

**GOVERNMENT OF RAJASTHAN
FINANCE DEPARTMENT
(RULES DIVISION)**



**RAJASTHAN CIVIL SERVICES
(JOINING TIME) RULES, 1981**

(Updated up to 31.07.2016)

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**GOVERNMENT OF RAJASTHAN
FINANCE (Gr. 2) DEPARTMENT**

NOTIFICATION

Jaipur, March 17, 1981

Rajasthan Civil Services (Joining Time) Rules, 1981

G.S.R.26 :- In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor hereby makes the following rules, namely :-

1. Preliminary: (1) These Rules may be called the Rajasthan Civil Services (Joining Time) Rules, 1981.

(2) They shall come into force with effect from 01-04-1981 and shall apply to Government servants who are transferred on or after that date.

(3) These rules shall apply to all Government servants appointed to civil services and posts under the State Government, but shall not apply to –

- (i) Work-charged employees,
- (ii) Government servants paid out of contingencies,
- (iii) Government servants engaged on contract and those who are not in whole time employment or Government.

Clarification

¹[Attention is invited to Note 2 of FD Notification No. F.12(6)FD/Rules/05 dated 13.03.2006, in which it has been provided that in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.

A doubt has been raised that if a probationer-trainee is transferred during the period of probation training joining time under Rajasthan Civil Services (Joining Time) Rules, 1981 shall be admissible or not. The matter has been examined and it is clarified that if a probationer-trainee is transferred during the period of probation-training he will be entitled to only Mileage Allowance and incidental on the basis of fixed remuneration and the provisions of Rajasthan Civil Services (Joining Time) Rules, 1981 shall not be applicable and the actual period required for travel will be treated as on duty.]

2. Definition : 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 :-

- (1) Department of Government means concerned Administrative Department of the State Government.

(2)

- (2) Head of the Department means the authority declared as such under the General Financial & Accounts Rules.
- (3) 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.
- (4) 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 head quarters.

3. Regulation of joining time of Government servants transferred to another Government/Organisation & Vice versa :

(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 those rules, unless different provisions are expressly made in their respective terms of deputation/foreign service, by mutual agreement between the lending and borrowing authorities.

(2) The joining time of Central Government servants and Government servants of other State Governments or any other organisation who are appointed to civil services and posts under the State Government on deputation or on foreign service basis, shall for joining the civil services and posts under the State Government and for the return journey, 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.

4. Admissibility of Joining Time :

(1) Joining Time shall be granted to a Government servant on transfer in public interest to enable him to join the new post either at same or a new station. No joining time is admissible in case of temporary transfer for a period not exceeding 180 days. Only the actual transit time, as admissible in case of journey on tour, may be allowed.

¹[**Note :-** Government servants who are transferred at their own request and not in public interest may be permitted to avail gazetted holiday (s) including Sunday if falling between the period immediately after relinquishing the charge of the old post and before assuming the charge of the new post.]

(2) Government servants declared surplus under the orders by the Government from time to time shall be eligible for joining time on their transfer from one post to another.

(3) Government servants who are discharged due to reduction of establishment from State Government/department/office and reappointed to another State Government department/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.

(3)

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 State Government on the results of competitive examination and/or interview open to Government servants and others, State Government employees and others, permanent/Central/Other State Government employees will be entitled to joining time, under these rules. But temporary employees of the State 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. Amount of Joining Time

(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 makeover 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) (a) 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 area or cantonments as are continuous to the named municipality etc.

(b) In the case of a transfer of a Government servant within the same station which does not involve a change of residence from one station to another station, the transfer should involve the change of office building at the same station at a distance exceeding 2 km, for the purpose of admissibility of one day's joining time to join a new post, under clause (a) of this sub-rule. If an officer hands over charge in the forenoon/afternoon he shall be required to take over charge of the new post at the same station in the forenoon of the next working day.

(4) In case 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 indicated in the following schedule. When holiday (s) follows (s) joining time, the normal joining time may be deemed to have been extended to cover such holiday (s).

(4)

Distance between the old headquarters and the new headquarters.	Joining Time admissible	Joining time admissible where the transfer necessarily involves continuous travel by road for more than 200 km.
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	15 days

¹[Provided that when a Government servant Awaiting Posting Orders is transferred from one station to another station and involving change of residence, the Government Servant shall be allowed 4 days joining time including journey period, irrespective of distance and mode of travel.]

Note :- 1. Distance means actual distance charged by the Railways.

2. In cases where transfer of charge of an office consists of several stores or scattered works which the relieving and the relieved Government servant are required to inspect together before the transfer of charge is completed, the time taken for this purpose should not in any case exceed 7 days and the period so spent shall be treated as joining time extended under sub-rule (5) of this rule.

3. The taking over charge of District Treasury at Jodhpur and Jaipur shall be completed within a period not exceeding 7 days and in case of other District Treasuries in 3 days and the period so spent in taking over charge of the Treasuries shall be treated as joining time extended under sub-rule (5) of this rule.

(5) Extension of joining time beyond the limits indicated in Rule 5 (4) can be granted upto the maximum limit of 30 days by the Head of Department and beyond 30 days by the department of the Government, 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) Where 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 privilege leave.

²[**Note :-** In the case of a temporary Government servant, who is entitled to joining time but to no joining time pay under sub-rule 4, the unavailed period of joining time shall not be credited to his leave account as privilege leave.]

1. Added vide FD Notification No. F.1(6)FD(Gr.-2)/81 dated 02.02.1985

2. Added vide FD Notification No. F.1(6)FD(Gr.-2)/81 dated 30.12.1985

(5)

(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 order, he shall be entitled to joining time already availed of upto 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 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 allowance 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. Penalty for exceeding Joining Time : A Government servant who does not join his duty within his joining time, is not entitled to pay after the end of joining time. The period of absence from duty after the expiry of joining time admissible under these rules shall amount to interruption in the service involving forfeiture of past service unless, on satisfactory reasons being furnished, such absence is regularised by grant of extension in the normal period of joining time under these rules in the circumstances narrated in Rule 5(5) or is commuted into extraordinary leave by the authority competent to extend the Joining time.

9. Miscellaneous : Where any Department of Government is satisfied that the operation of any of these rules cause undue hardship to any particular case, that department of Government 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 Finance Department of Government.

10. If any doubt arises as to the interpretation of these rules, it shall be referred to the Finance Department of Government.

11. All rules, orders 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.

[No. F.1(6)FD/Gr.-2/81]

By order of the Governor,

(M.L. Gaur)

Deputy Secretary to Government