



GOVERNMENT OF HARYANA

# FINANCE DEPARTMENT

## **HARYANA CIVIL SERVICES (ALLOWANCES TO GOVERNMENT EMPLOYEES) RULES, 2016**

VARIOUS ALLOWANCES AND PRINCIPLES THEREOF, GRANT OF HOUSE RENT ALLOWANCE, RECOVERY OF LICENCE FEE AND RENT OF GOVERNMENT ACCOMMODATION, HILL COMPENSATORY ALLOWANCE, DEARNESS ALLOWANCE, UNIFORM ALLOWANCE, CYCLE ALLOWANCE, SPECIAL ALLOWANCE, CONVEYANCE ALLOWANCE, CHILDREN EDUCATION ALLOWANCE, NON-PRACTISING ALLOWANCE, ALLOWANCES DURING THE PERIOD OF RE-EMPLOYMENT, HONORARIUM AND FEE



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## PREFACE

Article 309 of the Constitution of India provides that subject to the provisions of the Constitution, Acts of appropriate Legislature may regulate the recruitment, and conditions of service of persons appointed to public services and posts in connection with the affairs of the State, and, until a provision in that behalf is made by or under an "Act" of the appropriate Legislature, such rules may be framed by the Governor of the State.

2 Earlier, at the time of framing three Volumes of Punjab Civil Services Rules, the desirability of framing the "Act" was examined by the then Punjab Government in consultation with the Government of India and it was observed that from the promulgation of the Constitution, various sets of rules were framed and revised under the proviso to Article 309 and brought into conformity with the Constitution. Since the said proviso empowers the President and the Governor to make rules in the case of services and posts in connection with the affairs of the Union and of the State respectively, it was not considered necessary to enact the Act, referred to above.

3. The matter regarding re-writing of all the three Volumes of Punjab Civil Services Rules has been under active consideration of Haryana Government for last many years. The Governor of Haryana in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, has pleased to approve the following seven rules books of Haryana Civil Services Rules to regulate the terms and conditions of services of the employees of State of Haryana :-

1. **Haryana Civil Services (General) Rules, 2016**
2. **Haryana Civil Services (Pay) Rules, 2016**
3. **Haryana Civil Services (Travelling Allowance) Rules, 2016**
4. **Haryana Civil Services (Allowances to Govt. Employees) Rules, 2016**
5. **Haryana Civil Services (Leave) Rules, 2016**
6. **Haryana Civil Services (General Provident Fund) Rules, 2016**
7. **Haryana Civil Services (Pension) Rules, 2016**

4. Haryana Civil Services (Govt. Employees' Conduct) Rules, 2016, Haryana Civil Services (Punishment & Appeal) Rules, 2016 and Haryana Civil Services (Compassionate Financial Assistance) Rules, 2016 are being notified separately by the General Administration Department.

5. Main features of these Rules are as under :-

- (1) All the instructions/policy decisions taken by Haryana Government upto December, 2015 have been incorporated and redundant/obsolete rules or portion thereof have been deleted.
- (2) The language of these rules is easy to understand and catchword titles have been provided to make the reading user friendly.
- (3) New terms created from time to time since 1953 have been defined. Terms common for more than one rules books have been compiled at one place.

6. The soft copy both in Hindi and English language has also been made available on the website of Finance Department namely [www.finhry.gov.in](http://www.finhry.gov.in). The hard copy of English language would also be made available in near future for sale in the sale depots of Printing & Stationery Department, Haryana.

7. If any error or omission is found in these rules the same may please be brought to the notice of Finance Department, Haryana Civil Secretariat, Chandigarh so that the same can be corrected.

Dated : 19 July, 2016

**Sanjeev Kaushal**  
Additional Chief Secretary to Government, Haryana,  
Finance Department.

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**Haryana Government**  
**Finance Department**  
**Notification**

**The 19<sup>th</sup> July, 2016**

**No. 2/10/2013-4FR/1669.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, regulating the terms and conditions for grant of different kinds of allowances to Government employees of the State of Haryana:-

**Chapter - I**

**Preliminary**

**1. Short title and commencement.—**

- (1) These rules shall be called the Haryana Civil Services (Allowances to Government Employees) Rules, 2016.
- (2) These rules shall come into force from the date of its publication in the official gazette.

**2. Extent of application.—**

Except as otherwise provided, these rules shall apply to all *Government employees* but shall not apply to—

- (i) members of the All India Services;
- (ii) employees serving in a department under Haryana Government on deputation from Centre or any other State Government or any other source, for a limited duration.

**Note 1.—** *The Speaker of the Legislative Assembly has agreed under clause (3) article 187 of the Constitution that until a law is made by the Legislature of the State under clause (2) of article 187 of the Constitution or rules are framed by the Governor in consultation with the Speaker of the Legislative Assembly under clause (3) of article 187 of the Constitution of India, these rules and amendments thereof, if any, after prior consent of the Speaker, shall apply to the secretarial staff of the Haryana Legislative Assembly.*

**Note 2.**— *The Chairman, Haryana Public Service Commission, has agreed to the application of these rules as amended from time to time, in the case of officers and employees of the Haryana Public Service Commission.*

**Note 3.**— *If any doubt arises as to whether these rules apply to any person or not, the decision shall lie with the Finance Department.*

**3. Special provisions, if any, inconsistent with these rules.—**

When in the opinion of the competent authority, special provisions inconsistent with these rules are required with reference to any particular post or any conditions of service, that authority may, notwithstanding anything otherwise contained in these rules, and subject to the provisions of clause (2) of article 310 of the Constitution of India, provide in the terms and conditions of appointment of the person appointed to such post for any matter in respect of which in the opinion of that authority special provisions are required to be made.

Provided that where no special provision has been made in respect of any matter in the terms and conditions of appointment, provisions of these rules shall apply.

**4. Regulation of claim of Government employee.—**

Unless otherwise provided in any rules, Government employee's claim to entitlements shall be regulated by the rules in force at the time of earning of the claim.

**5. Power to interpret, amend and relax.—**

The power to interpret, change, amend, relax and removal of doubt of these rules shall lie with the Finance Department.

**Note 1.**— *Communications regarding the interpretation and alteration of these rules shall be addressed to the Finance Department through the Administrative Department concerned.*

**Note 2.**— *Where the Finance Department is satisfied that the operation of any of these rules regulating the conditions of service of Government employees or any class of such Government employees, 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 the case in a just and equitable manner.*

**6. Re-delegation of power.—**

The Administrative Department/Heads of Departments/ appointing authorities competent for any purpose under these rules may re-delegate the powers on their own responsibility and subject to such restrictions as they may like to impose, to the officers working under them at their headquarter offices. Copies of all such orders should invariably be supplied to the Finance Department and the Principal Accountant General, Haryana.

**7. Repeal and saving.—**

The Rules contained in Punjab Civil Services Rules, Volume I, Part I and II are hereby repealed. Anything done or any action taken under the rules so repealed, shall be deemed to have been done or taken under the corresponding provisions of these rules.

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## Chapter - II

### Definitions

#### 8. Definitions.—

(a) Unless the context otherwise requires;

(1) “**compensatory allowance**” means an allowance admissible to a *Government employee* to meet personal expenditure necessitated by the special circumstances in which *duty* is performed. It includes *dearness allowance*, *travelling allowance*, *house rent allowance*, *hill compensatory allowance*, etc. but does not include sumptuary allowance;

(2) “**conveyance allowance**” means a monthly allowance paid for going to and coming from the place of duty;

(3) “**dearness allowance**” means a compensatory allowance which is granted to the Government employee by the *competent authority* due to inflation in prices;

(4) “**emoluments**” for the purpose of—

(a) **conveyance allowance** to differently abled employees means—

- (i) basic pay in pay scale; and
- (ii) any other amount specially classed as emoluments for the purpose by the *competent authority*.

(b) **dearness allowance** means—

- (i) basic pay in pay scale;
- (ii) *non-practicing allowance* admissible to Doctors and Veterinary Surgeons subject to pay plus non-practicing allowance not exceeding 85,000 or as prescribed from time to time by the competent authority;
- (iii) *conveyance allowance* to differently abled employees; and
- (iv) any other amount specially classed as emoluments for the purpose by the competent authority.

(c) **house rent allowance** means—

- (i) basic pay in pay scale; and

- (ii) non-practicing allowance admissible to Doctors and Veterinary Surgeons subject to pay plus non-practicing allowance not exceeding 79,000 or as prescribed from time to time by the competent authority;
  - (iii) any other amount specially classed as emoluments for the purpose by the competent authority.
- (d) licence fee means—**
- (i) basic pay in pay scale; and
  - (ii) any other amount specially classed as emoluments for the purpose by the competent authority.
- (5) **“hill compensatory allowance”** means an allowance admissible to a *Government employee* posted at a place declared as hill station by the competent authority;
- (6) **“house rent allowance”** means a *compensatory allowance* admissible to a *Government employee* in lieu of Government residential accommodation;
- (7) **“licence fee”** means the amount payable at prescribed rate by *Government employee* for the residential accommodation allotted to him by the competent authority;
- (8) **“local mileage allowance”** means an allowance admissible to a *Government employee* to meet the cost of a local journey performed in public interest within or out of his *sphere of duty*;
- (9) **“market rent”** in relation to Government accommodation means the rent as assessed by the competent authority of Public Works Department (Building and Roads), Haryana;
- (10) **“non-practicing allowance”** is an allowance which is granted to a specific group of *Government employees* in lieu of private practice.
- (11) **“own house”** for the purpose of house rent allowance means the house in the name of a Government employee himself/herself or his/her spouse, son, daughter, parents, grand-parents or parents-in-law;

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- (12) **“rent free accommodation”** means the accommodation allotted to a *Government employee* for which no *licence fee* is payable by him;
- (13) **“road mileage allowance”** means a kind of *travelling allowance* admissible to a *Government employee* to meet the cost of journey performed by his *own vehicle*, including taxi and autorickshaw, subject to entitlement, while on tour in public interest from one station to another.
- (14) **“standard rent”** means the rent which is calculated and prescribed by competent authority on the basis of capital cost of a residence owned by Government or leased residence meant for Government employees.
- (15) **“uniform allowance”** is an allowance which is granted to Government employees in lieu of admissible livery items;
- (b) The terms not defined in this chapter but defined in the Haryana Civil Services (General) Rules, shall have the same meaning for the purpose of these rules.

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### Chapter - III

## Various Allowances and Principles thereof

#### 9. General principles for grant of allowances.—

Unless otherwise expressly provided, the allowances shall be regulated keeping in view the following principles :-

- (1) The grant of an allowance shall be so regulated that it shall not be on the whole a source of profit to the recipient.
- (2) Allowance(s) attached to a post shall—
  - (i) be drawn by the Government employee actually performing the duties of that post and shall not be drawn by anyone else; and
  - (ii) cease to be drawn by a Government employee as soon as he relinquishes the charge of such post.

**Note 1.**— *The grant of travelling allowance shall be regulated by the Haryana Civil Services (Travelling Allowance) Rules, 2016.*

**Note 2.**— *Compensatory allowances to the personal staff of the Governor (including the Military Officers, if any), are regulated by the Government of India (Governors' Allowances and Privileges) Order, 1950.*

#### 10. Entitlement of allowances during leave.—

- (1) During the period of leave of any kind, except extraordinary leave, a Government employee shall be entitled to—
  - (a) *House rent allowance,*
  - (b) *Hill compensatory allowance, if any,*
  - (c) *Fixed medical allowance, if any; and*
  - (d) *Children education allowance, if any.*
- (2) During extraordinary leave, a Government employee shall be entitled to—
  - (a) House rent allowance for first 180 days;
  - (b) Hill compensatory allowance, if any, for first 180 days;
  - (c) Fixed medical allowance, if any; and
  - (d) Children education allowance, if any.

The rate of above allowances shall be equal to the rate admissible to a Government employee at the station where he was working before proceeding on leave, irrespective of the fact, during the period of leave, he or any member of his family remained at the headquarters or not.

(3) In addition to above, the following allowances shall also be admissible during leave at full rate if leave salary during leave is equal to full pay and at half rate, or on half basic pay, if leave salary during leave is equal to half pay :-

- (a) *Non-practising allowance* to doctors;
- (b) Cycle allowance to Group D employee;
- (c) Special allowance to Sweeper;
- (d) Special allowance to Group D employees holding dual charge;
- (e) *Deputation allowance*, if any,

**Note.**— *No conveyance allowance shall be admissible during vacation and for the days for which leave of any kind is availed during a month. However, during casual leave, a Government employee is treated on duty, therefore, he is entitled to full pay and allowances admissible while on duty.*

**11. Grant of allowances during joining time.—**

During joining time a Government employee shall be granted house rent allowance and other allowances, except conveyance allowance, at the rate admissible to him at the old or new station, whichever is less.

**12. Grant of allowances during temporary transfer.—**

During *temporary transfer*, the house rent allowance and other allowances shall be granted at the same rate as admissible to a Government employee at the headquarters from where his pay and allowances are being drawn.

**13. Entitlement of dearness allowance.—**

A Government employee drawing pay in any *pay scale* shall be entitled to dearness allowance at such rate and subject to such conditions as the Government may specify from time to time.

**Note.**— *The Rate of dearness allowance remained in existence from 01.01.1986 onwards are at Annexure 'A' of these rules.*

**14. Grant of house rent allowance.—**

- (1) Save as otherwise provided in these rules, a Government employee shall be granted house rent allowance at the rate prescribed from time to time by the competent authority, provided it shall be certified by him, in the prescribed form, once in a calendar year or at the time of change of *headquarters* that he is not residing in Government accommodation or rent free accommodation allotted to him or any member of his *family* by any Department or *Organization* under Haryana Government or any other Government at a place upto twenty kilometers outer limit of the municipal limits of the place of posting.
- (2) The house rent allowance of a Government employee shall be determined as per the rate of—
- (a) place of posting if he is residing upto twenty kilometers. outer limit of the municipal limits of the city of place of posting; or
- (b) place of posting or actual residence, whichever is less, if he is residing at a place which is at a distance more than twenty kilometers outer limit of the municipal limits of place of posting;

irrespective of the fact that the actual residence is in the territory of the neighbouring State.

**Note.—** A Government employee residing in rented house shall be entitled to house rent allowance upto the amount of actual rent paid or as per rate admissible under these rules, whichever is less.

- (3) At present the rate(s) of house rent allowance are as under :-

Sl. No.	Census of 2011 of the city/town of place of posting or actual residence	Classification of cities/ towns	Rates of HRA as % of emoluments (including NPA)
1	50 lakhs and above	X	30 %
2	5 lakhs but less than 50 lakhs	Y	20 %
3	Less than 5 lakhs	Z	10 %

**Note.—** House rent allowance shall be admissible to all if more than one member of a family are residing together in one and the same own house.

### Certificate

1. *I certify that no Government accommodation or rent free accommodation has been allotted to me or my spouse by any Department or Organization under Haryana Government or any other Government upto 20 kms outer limits of the Municipal limit of place of my posting.*
2. *I Certify that I am not residing in a Government accommodation or rent free accommodation allotted to any member of my family, by any Department or Organization under Haryana Government or any other Government upto 20 kms outer limits of the Municipal limit of place of my posting.*
3. *I certify that I am residing in a rented house and have paid Rs. \_\_\_\_\_ as rent for the month of \_\_\_\_\_ for House No. \_\_\_\_\_ Street \_\_\_\_\_ Sector \_\_\_\_\_ City \_\_\_\_\_ .*
4. *I certify that I am residing in own house, i.e. in a house owned by me/ my spouse/so /daughter/parents/grand-parents/parents-in-law, House No. \_\_\_\_\_ Sector/Street \_\_\_\_\_ City \_\_\_\_\_ .*

Date : \_\_\_\_\_ (Signature) \_\_\_\_\_

Designation \_\_\_\_\_

#### 15. Entitlement of house rent allowance on transfer.—

A Government employee who, on transfer, has been permitted to retain Government accommodation at the old station shall be entitled to house-rent allowance in respect of the new station, if otherwise admissible, irrespective of the fact whether he has been permitted by the competent authority to retain the Government accommodation, if any, at old station on payment of normal rent or penal rent.

#### 16. House rent allowance in case of death while in service.—

In case of death while in service, the family of deceased Government employee shall be entitled to—

- (a) house rent allowance for a period of one year at the rate drawn immediately before the death; or
- (b) retain Government accommodation for one year on payment of normal licence fee.

**Note.**— *Where Government accommodation is surrendered by the family of deceased Government employee on their own accord before one year, no house rent allowance shall be admissible for the remaining period.*

**17. Disciplinary proceedings on fraudulent drawl of house rent allowance.—**

The disciplinary proceedings shall be instituted against the Government employee by the competent authority and he shall be awarded major punishment under Haryana Civil Services (Punishment and Appeal) Rules, 2016 on—

- (i) excess or fraudulent drawl of house rent allowance;
- (ii) subletting the Government accommodation; or
- (iii) availing Government accommodation (partly or otherwise) allotted to him or any member of his family and also drawing house rent allowance from his department.

**18. Grant of hill Compensatory allowance.—**

- (1) Hill compensatory allowance shall be granted to a Government employee serving in the Morni Hills area at the rate(s) prescribed from time to time. At present the rate of this allowance is 5 per cent of basic pay subject to minimum Rs. 200/- and maximum Rs. 400/- per month.
- (2) The list of villages which fall in the Morni Hills area is as under :-

1	Bhoje Kudana	9	Bhoje Jabyal
2	Bhoje Panwata	10	Bhoje Tharda
3	Bhoje Plasara	11	Bhoje Jatipura
4	Bhoje Rajpura	12	Bhoje Kothi
5	Bhoje Matore	13	Bhoje Bhagal
6	Bhoje Dhardy	14	Bhoje Koti
7	Bhoje Nangal	15	Any other village declared to be in the region of Morni Hills by the competent authority.
8	Bhoje Niata		

**19. Grant of uniform allowance.—**

The uniform allowance, in lieu of uniform, at the rate prescribed from time to time

shall be admissible to such Government employees for whom it is compulsory as per their terms and conditions of service to wear uniform during duty hours. It shall be paid during temporary transfer but shall not be paid during suspension, leave and joining time.

**20. Grant of cycle allowance to Group D employees.—**

Cycle allowance shall be admissible to all Group 'D' Government employees @ Rs. 100/- per month or at the rate prescribed from time to time irrespective of the fact whether they are provided official cycles including repairs at Government expense or not.

*Note 1.— This allowance shall also be admissible while on leave of any kind except extraordinary leave.*

*Note 2.— The orthopaedically handicapped Government employees of Group D are entitled to draw both the cycle allowance and the conveyance allowance.*

**21. Special allowance to certain group 'D' employees.—**

**(1) Sweeper or Safai Karamchari—**

Special allowance @ Rs. 350/- per month or at the rate prescribed from time to time by the competent authority shall be admissible to Sweeper or Safai Karamchari.

**(2) Peon-cum-Chowkidar.—**

All Group 'D' employees holding dual posts of Peon-cum-chowkidar, Peon-cum-Mali, Chowkidar-cum-Mali shall be entitled to special allowance @ Rs. 200/- per month or the rate prescribed from time to time by the competent authority.

*Note.— During extraordinary leave this allowance shall not be admissible.*

**22. Conveyance allowance to blind and orthopaedically handicapped Government employees.—**

(1) A Government employee working on regular basis, who is declared —

(i) blind or having vision less than 3/60 of field vision less than 10 in both eyes by the Head of Ophthalmological Department of a Government Civil Hospital; or

(ii) orthopaedically handicapped with a minimum of 40% permanent

- partial disability of either upper or lower limbs by the Head of Orthopaedics department of a Government Civil Hospital; or
- (iii) orthopaedically handicapped with overall minimum 50% permanent partial disability of both upper and lower limbs together by the Head of Orthopaedics department of a Government Civil Hospital; or
- (iv) suffering from the Spinal deformity causing permanent partial disability of above 40% by the Head of Orthopaedics department of a Government Civil Hospital;

shall, subject to provisions in these rules, be entitled to a conveyance allowance at the rate of 10 per cent of basic pay subject to minimum Rs. 1,000/- and maximum Rs. 2,000/- per month or as prescribed from time to time. The dearness allowance at the prevailing rate shall also be admissible on conveyance allowance.

(2) No conveyance allowance shall be admissible to—

- (i) one eyed (partially blind) Government employee; or
- (ii) those who covered under these rules but have been provided with the facility of vehicle at Government expenses for journey between office and residence.

**Note.**— *For the purpose of assessing of disability, the standards as contained in the Manual for Orthopaedic Surgeon in Evaluating Permanent Physical Impairment brought out by the American Academy of Orthopaedic Surgeon U.S.A., and published on their behalf by Artificial Limbs Manufacturing Corporation of India, G.T. Road, Kanpur, shall apply.*

**23. Competent authority and procedure for grant of conveyance allowance to Blind and orthopaedically handicapped Government employees.—**

- (i) The Head of Department concerned shall refer the case of the concerned Government employee to the Head of Ophthalmological or Orthopaedics department, as the case may be, of a Government Civil Hospital for obtaining their recommendations for the grant of conveyance allowance. In case he is declared blind or orthopaedically handicapped of the prescribed degree of disability, he shall be granted conveyance allowance with effect from the date of certificate of the appropriate medical authority.
- (ii) The travelling allowance shall be admissible to the Government employee

for the journey performed for obtaining recommendations of the appropriate medical authority.

- (iii) The fee charged, if any, by the Government Hospital shall be reimbursable.
- (iv) The period spent to obtain medical examination and also for journey performed for the purpose shall be treated as duty.

**24. Conveyance allowance to other Government employees.—**

**(1) Conveyance allowance to Medical Officers.—**

*Conveyance allowance @ Rs. 500/-* per month shall be admissible to the Medical Officers subject to following conditions :-

- (i) Only the specialists working in the 60 bedded or above hospitals would be entitled to this allowance;
- (ii) These specialist must be residing outside the campus of the hospitals in private accommodations. The residence so acquired should be situated at a distance of at least five Kilometer of the hospitals;
- (iii) Only such specialists would be entitled to conveyance allowance who are oftenly called for emergency duties.

**(2) Conveyance allowance to personal assistant and private secretaries.—**

*Conveyance allowance @ Rs. 500/-* per month shall be admissible to the Personal Assistant and Private Secretaries, Secretaries etc. posted with Head of Department or in Haryana Civil Secretariat.

**Note.—** *No conveyance allowance shall be admissible to those who have been provided with the facility of Government vehicle for journey between office and residence;*

**25. Entitlement of children education allowance.—**

**(A) For children of Government employee in service—**

A Government employee, on production of self-attested certificate quarterly in each academic year, shall be entitled to draw *children education allowance* which shall be admissible in lieu of reimbursement of tuition fee, admission fee, laboratory fee, library fee, games/sports fee, expenditure on purchase of text books and notebooks, uniforms etc. and subject to following conditions :-

- (1) This allowance shall be admissible @ Rs. 750/- p.m. (or Rs. 9,000/- p.a.)



per child for education of first two eldest children from classes nursery to twelfth (+2 level) or upto two years of any Diploma Course after 10th Class from a recognized School/ Institution, including studying through correspondence or Distance Learning.

**Note.**— *Nursery means two Classes prior to Class I irrespective of the nomenclature.*

- (2) Where the number of children exceeds two as a result of second child birth resulting in twins or multiple birth, they all shall be included in the eldest two children for the purpose of these rules.
- (3) Where a Government employee has more than two children in his family, switching over from one child to other shall not be permissible.
- (4) This allowance shall be admissible upto the date of attaining the age of 20 years or class of 10+2 whichever is earlier irrespective of the fact that the child fails in a particular class.
- (5) Where the eligible child being physically/ mentally handicapped studies in any institutions aided or approved by the Central/State Government / Union Territory Administration or whose fees are approved by any of these authorities, this allowance shall be admissible upto 22 years of age of the child or till the time of passing +2 class, whichever is earlier.
- (6) It may be drawn quarterly/half-yearly/yearly.
- (7) Where both husband and wife are in service in any Department/ Organization (under the control of any Government or not) where there is any scheme of children education allowance for their employees, only one of them can avail children education allowance from his/her respective Department/ Organization. A declaration to this effect shall be furnished by the concerned Government employee at the time of production of self-attested certificate that my spouse has not claimed and will not claim such allowance.
- (8) It shall also be admissible to the eligible Government employee during the period of leave or suspension.
- (9) The Drawing and Disbursing Officer shall be competent to draw and

disburse the children education allowance. The expenditure shall be charged to Object Code '01-Salaries'.

**(B) For children of deceased Government employee.—**

In the case of death while in service, the children education allowance for first two children shall also, subject to eligibility, be admissible till such time the deceased Government employee would have actually received the same had he been alive, provided the spouse of deceased Government employee is not employed in any Department/Organization under the control of any Government including Government of India. Thereafter fee on account of tuition fee and laboratory fee equal to the fee of Government Institutions or actually paid, whichever is less, shall be reimbursed for the first two children who are studying in Government or Government Aided or recognized College/Institutions upto the Degree level

**Note.—** The expenditure shall be charged to Object Code '79-Ex-gratia'.

**26. Grant of non-practising allowance.—**

*Non-practising allowance* admissible to specific categories of the Government employees shall be regulated as under :-

*Non-practising allowance* shall be admissible at the rate of 25 per cent of basic pay or at the rate prescribed by the competent authority from time to time provided the basic pay plus *non-practising allowance* shall not exceed the prescribed limit which is at present Rs. 85,000/- per month.

**27. Allowances during the period of re-employment.—**

Except as otherwise provided in the terms and conditions of re-employment after retirement, if pay has been fixed in a Pay Scale—

(1) House rent allowance shall be computed as under :-

(i)	if entire pension has not been ignored	House rent allowance on actual basic pay of re-employed post plus portion of the pension not ignored.
(ii)	if entire pension has been ignored	House rent allowance on basic pay of re-employed post.

- (2) Dearness allowance shall be admissible on pension and actual basic pay of re-employed post separately.
- (3) Travelling allowance shall be admissible according to pay scale of the post held.
- (4) Other allowances shall be admissible on the actual basic pay of re-employed post plus portion of the pension not ignored at the time of fixation of pay.

**Illustration.—** *Mr. 'A' was re-employed in service after superannuation. The last basic pay drawn by him was Rs. 40,000 and his basic pension has been fixed Rs. 20,000. He was re-employed by the competent authority on the post last held or on any other post of the same pay scale and his pay was fixed Last pay drawn minus Pension (i.e. 40,000 minus 20,000 = 20,000/-). During the period of re-employment he shall be entitled to dearness allowance on Rs. 20,000/- but House Rent Allowance on Rs. 40,000/-. He shall also draw dearness relief on pension separately. For the purpose of travelling allowance he shall be entitled to draw the same which is admissible to a Government employee drawing pay Rs. 40,000/-.*

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## Chapter - IV

### Recovery of Licence Fee and Rent of Government accommodation

#### 28. Licence fee of Government accommodation.—

- (1) A Government employee of Haryana or any other Government who is allotted Government accommodation while serving under the administrative control of a Department of Haryana Government shall be recovered *licence fee* at the following rate or at the rate prescribed from time to time by the competent authority :-

Serial No.	Type of House	Amount of Licence Fee
1	2	3
1	Type - I	200
2	Type - II	300
3	Type - III	400
4	Type - IV	500
5	Type - V	1,000
6	Type - VI	1,500

**Explanation.—** *Licence fee shall be recovered at the prescribed rate keeping in view the category of house/Government accommodation allotted to the Government employee concerned.*

- (2) When Government employee of other Government occupies a residential accommodation provided by his parent Government he shall not be entitled to house rent allowance. The *licence fee* shall be paid to the parent Government equal to the amount of house rent allowance of the concerned Government employee + licence fee which may have been recovered from the salary of the Government employee concerned had he been allotted Government accommodation by the Haryana Government.
- (3) If on transfer to other station or repatriation to his parent Government, the residential accommodation allotted by Haryana Government is not vacated by the Government employee upto the prescribed period, the penal rent as prescribed from time to time shall be recovered from the Government employee concerned through his parent Department/ Government.

**29. Licence fee on allotment of house by the railway administration or vice versa.—**

When Haryana Government employee occupies a residential accommodation provided by Railway Administration or Railway Officers occupies residential accommodation provided by the Haryana Government, he shall not be entitled to house rent allowance. The licence fee shall be paid to, or recovered from, the Railway Administration equal to the amount of house rent allowance of the concerned Government employee + licence fee which may have been recovered from the salary of the Government employee concerned had he been allotted Government accommodation by the Haryana Government or Railway Administration, as the case may be.

**30 Non-payment of licence fee if exempted under any law.—**

Nothing contained in these rules shall so operate as to require payment of *licence fee/rent*, for the occupation of residence allotted to a Government employee who has been exempted from such payment under the provisions of law or in whose case the amount or rent so payable is prescribed by law for the time being in force. Exemption is applicable upto the prescribed period after that penal rent as applicable shall be charged.

**31. Capital cost of building for assessment of licence fee and rent.—**

- (i) For the purpose of assessment of *licence fee* and rent, the capital cost of a building owned by Government shall be worked out by the Public Works Department (B&R), Haryana, as per prevailing norms applicable at that time.
- (ii) Capital cost for assessment of rent and licence fee shall be revised after a period of five years.

**32 Valuation of the Government accommodation.—**

When the Collector's rate(s) for the present value of a Government accommodation and of the site on which it stands is unknown, the value of the residence and of the site shall be estimated separately by the competent authority of Public Works Department (B&R), Haryana, as per prevailing norms applicable at that time.

**33. Revaluation of residences.—**

A competent authority by recording specific reasons may at any time revalue the capital cost of any or all residences within a specified area computed under these rules.

**34. Valuation of sanitary and supply of water and electricity.—**

In assessing the cost of a building, the cost of sanitary, water supply and electrical installation shall be included.

**35. Calculation of standard rent of a leased residence or residence owned by Government.—**

The standard rent of a leased residence or the residence owned by Government shall be assessed and fixed by the competent authority of the Public Works Department (B&R) Haryana under whose jurisdiction the building is located.

**36. Revision of standard rent.—**

Save as otherwise provided in these rules or any other rule, the standard rent of a residence may be recalculated by the Public Works Department (B&R) after the expiry of every five years from the date of last calculations or whenever it may think proper.

**37. Standard rent of residence gifted to Government.—**

In the case of the residence gifted to the Government, or released on a nominal rent or on a rent free basis to the Government, the standard rent shall be the same as in the case of a residence owned by the Government.

**38. Exclusion of minor additions and alterations.—**

Except as otherwise provided in these rules, when the standard rent of a residence has been calculated, minor additions and alterations may be made without the rent of the residence being increased subject to the following conditions :-

- (i) the total cost of such additions and alterations shall not exceed five per cent of the capital cost on which the standard rent was last calculated ; and
- (ii) such additions and alterations shall be made within five years after the last calculation on the standard rent.

**39. Additional licence fee of additions or alterations made on request of allottee.—**

Where any additions or alterations are made at the specific request of an officer to whom the residence has been allotted, additional licence fee, if necessary, may be charged from him.

**40. Timely information regarding increase of rent.—**

It is the duty of the authority competent to allot the residence or Executive Engineer to give timely notice to the tenant concerned of the increase in rent. Omission, however, on his part to give such intimation in any case shall not constitute a reason for the enhancement of rent taking effect from a date later than that on which it is due under the above rule.

**41. Recovery of provisional rent.—**

If a building is actually occupied prior to the closing of the accounts of expenditure on its construction, acquisition or equipment, rent is nevertheless chargeable from the date of occupation and shall be fixed provisionally with the sanction of the competent authority. The rent, thus fixed provisionally while the accounts are open, is subject to revision with retrospective effect when they are closed and no remission of rent on this account can be made save with the sanction of the competent authority.

**42. Conditions of tenancy and rent payable by Government employee.—**

When a Government employee is allotted a residence leased or owned by Government, the following conditions shall be observed:-

- (a) the scale of accommodation allotted shall not, except at the Government employee's own request, exceed that which is appropriate to the status of the occupant ;
- (b) unless otherwise expressly provided in these rules, he shall pay *Licence fee* at the rate of 1½ percent of emoluments or *Standard Rent* as provided in these rules, whichever is less;
- (c) in case a Government employee entitled for higher type of accommodation but allotted the accommodation of a type below to his entitlement or residing in such a accommodation, the rent shall not be recovered more than the maximum rent working out for that type of accommodation.



- (d) The Government employee shall not be liable to pay any municipal and other taxes payable by Government in respect of the residence being in the nature of house or property tax.
- (e) The Government employee to whom a residence is allotted, is responsible for ensuring the recovery of licence fee/rent from him, under these rules, during the period of occupation of residence unless exempted by competent authority.
- (f) Notwithstanding anything contained in these rules, the competent authority may direct to recover the licence fee at higher rate from any Government employee but not exceeding three per cent of his monthly emoluments.

**43. Entitlement of government accommodation.—**

The entitlement of different types of Government accommodation to Government employees shall be determined as per pay range given below:-

Type of House	Total Area	Plinth area	Pay range of entitlement (Pay in the Pay Band plus grade pay)
1	2	3	4
I	125 Sq. yds.	350 Sq. fts.+ 5%	Upto Rs. 12900, 30% houses shall be reserved for Group-D employees
II	140 Sq. yds.	440 Sq. fts.+ 5%	Rs. 12901 to 17100
III	190 Sq. yds.	600 Sq. fts.+ 5%	Rs. 17101 to 21000
IV	360 Sq. yds.	770 Sq. fts. + 5%	Rs. 21001 to 37400
V	500 Sq. yds. (1 Kanal)	1220 Sq. fts. + 200 sq. fts. as garage	Rs. 37401 & above

**Note.—** Actual total area and plinth area may vary from one location to another on any reason.

**44. Rent free accommodation and waiving or reducing the amount of licence fee/rent.—**

- (1) In special circumstances, for reasons to be recorded in writing, the *Administrative Department* may by general or special order—
- (a) grant rent free accommodation to any Government employee or class of Government employees; or
- (b) waive off or reduce the amount of rent to be recovered from any Government employee or class of Government employees.

**Note 1.**— A list of Government employees who are entitled to rent free accommodation under this rule is given in Annexure appended to this rule.

**Note 2.**— A Government employee entitled to rent free accommodation and have not been provided with, shall be granted house rent allowance as per rate of the place of posting.

- (2) The concession of rent-free accommodation shall not carry with it the free supply of water, electric energy and additional facilities, the cost of which must be defrayed by the Government employee himself. The rent of water and electric meters shall also be paid by the Government employee.

### Annexure

(See rule 44)

#### List of Government employees entitled to rent free accommodation.

The Government employees mentioned in column 3 of the table below are entitled to rent free accommodation subject to the conditions, if any, given in column 4: -

Sr. No.	Department	Designations of Government employees	Remarks
1	2	3	4
1	<b>Forest</b>	(1) Forest Rangers (2) Deputy Rangers (3) Forester (4) Forest Guards (5) Peons, Mali and Chowkidar	Rent free accommodation, if available in a building constructed by the department, otherwise normal house rent allowance
2	<b>Governor House</b>	Staff employed in the Raj Bhawan	On Raj Bhawan occupying staff quarters and other buildings appurtenant to Raj Bhawan.
3	<b>Staff of District Administration</b>	Tehsildars, Naib Tehsildars or other Tehsil Officials	Rent free accommodation, if available in a building constructed by the department, otherwise normal house rent allowance.
4	<b>Jails</b>	(1) Superintendents (2) Deputy Superintendents/ District Probation Officer	Rent free accommodation, if available in a building constructed by the department, otherwise

		<p>(3) Assistant Superintendents/ Welfare Officers</p> <p>(4) Sub-Assistant Superintendents</p> <p>(5) Whole time medical Officer and Medical Subordinates.</p> <p>(6) Warders staff</p> <p>(7) Store Keepers</p> <p>(8) Staff of the Reformatory School.</p>	<p>normal house rent allowance</p> <p><i>Note.- Clerks employed at Jails (other than those employed on the accounts side) who are required by their Superintendents in the interest of public service to reside in the Quarters provided by Government in the Jail premises, are exempt from payment of rent.</i></p>
5	<b>Police</b>	(1) All Range Inspector General of Police	Rent free Accommodation.
	<b>(i) Direction and Administration</b>		
	<b>(ii) District Executive Force, Police Radio Staff, Haryana Armed Police, Government Railway Police and C.I.D.</b>	<p>(1) All District Superintendents of Police as well as Additional Superintendents of Police in the Districts</p> <p>(2) All Deputy Superintendents of Police in the Districts/Railways</p> <p>(3) All Police Officials of ranks lower than that of Assistant or Deputy Superintendent of Police</p>	Rent free accommodation
	<b>(iii) Haryana Police Academy, Madhuban</b>	<p>(1) Unmarried Probationary Assistant Superintendents under training at the Haryana Police Academy, Madhuban</p> <p>(2) Principal, Haryana Police Academy, Madhuban</p> <p>(3) Deputy Superintendents Incharge Training, Madhuban</p> <p>(4) All Police Officers of Rank lower than that of Assistant or Deputy</p>	<p>Rent free accommodation in Officers Mess.</p> <p>Rent free accommodation, if available</p>

		Superintendents of Police (5) Cook of the Officer's Mess	
	<b>(iv) State Crime Record Bureau, Madhuban</b>	Deputy Superintendents of Police	Rent free accommodation, if available
	<b>(v) Centre for Police Training &amp; Research, Bhondsi</b>	(1) Additional Director General of Police, Centre for Police Training & Research, Bhondsi (2) Inspector General of Police/Deputy Inspector General of Police/Centre for Police Training & Research, Bhondsi (3) Superintendent of Police/Recruit Training Centre, Bhondsi (4) All Police Officers of rank lower than that of Assistant or Deputy Superintendents of Police (5) Cook of the Officer's Mess	Rent free accommodation, if available
6	<b>Education</b>	(1) The Principal/Vice Principal/ Lecturer of Government College for Men and Women, (2) Educational Officials in Government Colleges (3) Superintendents/Wardens of the hostels in Government Educational Institutions	Rent free accommodation, if available in a building constructed by the department, otherwise normal house rent allowance
7	<b>Health</b>	(1) The following classes of Government employees holding resident appointment: - (i) All Medical Officers in Hospitals, Dispensaries, Jails, Reformatory	Rent free accommodation, if available in a building constructed by the department, otherwise normal house rent allowance

		<p>settlements, Primary Health Centers</p> <p>(ii) All Medical Officers in Rural Family Welfare Planning Centers/ Urban Family Welfare Planning Centers and Post Mortem Centers.</p> <p>(iii) All Pharmacists and Class IV employees employed in Hospitals and Dispensaries</p>	
		(2) Nursing Staff (Nursing Superintendents, Matrons Sisters, Tutors, Nursing Sisters and Staff Nurses).	Rent free accommodation, if available in a building constructed by the department, otherwise normal house rent allowance
		(3) Family Welfare Extension Educators and Family Welfare Field Workers	Rent free accommodation, if available in a building constructed by the department, otherwise normal house rent allowance
8	<b>Animal Husbandry</b> <b>(i) Government Livestock Farm, Hissar:</b>	<p>(1) Superintendents/ Deputy Superintendents</p> <p>(2) Veterinary Surgeon</p> <p>(3) Agriculture Development Officer</p> <p>(4) Junior Engineer, and</p> <p>(5) other employees - Veterinary Compounders, Bir Daroga, Veterinary Livestock Development Assistant (VLDA), Jamadars, Head Gawala, Milk Recorders, Dairy Attendants, Senior Shepherds, Shepherds, Sweepers, Cow-herds, Watchman, Chowkidars,</p>	Rent free accommodation, if available in a building constructed by the department, otherwise normal house rent allowance

		Shed Cleaners, Syces, Beldars/Ploughmen	
	<b>(ii) Civil Veterinary Hospital/Veterinary Dispensaries Staff</b>	(1) Veterinary Surgeons (2) Veterinary Compounders (3) Group D employees namely Dressers, Water Carriers, Sweepers and Chowkidars.	Rent free accommodation, if available in a building constructed by the department, otherwise normal house rent allowance
9	<b>Irrigation Department</b>	(1) Signallers (2) Chowkidars and sweepers living within the premises of rest-houses	Rent free accommodation, if available in a building constructed by the department, otherwise normal house rent allowance
10	<b>Technical Education Department</b>	Hostel Superintendent	Rent-free accommodation to the Hostel Superintendents of the various Technical Institutions in the State, where-ever residential facilities are available in the campus of the Institutions.

**45. Recovery of additional rent of additional facilities.—**

- (a) Where additional facilities such as furniture, LCD, refrigerator, geyser etc. at the cost of Government are provided at the residence allotted to a Government employee, the additional rent may be charged for these facilities, as under :-
- (i) the annual rent at the rate of 10% of the total cost of the article(s);
  - (ii) the rent shall be expressed as a monthly rent and shall be one-twelfth of the annual rent.
- (b) In case residence is provided with water and electricity connection, the Government employee shall pay charges for such services as being charged by the concerned authorities.

**46. General rules for normal licence fee of Government accommodation.—**

- (1) The Licence fee at normal rate for the allotted accommodation shall be charged from the allottee from the date of possession. The process of

allotment shall be deemed to be completed on taking possession of the residence by the allottee.

- (2) The period of allotment of Government accommodation is determined from the date of possession of residence till the allottee becomes ineligible for retaining the allotted residence on account of different situations such as transfer, retirement, death, dismissal/removal from service, cancellation/surrender of residence etc.
- (3) The Government employee shall not be permitted under any circumstances to sublet the residence allotted to him.

**47. Retention of Government accommodation under various circumstances.—**

Government employee shall be entitled to retain the Government accommodation on normal licence fee in the following circumstances :-

Serial No.	After the following events	Permissible concessional period for retention of residence
1	2	3
1	Resignation, dismissal, removal or termination of service or unauthorized absence without permission	Two months
2	Retirement	Six months
3	Death or disappearance while in service.	Twelve months
4	Transfer to other station	2 months and further 2 months on medical grounds of self or any of the members of the family; or on the ground of education of children of the employee subject to the approval of the authority competent to allot the accommodation
5	Deputation out of India	For the period of six months
6	On proceeding on training	For the full period of training

**Note 1.—** Where a residence is retained, the allotment shall be deemed to be cancelled on the expiry of the admissible concessional period and penal rent at the rate prescribed in rule 48 shall be recovered.

**Note 2.—** Government employees enjoying rent free accommodation shall also

*be allowed to retain the rent free accommodation for the concessional period.*

**48. Penal rent on over staying beyond the permissible period.—**

In case of overstaying Government accommodation beyond the permissible period the rate of penal rent shall be as under :-

Serial No.	Period of overstay	Rate of penal rent over and above the normal rent
1	2	3
1	Upto first month of overstay	At the rate of fifty times of the normal licence fee.
2	Overstay of above one month and upto two months	At the rate of one hundred times of the normal licence fee.
3	Overstay of above two months and upto three months' overstay	At the rate of two hundred times of the normal licence fee.
4	Overstay of four months and above	At the rate of three hundred times of the normal licence fee.

In addition, proceedings under the Haryana Public Premises and Land (Eviction and Rent Recovery) Act, 1972 shall also be initiated, if the Government accommodation is not vacated upto the prescribed period.

**49. Penal rent and Market rent on subletting Government accommodation.—**

- (1) On subletting Government accommodation, the Government employee shall be liable to pay penal rent equal to the amount of 500 times of licence fee, or as prescribed from time to time, for a period of first three months and thereafter five times of market rent, or as prescribed from time to time, or 500 times of licence fee, whichever is higher, as fixed by the Committee.
- (2) He shall also be debarred from getting Government accommodation in future for a period of five years and in addition, proceedings shall be instituted against him under—
  - (a) the Haryana Civil Services (Punishment and Appeal) Rules; and
  - (b) the Haryana Public Premises and Land (Eviction and Rent Recovery) Act, 1972.

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## Chapter – V

### Honorary and Fee

#### 50 Grant of honorarium.—

Subject to provisions in these rules, a *competent authority* may grant or permit a Government employee to receive honorarium as remuneration for work performed which is occasional or intermittent in character and either so laborious or of such special merit to justify a special reward for it. Sanction to the grant or acceptance of an honorarium shall not be given unless the work has been undertaken with the prior consent of the competent authority.

**Note 1.**— *Administrative Secretary and Head of Department are competent to grant honorarium upto Rs. 10,000/- and Rs. 2,000/- respectively to an individual during a financial year.*

**Note 2.**— *Chairman of the Public Service Commission is competent to grant honorarium up to Rs. 5,000 in each individual case during a financial year in the case of Government employee appointed as Examiners, Supervisors or invigilators in connection with the examination held by the Haryana Public Service Commission.*

#### 51. Grant of honorarium to an employee of other Department.—

Subject to provisions in these rules, where an honorarium is to be granted to a Government employee by a Department other than his parent department, sanction to grant and acceptance of the honorarium shall be given by the *competent authority* of the department paying the honorarium after obtaining the concurrence of the parent department of the Government employee.

**Exceptions.**— *A Government employee may without the sanction of the competent authority of parent department accept remuneration upto any amount for work connected with—*

- (i) *an examination conducted by Union/ State Public Service Commission, Union/State Department; and*
- (ii) *election duty and granted by the Election Commission of India or State.*

**52. Responsibility of authority sanctioning honorarium.—**

- (1) The sanctioning authority shall record in writing that due regard has been paid to the general principle enunciated in these rules and reasons which in his opinion justify the grant of the extra remuneration.
- (2) The grant of an honorarium shall be carefully controlled by Government and scrutinized by audit and that audit shall be given an effective opportunity for comments if it be deemed necessary. The Principal Accountant General (A&E), Haryana may, therefore, require that the reasons for the grant of an honorarium should be communicated to him in each case.

*Note.— No honorarium shall be granted to gazetted officers engaged on work in connection with the setting up of companies, corporations, etc, which forms a part of their normal duties even if they work beyond office hours.*

**53. No honorarium for service of ordinary duties.—**

When the service rendered falls within the course of the ordinary duties of the Government employee performing it, the test of special merit prescribed in rule 50 shall be applicable.

*Note.— A service rendered by a Government employee is said to be 'within the course of the duties' of that Government employee when it is of the same nature as that for which his regular employment exists. The test that shall be applied in deciding any particular case is to determine whether the service rendered is such as the Government employee habitually performs in the course of his ordinary duties. A service does not cease to be within the course of the duties of the Government employee because it has been rendered for an object not concerned with the usual operations of his department or involves an unusual expenditure of labour.*

**54. Permission to accept fee.—**

A competent authority may permit a Government employee to accept a recurring or non-recurring fee as remuneration for performing a specified service or series of service for an Organization, provided it does not fall within the course of ordinary duties and is not detrimental to his official duties or responsibilities.

**Note 1.—** *The following authorities are competent to sanction the acceptance of fee during a financial year:-*

Administrative Department	Upto Rs. 25,000/- during a year in each individual case.
Head of Department	Upto Rs. 10,000/- during a year in each individual case of Group C and D employees.

**Note 2.—** *The Personal Assistant/Private Secretaries/Stenographers etc attached to the officers nominated as Chairpersons, Managing Directors and Members of the Board of Directors of certain Organizations shall not be allowed any additional remuneration from the Organization, when the officers with whom they are attached are allotted duties on the Board of Directors of Organizations as part of their normal functions.*

**55. Acceptance of fee when summoned by Court.—**

When a Government employee is summoned by Court to give his expert opinion in view of his special skill or to identify handwriting, finger impressions etc. as an evidence or witness, if he is summoned at the instance of—

- (a) the Government; he shall be treated on duty and be paid TA/DA;
- (b) a private person or party, such attendance in the Court shall be regarded as private practice of the nature of expert evidence, and the Officer may accept fee prescribed by the Court with the sanction of the competent authority. TA/DA of the officer shall be paid by the private person/party at whose instance he may have been summoned.

**56. Retention of fee by a Government employee.—**

Save as otherwise provided in these rules, a Government employee may, subject to approval of the competent authority, retain the full fee (recurring and non-recurring separately) received by him upto Rs. 8,000/- during a year. Where the fee exceeds Rs. 8,000/- per annum, 1/3<sup>rd</sup> of the fee received shall be deposited in the consolidated fund subject to the condition that fee retained by a Government employee does not fall short of Rs. 8,000/-. The limit of Rs. 8,000/- shall be applied in each individual case, if the fee is received of non-recurring nature and in case of recurring nature, the limit should be applied on the total fee received in a financial year:

Provided that where a fee is paid for work done during the time which may otherwise be spent in the performance of official duties, the entire fee must be credited to Government, unless the competent authority for special reasons which shall be recorded, directs otherwise.

**Note 1.**— *Fee does not include conveyance allowance, if any, received by the Government employee.*

**Note 2.**— *Fee received by Government employee for giving expert evidence on technical matters before a court of law shall also be governed by this rule.*

**57. Exemption to crediting one third of the amount to the Consolidated Fund.—**

- (1) The fee received by a Government employee from the following institutions is exempted from the operation of these rules, provided the work for them is done during the time which shall not be otherwise spent in the performance of official duties:-

(1)	Society for the Prevention of Cruelty to Animals;
(2)	Indian Roads Congress;
(3)	India Cattle Show Committee;
(4)	Inter-University Board;
(5)	Indian Red Cross Society;
(6)	Bharat Scouts and Guides Haryana (Exemption) relates only to fee received by Government employees for doing clerical work;
(7)	Child Activity Centers;
(8)	Bharat Sewak Samaj.

- (2) The following income received by a Government employee shall not be subject to crediting one third of the amount to the Consolidated Fund of State, namely :-
- (a) writing or reports, papers or study reports on selected subject for international bodies like United Nations Organization, United Nations Educational Scientific Cultural Organization etc;
- (b) fees received from statutory bodies like institute of Chartered Accountants and Haryana Institute of Public Administration;

- (c) when a Government Department undertakes the works for a non-Government Organization in its turn assigns the work to the officials suited for the purpose and pays them at rates approved by Government ;
- (d) income from books, articles, papers and lectures on literary, cultural, artistic, technological and scientific subjects including management sciences;
- (e) income from essential participation in sports, games and athletic activities as players, referees, umpires or managers of the team;
- (f) Income derived from exploitation of a patent for an invention taken out by a Government employee with the permission of competent authority.

**Exception.**— *In case a Government employee is permitted to participate in sports activities and accepts payment as a professional, the income derived there from shall continue to be subject to the deduction under these rules.*

**58. Fee for work relating to examination.—**

Government employees who are authorized to undertake work of examining and setting papers in respect of University, Education Board or any Institution or deputed as Supervisors/Invigilators etc. may accept remuneration therefore up to any amount:

Provided the work is undertaken outside the normal hours of duty. In such cases the employee can retain a maximum amount of Rs. 8,000/- in a financial year without depositing any amount to Government. The fee in excess of Rs. 8,000/- in a financial year shall be shared between the Government employee and Government in the ratio of 2:1 i.e. one third of the amount in excess of this limit shall be credited into Government account.

**Note.**— *This provision shall not be applicable when fee is received by Government employees for acting as Examinee of the any University under Haryana Government. In their case the orders regarding the sharing of fees would apply only to the fees received by them for acting as Examiners of the outside Universities and Bodies.*

**59. Fee received as an Arbitrator.—**

The fee received by a Government Officer for acting as an Arbitrator in a dispute arising between contractors and Government Department/Agency relating to a

contract shall be apportioned between the Government, the officer and the staff employed in that connection as follows:-

Government	35 %
Government Officer	55%
Staff (Clerical employed)	10%
In case no staff is employed, the fee shall be distributed as follows:	
Government	40%
Government Officer	60%

**Note.**— No Government officer shall, however, be allowed to draw more than Rs. 1,500/- (Rs. One thousand and five hundred only) in any one arbitration case without the prior approval of Government.

**60. Scholarship or any other income during study leave.—**

Any scholarship or stipend received during study leave or otherwise, by a Government employee from a source other than the Consolidated Fund of India or a State for the purposes of prosecuting a course of studies or receiving specialized training in professional or technical subjects shall not be subject to deposit 1/3<sup>rd</sup> portion over and above the prescribed amount. However, this provision shall continue to apply, unless specially relaxed to the payments received by a Government employee as a result of full time or part time employment undertaken by him.

**61. Income which does not cover under fee.—**

The term *fee* contained in these rules shall not include the following income and therefore, no special sanction is necessary: -

- (a) unearned income, such as income from property, dividends and interest on securities; and
- (b) income from literary, cultural, artistic, scientific or technological efforts.

**Exceptions.**— The acceptance of income from the following shall be treated a *fee*: -

- (i) sale proceeds or royalties on a book which is mere compilation of Government rules, regulations and procedures;

- (ii) *income derived by performing clerical, administrative or technical functions for private bodies including those engaged in literary, cultural, artistic, scientific, charitable or sports activities.*

**62. Retention of amount of any reward.—**

Except as otherwise provided by a general or special order of the competent authority, a Government employee is eligible to receive and to retain without special permission, any reward—

- (a) for any essay or plan in public competitions;
- (b) offered for the arrest of a criminal or for information or special service in connection with the administration of justice;
- (c) payable in accordance with the provisions of any Act or rules or regulation framed thereunder;
- (d) sanctioned for services in connection with the administration of the customs and excise laws; and
- (e) fees payable to a Government employee for duties which he is required to perform in his official capacity under any special or local law or by order of Government.

**63. Non-acceptance of fee from an Organization.—**

A Government employee, who in his official capacity, is nominated as Chairperson, Managing Director or Member of an *Organization* under the control of Haryana Government shall not accept any *fee* or other remuneration which is admissible to non-Government employees for attending a meeting of the institution concerned or for performing other work thereof.

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**Annexure - A***(See Rule 13)*

<b>Rate of Dearness Allowance on basic pay in the pay scale revised from 01.01.1986</b>						
<b>S.No.</b>	<b>Letter No.</b>	<b>Date</b>	<b>w.e.f.</b>	<b>DA upto 3500</b>	<b>DA 3501 to 6000</b>	<b>DA 6001 to onwards</b>
1			01.01.1986	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
2	No. 4/1/87-3FR-II	29.04.1987	01.07.1986	<b>4%</b>	<b>3%</b>	<b>2%</b>
3	No. 4/1/87-3FR-II	29.04.1987	01.01.1987	<b>8%</b>	<b>6%</b>	<b>5%</b>
4	No. 4/1/87-3FR-II/3041	01.03.1988	01.07.1987.	<b>13%</b>	<b>9%</b>	<b>8%</b>
5	No. 4/1/87-3FR-II/1451	01.06.1988	01.01.1988	<b>18%</b>	<b>13%</b>	<b>11%</b>
6	No. 4/1/87-3FR-II/4472	03.11.1988	01.07.1988	<b>23%</b>	<b>17%</b>	<b>15%</b>
7	No. 4/1/87/3FR-II/1164	08.06.1989	01.01.1989	<b>29%</b>	<b>22%</b>	<b>19%</b>
8	No. 4/1/87/3FR-II/2236	29.09.1989	01.07.1988	<b>34%</b>	<b>25%</b>	<b>22%</b>
9	No. 4/1/90/3FR-II/735	04.04.1990	01.01.1990	<b>38%</b>	<b>28%</b>	<b>25%</b>
10	No. 4/1/90-3FR-II/2449	11.10.1990	01.07.1990	<b>43%</b>	<b>32%</b>	<b>28%</b>
11	No. 4/84/91-3FR-II/897	04.04.1991	01.01.1991	<b>51%</b>	<b>38%</b>	<b>33%</b>
12	No. 4/84/91-3FR-II/1517 (Substituted)	14.05.1992	01.07.1991	<b>45%</b>	<b>45%</b>	<b>39%</b>
13	No. 4/84/91-3FR-II/1517 (Substituted)	14.05.1992	01.01.1992	<b>71%</b>	<b>53%</b>	<b>46%</b>
14	No. 4/19/92-1FR-II/2963	06.11.1992	01.07.1992	<b>83%</b>	<b>62%</b>	<b>54%</b>
15	No. 4/5/93-1FR-II/885	01.06.1993	01.01.1993	<b>92%</b>	<b>69%</b>	<b>59%</b>
16	No. 4/5/93-1FR-II/2250	16.11.1993	01.07.1993	<b>97%</b>	<b>73%</b>	<b>63%</b>
17	No. 4/1/94-1FR-II/699	17.05.1994	01.01.1994	<b>104%</b>	<b>78%</b>	<b>67%</b>
18	No. 4/1/94-1FR-II/3279	10.11.1994	01.07.1994	<b>114%</b>	<b>85%</b>	<b>74%</b>

<b>Rate of Dearness Allowance on basic pay in the pay scale revised from 01.01.1986</b>						
<b>S.No.</b>	<b>Letter No.</b>	<b>Date</b>	<b>w.e.f.</b>	<b>DA upto 3500</b>	<b>DA 3501 to 6000</b>	<b>DA 6001 to onwards</b>
19	No. 4/4/95-1FR-II/636	28.04.1995	01.01.1995	125%	94%	81%
20	No. 4/4/95-1FR-II/1890	26.10.1995	01.07.1995	136%	102%	88%
21	No. 4/3/96-1FR-II/665	21.06.1996	01.01.1996	148%	111%	96%
22	No. 4/3/96-1FR-II/1971	31.10.1996	01.07.1996	159%	119%	103%
23	No. 4/2/97-1FR-II/668	12.05.1997	01.01.1997	170%	128%	110%
24	No. 4/2/98-1FR-II	19.01.1998	01.07.1997	182%	136%	118%
25	No. 4/2/98-1FR-II/572	13.05.1998	01.01.1998	189%	142%	123%
26	No. 4/2/98-1FR-II/1527	19.11.1998	01.07.1998	203%	152%	132%
27	No. 4/2/98-1FR-II/623	30.04.1999	01.01.1999	228%	171%	148%
28	No. 4/2/98-1FR-II/1943	06.10.1999	01.07.1999	240%	180%	156%

**Note.— Interim Relief-I @ Rs. 100/- p.m. for all Government employees w.e.f. 16.06.1993 and Interim Relief-II @ 10% of basic pay but minimum Rs. 100/- p.m. w.e.f. 01.04.1995.**

<b>Dearness Allowance on basic pay in the pay scale revised from 01.01.1996</b>					
<b>S.No.</b>	<b>Letter No.</b>	<b>Date</b>	<b>w.e.f.</b>	<b>Rate</b>	<b>Remarks</b>
29	No. 4/1/98-1FR-II	13.01.1998	01.01.1996	Nil	
30	No. 4/1/98-1FR-II	13.01.1998	01.07.1996	4%	
31	No. 4/1/98-1FR-II	13.01.1998	01.01.1997	8%	
32	No. 4/1/98-1FR-II	13.01.1998	01.07.1997	13%	
33	No. 4/2/98-1FR-II/572	13.05.1998	01.01.1998	16%	

<b>Dearness Allowance on basic pay in the pay scale revised from 01.01.1996</b>					
<b>S.No.</b>	<b>Letter No.</b>	<b>Date</b>	<b>w.e.f.</b>	<b>Rate</b>	<b>Remarks</b>
34	No. 4/2/98-1FR-II/527	19.11.1998	01.07.1998	22%	
35	No. 4/2/98-1FR-II/623	30.04.1999	01.01.1999	32%	
36	No. 4/2/98-1FR-II/1943	06.10.1999	01.07.1999	37%	
37	No. 4/2/98-1FR-II/654	23.06.2000	01.01.2000	38%	
38	No. 4/2/98-1FR-II/1804	22.12.2000	01.07.2000	41%	
39	No. 4/2/98-1FR-II/673	31.05.2001	01.01.2001	43%	
40	No. 4/2/98-1FR-II/1811	19.11.2001	01.07.2001	45%	
41	No. 4/2/98-1FR-II/639	16.05.2002	01.01.2002	49%	
42	No. 4/2/98-1FR-II/2031	11.12.2002	01.07.2002	52%	
43	No. 4/2/98-1FR/2558	05.05.2003	01.01.2003	55%	
44	No. 4/2/98-1FR/5705	04.11.2003	01.07.2003	59%	
45	No. 4/2/98-1FR/1289	18.05.2004	01.01.2004	61%	
46	No. 4/2/98-1FR/1289	18.05.2004	01.04.2004	11 %	50% DA was converted to Dearness Pay
47	No. 4/2/98-1FR/3243	04.11.2004	01.07.2004	14%	
48	No. 4/2/98-1FR/1400	03.05.2005	01.01.2005	17%	
49	No. 4/2/98-1FR/3808	27.10.2005	01.07.2005	21%	
50	No. 4/2/98-1FR/1544	24.04.2006	01.01.2006	24%	
51	No. 4/2/98-5FR/2807	27.09.2006	01.07.2006	29%	
52	No. 4/2/98-5FR/418	04.04.2007	01.01.2007	35%	
53	No. 4/2/98-5FR/1219	27.09.2007	01.07.2007	41%	
54	No. 4/2/98-5FR/1219	01.04.2008	01.01.2008	47%	

<b>Dearness Allowance on basic pay in the pay scale revised from 01.01.1996</b>					
<b>S.No.</b>	<b>Letter No.</b>	<b>Date</b>	<b>w.e.f.</b>	<b>Rate</b>	<b>Remarks</b>
55	No. 4/2/98-5FR/18018	22.10.2008	01.07.2008	54%	
56	No. 4/1/2009-5FR/1167	10.04.2009	01.01.2009	64%	
57	No. 4/1/2009-5FR/1707	21.10.2009	01.07.2009	73%	
58	No. 4/1/2009-5FR/10146	27.04.2010	01.01.2010	87%	
59	No. 4/1/2009-5FR/27043	28.10.2010	01.07.2010	103%	
60	No. 4/1/2009-5FR	02.05.2011	01.01.2011	115%	
61	No. 4/1/2009-5FR/454	09.11.2011	01.07.2011	127%	
62	No. 4/1/2009-5FR/371	21.05.2012	01.01.2012	139%	
63	No. 4/1/2009-5FR/23648	02.09.2013	01.07.2012	151%	
64	No. 4/1/2009-5FR	02.09.2013	01.01.2013	166%	
65	No. 4/1/2009-5FR/30524	15.11.2013	01.07.2013	183%	
66	No. 4/1/2009-5FR	17.04.2014	01.01.2014	200%	
67	No. 4/1/2009-5FR/26314	12.12.2014	01.07.2014	212%	
68	No. 4/1/2009-5FR/11090	04.06.2015	01.01.2015	223%	
69	No. 4/1/2009-5FR/32893	17.11.2015	01.07.2015	234%	
70	No. 4/1/2009-5FR/13392	31.05.2016	01.01.2016	245%	

<b>Dearness Allowance on basic pay in the pay scale revised from 01.01.2006</b>					
<b>S.No.</b>	<b>Letter No.</b>	<b>Date</b>	<b>w.e.f.</b>	<b>Rate</b>	<b>Remarks</b>
71	No. 4/1/2009-5FR	12.01.2009	01.01.2006	Nil	
72	No. 4/1/2009-5FR	12.01.2009	01.07.2006	2%	

<b>Dearness Allowance on basic pay in the pay scale revised from 01.01.2006</b>					
<b>S.No.</b>	<b>Letter No.</b>	<b>Date</b>	<b>w.e.f.</b>	<b>Rate</b>	<b>Remarks</b>
73	No. 4/1/2009-5FR	12.01.2009	01.01.2007	6%	
74	No. 4/1/2009-5FR	12.01.2009	01.07.2007	9%	
75	No. 4/1/2009-5FR	12.01.2009	01.01.2008	12%	
76	No. 4/1/2009-5FR	12.01.2009	01.07.2008	16%	
77	No. 4/1/2009-5FR/1167	10.04.2009	01.01.2009	22%	
78	No. 4/1/2009-5FR/1707	09.10.2009	01.07.2009	27%	
79	No. 4/1/2009-5FR	12.04.2010	01.01.2010	35%	
80	No. 4/1/2009-5FR	28.09.2010	01.07.2010	45%	
81	No. 4/1/2009-5FR	04.04.2011	01.01.2011	51%	
82	No. 4/1/2009-5FR/404	10.10.2011	01.07.2011	58%	
83	No. 4/1/2009-5FR	02.05.2012	01.01.2012	65%	
84	No. 4/1/2009-5FR/8659	10.10.2012	01.07.2012	72%	
85	No. 4/1/2009-5FR-12166	03.05.2013	01.01.2013	80%	
86	No.4/1/2009-5FR-27644	30.10.2013	01.07.2013	90%	
87	No. 4/1/2009-5FR/8343	15.04.2014	01.01.2014	100%	
88	No. 4/1/2009-5FR/23388	13.11.2014	01.07.2014	107%	
89	No. 4/1/2009-5FR/8555	05.05.2015	01.01.2015	113%	
90	No. 4/1/2009-5FR/22501	19.10.2015	01.07.2015	119%	
91	No. 4/1/2009-5FR/11058	20.04.2016	01.01.2016	125%	

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## Prominent terms defined in Haryana Civil Services Rules

ACP pay scale	Pay	family	Pension	pension	Pension
actual travelling expenses	TA	fee	Gen.	pension contribution	Gen.
additional increment	Pay	feeder post	Gen.	pension disbursing authority	Pension
administrative department	Gen.	final payment	GPF	pension payment order	Pension
administrative secretary	Gen.	first appointment	Gen.	permanent Govt. employee	Gen.
advance	GPF	fixed medical allowance	Gen.	permanent post	Gen.
advance increment	Pay	foreign service	Gen.	personal pay	Pay
age	Gen.	functional pay scale	Pay	premature retirement	Gen.
appointing authority	P&A	fund	GPF	prescribed authority	P&A
appointment on regular basis	Gen.	gazetted Government employee	Gen.	presumptive pay	Pay
basic pay	Pay	Government	Gen.	Principal Accountant General	Gen.
boy service	Pension	Governor	P&A	probationer	Gen.
cadre	Gen.	Government employee	Gen.	proforma promotion	Pay
cadre post	Gen.	Government employee	P&A	pro-rata pension	Pension
casual leave	Leave	GPF Account	GPF	provisional pension	Pension
censure	P&A	half pay leave	Leave	public conveyance	TA
charged person	P&A	Head of Department	Gen.	purely temporary service	Gen.
child	Gen.	Head of Department	GPF	qualifying service	Pay
child adoption leave	Leave	Head of Mission	Leave	qualifying service	Pension
child care leave	Leave	Head of office	Gen.	quarantine Leave	Leave
commission	P&A	headquarters	Gen.	quitting service	Gen.
commutation of pension	Pension	hill compensatory allowance	Allow.	re-employment	Gen.
commuted leave	Leave	holiday	Gen.	removal from service	P&A
compassionate financial assistance	Pen.	home town	Gen.	rent free accommodation	Allow.
compensation pension	Pension	honorarium	Gen.	residual pension	Pension
compensatory allowance	Allow.	hospital leave	Leave	retirement on superannuation	Gen.
competent authority	Gen.	house rent allowance	Allow.	retiring pension	Pension
competent medical authority	Leave/Gen.	increment	Pay	retrenchment	Gen.
completed year of service	Leave	inter-se-seniority	Gen.	road mileage allowance	Allow.
composite transfer grant	TA	invalid pension	Pension	service book	Gen.
compulsory retirement	Gen.	joining time	Gen.	service gratuity	Pension
compulsory retirement	P&A	judicial officer	Gen.	services	Gen.
compulsory waiting period	Gen.	last pay certificate	Gen.	services	P&A
confirmation	Gen.	leave	Leave	shortest route	TA
consolidated fund	Gen.	leave encashment	Leave	special disability leave	Leave
controlling officer	Gen.	leave not due	Leave	special pay	Pay
conveyance allowance	Allow.	leave of the kind due	Gen.	sphere of duty	Gen.
cooling period	Gen.	leave salary	Leave	standard rent	Allow.
current duty charge	Gen.	leave salary contribution	Gen.	statutory body	Gen.
daily allowance	TA	length of service	Leave	strike	Gen.
day	Gen.	licence fee	Allow.	study Leave	Leave
DCRG	Pension	lien	Gen.	subscriber	GPF
DDO	Gen.	life certificate	Pension	subsequent appointment	Gen.
dearness allowance	Allow.	local fund	Gen.	subsistence allowance	Gen.
dearness pay	Pay	local holiday	Gen.	substantive appointment	Gen.
dearness relief	Pension	local mileage allowance	Allow.	substantive pay	Pay
deemed suspension	Gen.	leave preparatory to retirement	Leave	superannuation pension	Pension
dependent	Gen.	market rent	Allow.	supernumerary post	Gen.
deputation	Gen.	master pay scale	Pay	suspension	Gen.
deputation allowance	Gen.	matching contribution	Gen.	temporary Govt. employee	Gen.
deputation out of India	Gen.	maternity leave	Leave	temporary post	Gen.
dies non	Gen.	medical certificate of fitness	Gen.	temporary transfer	Gen.
disciplinary authority	P&A	military pension	Pension	tenure post	Gen.
dismissal	P&A	ministerial employee	Gen.	terminal gratuity	Pension
duty point	TA	month	Gen.	terminal leave	Leave
earned leave	Leave	next below rule	Pay	termination of services	P&A
emoluments	Gen.	nomination	Gen.	tour	TA
emoluments	Allow.	nominee	Gen.	transfer	Gen.
emoluments	Pension	NPA	Allow.	transfer in public interest	Gen.
emoluments	TA	officiating appointment	Gen.	transfer travelling allowance	TA
emoluments	Leave	officiating pay	Gen.	travelling allowance	TA
enhanced family pension	Pension	organization	Gen.	uniform allowance	Allow.
entry level pay	Pay	overseas pay	Gen.	vacation	Leave
ex-cadre post	Gen.	own vehicle	TA	voluntary retirement	Gen.
extension in service	Gen.	pay	Pay	wilful absence	Gen.
extraordinary leave	Leave	pay in the pay scale	Pay	withdrawal	GPF
family	Gen.	pension equivalent to gratuity	Pension	working day	Gen.