

GOVERNMENT OF RAJASTHAN
FINANCE DEPARTMENT
(Rules Division)

F. No.1(14)FD/Rules/2026

Jaipur, dated: **24 JUN 2026**

CIRCULAR

Subject: Guidelines to invoke Rule 25-A of the Rajasthan Service Rules, 1951 for issuance of Awaiting Posting Orders (APO).

It has been brought to the notice of the Government that provisions of orders issued by the State Government vide Notification No. F.1(42)FD(Gr.2)/82 dated 14.09.1981 and Memoranda of even number dated 17.09.1984 and 25.05.2007 for placing the Government servants under APO are not being properly complied with by the Administrative Departments/Heads of Departments. The APO orders issued in contravention of the instructions contained in GRD's/Instructions appearing below rule 25A of RSR has been quashed by the Hon'ble High Court from time to time.

In order to ensure transparency and administrative fairness in the matter relating to placing of Government servants under Awaiting Posting Orders (APO), the following guidelines are prescribed for strict compliance by all Administrative Heads, Heads of Departments and other Competent Officers:-

1. (a) APO may ordinarily be placed under the following circumstances:
 - (i) On return from leave
 - (ii) On reversion to the parent department after deputation
 - (iii) On return from training (within India or abroad)
 - (iv) When an employee relinquishes charge of a post and is awaiting fresh posting
 - (v) In cases of non-acceptance of transfer
 - (vi) To prevent reversion in administrative interest
 - (vii) Other Administrative reasons in public interest
- (b) The above circumstances are illustrative in nature. Any additional circumstances must satisfy the principle of administrative necessity or

public interest and be analogous in nature (ejusdem generis) to the situations listed above.

- (c) (i) In order to avoid situations of Awaiting Posting Orders (APO) due to return from leave, reposting place may be mentioned in the leave sanction order itself;
 - (ii) advance posting orders should be issued before expiry of leave; and
 - (iii) posting orders in cases of deputation, training or foreign assignment may be issued at least 15 days prior to return.
2. Government servants transferred from one post to another post should not be prevented from assuming charge of the post and the practice of non-acceptance of an officer reporting for duty in consequence of his posting/transfer being an unhealthy one, should be scrupulously avoided.
 3. A Government servant who is on deputation shall be treated to have been reverted from the date of issue of orders or from the date specified in the order as the case may be and his reversion becomes effective from that date irrespective of whether he proceeds on leave immediately after reversion or not. In such cases even if a Government servant is kept under awaiting posting orders to save him from reversion of any other junior person to him in the cadre; the time so passed in such circumstances shall be regularised by grant of leave as may be due and admissible as in no-circumstances it will be treated as awaiting posting orders.
 4. It should be ensured that APO orders are issued only in genuine cases of administrative exigency. APO of the Government servant shall be issued strictly on the grounds of administrative necessity or public interest. APO shall not be used as a punitive measure or as a substitute for disciplinary proceedings.
 5. The reasons for placing a Government servant under APO must be communicated to the concerned Government servant at the time of issuance of the order.
 6. APO orders that amount to de facto suspension or serve as a means to delay the proposed disciplinary action should be avoided. APO shall not be used as a ruse or indirect method to initiate or delay disciplinary action.

7. The period of APO should not exceed 30 days and any extension beyond 30 days must be supported by valid justification for prior approval of the Finance Department along with check list.
8. The authorities shall ensure timely issuance of posting orders so as to prevent unnecessary financial burden on the State.
9. In cases where posting orders of Government servants under APO are not issued within 30 days, the Additional Chief Secretary/Principal Secretary/Secretary of concerned Administrative Department shall furnish details of such Government servants (i.e. Name of Government servant, Designation, total period of APO with date) to Chief Secretary and ACS/Principal Secretary to Chief Minister every month by a D.O. letter.
10. The cases of awaiting posting orders would be reviewed by Chief Secretary quarterly, the review report would be uploaded on CMIS by the Administrative Department / Department of Personnel.

(Shivangi Swarnkar)
Special Secretary to the Government
Finance (Budget)

Copy forwarded to the-

1. Secretary to Hon'ble Governor
2. ACS to Hon'ble Chief Minister
3. All Special Assistants / Private Secretaries to Ministers / State Ministers.
4. All Additional Chief Secretaries/ Principal Secretaries/ Secretaries / Special Secretaries to the Government.
5. Jt. Secretary to Chief Secretary
6. Accountant General Rajasthan, Jaipur
7. All Head of Department
8. Director-cum-Joint Secretary, Treasuries & Accounts, Rajasthan, Jaipur
9. Director, Pension and Pensioner's Welfare Departments, Rajasthan, Jaipur
10. Director, Information and Public Relations, Rajasthan, Jaipur
11. Deputy Director (Statistics), Chief Ministers Office
12. All Treasury Officers.
13. All Sections of the Secretariat.
14. Administrative Reforms (Gr.7)
15. Vidhi Rachna Sanghthan for hindi translation
16. System Analyst (Jt. Director), Finance Department(Computer Cell)
17. Guard File

Copy also to the -

1. Principal Secretary, Rajasthan Legislative Assembly, Jaipur
2. Registrar General, Rajasthan High Court, Jodhpur / Jaipur.
3. Secretary, Rajasthan Public Service Commission, Ajmer.
4. Secretary, Lokayukta Sachivalaya, Rajasthan, Jaipur.



(Harish Kumar Lalwani)

Joint Secretary to the Government

(RSR-30/2026)

चैकलिस्ट

क्र.स.	विवरण	विभाग की टिप्पणी
1	विभाग का नाम	
2	एपीओ में रहे अधिकारी का नाम	
3	पद	
4	अधिकारी को आदेशों की प्रतीक्षा में रखे जाने के आदेशों की दिनांक, मय आदेशों की प्रति	
5	आदेशों की प्रतीक्षा अवधि के पूर्व कहाँ एवं किस पद पर पदस्थापित थे ?	
6	आदेशों की प्रतीक्षा अवधि के लिये कार्यमुक्त किये जाने की दिनांक एवं आदेशों की प्रति।	
7	आदेशों की प्रतीक्षा में किये जाने का औचित्य/विस्तृत कारण।	
8	आदेशों की प्रतीक्षा से शीघ्र पदस्थापन हेतु प्रशासनिक विभाग द्वारा किये गये प्रयासों का तिथिवार विवरण।	
9	आदेशों की प्रतीक्षा अवधि में उपस्थिति देने की दिनांक एवं कार्यालय (मय उपस्थिति रिपोर्ट) के।	
10	आदेशों की प्रतीक्षा अवधि के लिये किये जाने वाले कुल वेतन भुगतान की राशि का विवरण।	
11	आदेशों की प्रतीक्षा अवधि में वेतन आहरण हेतु रिक्त पद की स्पष्ट सूचना जहाँ से एपीओ का वेतन आहरित किया जावेगा।	