., the date from which the C.C.S. (Joining Time) Rules came into force.

[G.I., M.H.A., Deptt. of Personnel & A.R., O.M. No. 19011/33/81-Estt. (Allowance), dated the 29th January, 1983.]

AUDIT INSTRUCTIONS

The time reasonably required for the journeys between the place of training and the station to which a Government servant is posted immediately before and after the period of training should be treated as part of that period. This ruling is not intended to apply to probationers holding "training posts", which they may be considered as taking with them on transfer. Such probationers are entitled to joining time when transferred.

[Para. 1-A, Cl. XI, Sec. I of Manual of Audit Instructions (Reprint).]

AUDIT RULING

A Government servant sent for medical examination from Simla to Meerut for appointment in the Military Department, and returned to Simla as unfit, should be considered to be on joining time during his absence on transfer and re-transfer.

[Ruling (34), Sec. IV of Compilation of Audit Rulings.]

COMPTROLLER AND AUDITOR-GENERAL'S DECISIONS

A question has been raised whether any joining time is admissible to a Government servant who is transferred from one place to another but whose transfer is subsequently cancelled, after he has handed over charge of his old post but before he could take charge of the new post. It has been held that the period intervening between the date of handing over charge of the old post and taking over the same later on account of cancellation of transfer orders should be treated as joining time.

[C. & A.G.'s Letter No. 997-Audit/161-67, dated the 30th August, 1967.]